

2015, November 4

Website Advisory Committee - Agenda and Minutes

Wednesday, November 4, 2015
2:30 - 4 pm
Alice Moulton Room, Gerstein Library

Agenda

Topic of Discussion	Presenter	Time Allocated
Welcome		
Selection of a minute taker		
Approval of the agenda	Lisa	5 minutes
Business arising from the minutes/approval of the minutes		
Updates from ITS		
<ul style="list-style-type: none">Sub-site migration update, shelf browse, completed Drupal training, staff intranet planning	Marc	20 minutes
Content management update		
<ul style="list-style-type: none">When to use Drupal, Confluence, LibGuides, LibAnswersMoving LibAnswers to Drupal?Reminder to review the library info pages in your portfolioGuidelines for the "What's New" homepage card	Lisa/Judith	20 minutes
Usability teaming - idea and discussion	Lisa	20 minutes
Ideas for improved online presence, service, communications.	All	20 minutes
Examples of recent work to share with the group.		
Questions and other items	Lisa	10 minutes

Minutes

Present: Jenaya Webb, Jordan Hale, Lisa Gayhart, Marc Lalonde, Judith Logan, Rita Vine, Heather Cunningham, Vincci Lui, Michelle Spence, Graham Slaght, Richard Carter, Joanna Szurmak, Heather Buchansky, Kate Johnson

Regrets: John Shoesmith, Evenline Houtman, Jesse Carliner

Selection of a minute taker; agenda approved; business arising from the minutes/approval of the minutes

- Kate Johnson volunteer to take minutes
- Clarification of CDD acronym in Sept 2 minutes: Collection Development Department

Updates from ITS (Marc)

Sub-site migration update

Marc is currently working on the following library websites: Dentistry, OISE, UTSC. He has also met with staff from the Thomas Fisher Library to review their requirements for migration.

Shelf browse (Marc)

There have been issues with Shelf Browse which have delayed its launch but it is being tested this afternoon. Looking forward to a November launch.

Completed Drupal training (Marc and Lisa)

Marc and Lisa held Drupal training for Drupal Website Content Managers covering:

- creating and updating, content types, mini-panels, and boxes for the new website
- usability and accessibility

Another training session will be offered but there is no date set at this time. It's recommended that attendees have basic knowledge of Drupal before attending. If not, more experienced staff at their library should sit with them to get them up to speed. If you have staff that need training, please forward names and emails to Marc for future sessions.

Staff intranet planning (Marc)

ITS is beginning its investigation into a solution for a new library staff intranet and will seeking user input to compile a list of needs and requirements via:

- Questionnaire / survey
- Focus groups

The ongoing move away from the ColdFusion will affect some staff forms and the staff directory. The eventual move to a new staff intranet will affect these areas. There will also be an impact on Fix It /Library Resources in Blackboard (Heather B.).

Subject A to Z (Marc and Judith)

(Richard) Is there a way to make updates to Subject A to Z easier? Provide access to Liaison Librarians?

(Judith) Subject A to Z is hosted on the ColdFusion platform. As we move away from Cold Fusion, ITS is developing an exit plan, but this will take time. In the meantime, any updates to Subjects A-Z can be sent to the key people who currently have access:

- Humanities and Social Sciences: Jennifer Wentworth
- Sciences: Heather Cunningham
- Engineering: Cris Sewerin

(Judith) Next Steps for Subject A to Z: ITS will be seeking a lot of consultation from Librarians and other user groups. **Get involved - Volunteers to get involved in this process should contact Judith.** It will likely be a 1-2 yr process. Some questions to address:

- How to configure the front end for users? Should it be hosted on LibGuides? SpringShare provides a customizable database discovery platform, but there are some limitations. Alternatively, we could use APIs to feed into Drupal pages.
- The backend will more than likely be LibGuides, but at present not everything that's in Subjects A-Z now is in LG. We will have to add the missing content, descriptions, and subject associations. We should ask ourselves and our users if the lists need to be so long and if encyclopedias are still necessary.
- Do we want a centralized coordinator(s) similar to Libguides?

Library Staff Directory (Marc)

- UTSC wants a more detailed staff directory and was investigating options. Instead of developing a separate UTSC specific directory, Marc has used the content from the main directory and created a customized view.
- This might be of interest for other libraries but Marc is holding off until decisions have been made about the staff intranet replacement
- Suggestions by committee members:
 - (Kate J) improved display for those in split roles so that it is clear that there are different options for contact
 - (Rita) Liaison Librarian Review has brought up a lot of interest in a private view where staff's areas of specialization or talents (beyond Liaison area) can be displayed so staff can identify collaborators or experts.

Content management update (Judith)

Extension to Judith's role at ITS

Judith is retaining her part-time role with ITS dedicated to web content management. If you have questions about content management, please contact Judith.

When to use Drupal, Confluence, LibGuides, LibAnswers (Judith)

Is there a benefit in creating a short guide to help staff in making decisions based on: Audience (e.g., students, outside users, librarians, staff); Frequency of updates; etc.? For example:

- Drupal – external audience, more formal, not a collaborative space, less frequently updated)
- Libguides – student audience, less formal, somewhat collaborative

If you are **interested in working on this document** or **already have best practices guidelines for your staff**, please contact to Judith.

Moving LibAnswers to Drupal? (Judith)

New version is available and LibAnswers stakeholders met to review if UTL should upgrade. This group is made up of librarians who answer reference questions or maintain public FAQ pages in LibAnswers. Please note, anyone is welcome to participate in this informal discussion – contact Judith.

Judith drafted the document in Confluence. **Could you please comment on it before the next WAC meeting?** <https://connect.library.utoronto.ca/pages/viewpage.action?pageId=24020480>

Although the public end is a success, the backend has proven to be cumbersome. Marc and Judith investigated the option to move the LibAnswers to Drupal pages and found it to be an easy process so Library FAQs will likely move to Drupal soon. They will present their findings to the LibAnswers stakeholders next week. Before ending any contracts, Judith and Marc will investigate options for downloading content (statistics, etc.) from the platform.

Reminder to review the library info pages in your portfolio (Lisa)

Please take a moment and review your Library Info page under the “All Libraries” list <<https://onesearch.library.utoronto.ca/visit>>. There are still few pages that need to be updated.

If you have new text or images to add, please send content to web@library.utoronto.ca

Guidelines for the "[What's New](#)" homepage card (Judith and Lisa)

The ITS web team has created a page with guidelines for creating and submitting content for the “What’s new” section on the redesigned main UTL homepage. The guidelines page will be hosted in

- the UTL Communications and Marketing Support LibGuide <http://guides.library.utoronto.ca/communications/whats-new>;
- Will be added to a public space in Confluence soon
- Will be added to Web Style Guide in the next round of edits

If you have any questions, please send them to web@library.utoronto.ca and share this message to those not on this list who may be involved in promotion of services, events, or collections.

Usability teaming - idea and discussion (Lisa)

Lisa has been working on UX toolkit containing research, tools, and guidelines to help incorporate user experience into your work. In the future, she hopes this could become a centralized resource that staff can draw upon to run their own UX testing and share any tools or content that they create (e.g. email templates, tests) or collect (e.g. quantitative or qualitative data, images, tweets).

She is seeking volunteers to help finish pulling the toolkit before the holidays. This not a formal working group because it should only take a few meetings to finish the Toolkit. Lisa will email the listserv with a call for participation.

If you have been running your own UX testing, let Lisa know what you used or the kind of information that you collected.

Questions or other items

eBook Libguide (Heather B.)

Seeking feedback on <<http://guides.library.utoronto.ca/e-books>>:

- Is it useful to maintain this libguide?
- Is it relevant?
- Should it be changed into a Drupal page or removed altogether?
- Is this more of a tool for librarians?

Screenr (Kate J.)

Screenr is being retired on November 11, 2015. Info from their [website](#):

- As you might already know, Screenr's recording capability is based on Java RE (Runtime Environment), which is rapidly becoming antiquated.
- **If you'd like to download your videos, please do so before November 11th.** After then, you will no longer be able to log into Screenr. However, all of your embedded videos and links to your videos will continue to work.

Access for Staff and Student Employees

If you have student assistants or unionized staff who are working on updating content in one of the platforms, we are no longer using generic account logins.

Please **email any requests for account to web@library.utoronto.ca and copy Marc** so an account can be created for the student employees. Make sure the subject line is meaningful and include the following information:

- SLA, GLSA or Staff full name
- Supervisor's full name
- Start and finish date
- What area/site they will be editing

You can also set up the view setting of Confluence pages as public, editing rights, adding comments.

- Permissions and restrictions <https://confluence.atlassian.com/doc/permissions-and-restrictions-139557.html>
- Space permissions (chart for options) <https://confluence.atlassian.com/doc/space-permissions-overview-139521.html>

Next meeting

Committee members decided to have a December meeting since the October meeting was cancelled.

Wednesday, **December 2th** from 2:30 - 4 p.m. in the Alice Moulton Room (Gerstein)