

Web Site Policy DRAFT

DALNET

January 2001

A. Background

The DALNET web site, was begun in _____ as a information source for member institutions. It is maintained by the DALNET systems office.

The site offers contains information about the DALNET for members, potential members, and users. It is updated weekly.

B. Mission

The DALNET website serves as a gateway to Southeast Michigan resources. It provides access to all DALNET resources including local subject guides, links to all DALNET libraries and catalogs as well electronic databases and worldwide information resources. The website provides promotional information for the consortium and physical accessibility to the collections through maps, phone numbers and hours. It also acts as an intranet for DALNET member institutions.

DALNET uses the most current technology to provide web access to the members' vast collections providing quality searching to all DALNET users. The design enables searching success for many different learning styles.

C. Involved Parties

Posting materials on the web page requires the cooperation of various parties within the consortium. Listed below are the main parties involved in developing the web site in an attractive, accurate, and manageable fashion.

- *Member Libraries (Project Managers)*

Some of the content (copy and images) for the DALNET site originates from, and is updated by, relevant staff members, departments, and/or special committees.

- *Marketing*

The Communications and Marketing Department and/or the Publications Department edit all materials that are posted on the web site.

- *Systems Staff*

Some of the content (copy and images) for the DALNET site originates from, and is updated by, relevant staff members, departments, and/or special committees. In the absence of a webmaster, the systems staff is responsible for presenting the web site in an attractive, consistent, and manageable format.

- *Webmaster*

The Webmaster position is currently vacant. The Webmaster is responsible for presenting web site material in an attractive, consistent, and manageable fashion.

- *Website Standing Committee (WSC)*

This group acts as an oversight committee, advising on web initiatives, content, and design. It meets monthly and is responsible for the following:

1. Advising on issues of policy, process, and procedure
2. Facilitating communication among departments and with external entities
3. Recommending selection and prioritization of new projects

4. Assisting with the development of strategies to position the web site as an integral and essential museum project

E. Scheduling and Formatting Materials

Content must be formatted, submitted, scheduled, and approved according to the attached procedures manual. It is divided into three categories: Standard Projects, Special Projects, and Corrections, each with its own set of procedures. Procedures must be followed so that information is posted accurately and according to schedule.

F. Working with Outside Entities

External Agencies

Linking to Other Sites from DALNET

Linking to DALNET from Other Sites

DALNET Web Site Procedures Manual

Standard Projects

Definition

Submission

Scheduling

Procedures

Special Projects

Definition

Submission

Scheduling

Procedures

Corrections

Definition

Corrections are minor revisions to web site segments that are currently available for public viewing. Corrections address: 1) outdated information, 2) factual or typographical errors, 3) design or formatting problems, or 4) navigational errors such as lapsed or inaccurate hypertext links. Corrections are typically limited to the deletion or replacement of information or additions of up to approximately three or four sentences. As a general guideline, the number and nature of corrections are expected to be analogous to those made at the proofreading stage of the print publication process.

Submission

Scheduling

Procedures

Images

Photographs

Procedure:

Review: