

2015, August 5

Website Advisory Committee - Agenda and Minutes

Wednesday, August 5, 2015
2:30 - 4 pm
Alice Moulton Room, Gerstein Library

Agenda

Topic of Discussion	Presenter	Time Allocated
Welcome	Lisa	10 minutes
Selection of a minute taker		
Approval of the agenda		
Business arising from the minutes/approval of the minutes		
Updates from ITS	Marc	10 minutes
Going forward: Vote on new Terms of Reference and review updated membership list	Lisa	15 minutes
Content management discussion	Lisa/Judith	20 minutes
Creative Commons Licensing of UTL Web Content	Graeme	15 mins
Ideas for improved online presence, service, communications	All	20 minutes
Questions and other items	Lisa	10 minutes

Minutes

Attendees: Kate Macdonald, Trinity; Angela Hamilton, UTSC; Jordan Hale, Map and Data; Judith Logan, Robarts Reference; Rita Vine, Administration; Heather Cunningham, Gerstein; Jenaya Webb, OISE; Joanna Szurmak, UTM; John Shoesmith, Fisher; Graeme Slaght, SCCO; Lisa Gayhart, ITS; Marc Lalonde, ITS.

- **Welcome**
- **Selection of a minute taker** (Angela Hamilton)
- **Approval of Agenda**
- **Business arising from the minutes/approval of the minutes**

Updates from ITS (Marc)

- Updates to make all pages responsive
- Some central libraries want to hide or reorder one search results page. Enabled them to choose, search their own Drupal instance
- Earth, Math, Dentistry and UTSC begun work on new sites.
- Need to determine on central websites where to put link back to main site

Coming updates:

- updates to SIRS page, including new header and footer
- The request log-in page will also get a new look and feel
- Subjects A-Z will be more responsive, be able to jump to a particular letter
- Locker/Course reserves application
- Plans to remove "one search" from URL
- Need to clear WWW, move files
- Discussion around why different libraries would want different search results pages
- Example: Fisher does not Articles
- How do we know what happens on individually pages? Do we need additional testing to determine needs?
- Text on results page will reflect that you are on a specific page; directing back to main page if need more results
- Need to add ability to filter by a specific library (particularly for UTSC, UTM)
- Fall will involve User Needs studies
- User needs at Robarts
- Search results
- Web accessibility

- Audit of Kiosks at Robarts

Going forward: Vote on new Terms of Reference and review updated membership list

- Focused on make recommendations to the Web Coordinator
- Currently updating distribution list, membership list

Discussion of TOR

- Who is representing the Users? None currently sit on committee. A- Everyone responsible for representing, gather information from their users
- Should expand on “web presence” to include “web content”?
- Replace “discuss” with “consider” in point 2 (agreed)
- Updated membership list to balance representation
- Vote to accept TOR – passed

Creative Commons Licensing of UTL Web Content (Graeme)

- Initial proposal was broad, now focused on One Search/Central Library site
 - Opportunity to work out technical details
- Proposed Policy: “**All text on the site onesearch.library.utoronto.ca unless otherwise indicated**”
 - Need to audit current content to see if anything should be excluded
- Examples of other websites that have done this; none in Canada. Several in US.
- How will it be displayed? What is the statement/approach?
 - Can discuss CC-BY, something else, as appropriate
- Potential inclusion of Libguides?
- How will this make things differently?
 - Potentially accessibility options
 - Political reasons
 - Content management, becomes more authoritative, gain attribution. Content would become more searchable
- Does this apply to video content? Images?
 - Currently only text content. Media items would need to be individually tagged
- What is the pathway of approval?
 - Potentially, UTFA (academic freedom issue), Scholarly Communications, Senior Staff
- Public statement, about optics, has teaching opportunities

Content management discussion (Lisa/Judith)

- Beginning to work on a strategy and cycle towards content on One Search and ultimately all sites
- Old site had excel spreadsheet of every page on the site, identify orphan pages, identify gaps/ownership, types of content that are over/under-representative, unwanted search results
- Next phase, maintenance, will audit new site, will inventory new pages, schedule regular outreach to content owners. Try to limit number of content owners to ensure feasibility
- Set alert for newly published pages (not approval)
- Navigation will be static, part of regular maintenance schedule
- Home page content – will work with communications librarian/office
- Seeking information about collections: special collections, print collections, are there collections that no longer exist, changes, etc.
 - Each collection will have own page, formatted like information pages
- Many documents/pages were broken up – this has consequences for search results (same information shows up multiple times). Better to have single page with anchor links
- Need to review, consolidate, make available and set maintenance schedule best practices documents

Ideas for improved online presence, service, communications

- Regular new meeting item for all future WAC meetings
- Discussion of specific examples of what libraries are doing in planning/updating site
- Judith supervises Twitter feed; have been collecting complimentary Tweets (with permission) and embedding on pages
- Other examples of testimonials

Next meeting

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