Website Standing Committee
Wednesday, May 17, 2000

Meeting at 9:30am
Attending: Cindy Yonovich (WCCC), Sue Homant (U-D Mercy), Tim Cromer (DALNET), LaChelle
McDonald (DPL)
Minutes:

Agenda:

I. Review Changes to DALNET Website
II. Broadcast searching (review, make suggestions)
III. Final review of mission statement
IV. Procedures for approving new postings to the website (including mechanisms for proofing)

I. Review Changes to DALNET website

Committee reviewed proposed changes by Tim Cromer.

Issues identified by T. Cromer:

1. Needs access to more graphics to create a DALNET splash page.
2. Needs more content provided - especially promotional content.

Issues identified by Committee

1. Committee would also appreciate feedback from DALNET office about important gaps in content on
    the website (technical information etc.)
2. Committee would appreciate guidance about what to do with incomplete (outdated?) information on
    the site.

T. Cromer believed that if appropriate resources of graphics and content were available the DALNET
website could be presentable by the second week of June. He was unwilling to make that commitment
without having appropriate content and graphics supplied.

T. Cromer will provide CD-Rom to view changes before the next meeting.

II. Broadcast Searching

George Marck was unavailable to attend the meeting but asked M. Galvin to present the current
configuration to broadcast searching. S. Homant had looked at it extensively since the last meeting.

Issues identified by S. Homant (She will e-mail George directly)

1. The instruction notes that we are limited to six libraries. Is this limit real or a limit placed because of
    response time considerations?
2. A new term needs to be used aside from broadcast search. Broadcast search is not descriptive to the
    general user.

Issues identified by the committee

1. Committee thought it would be useful to group member libraries by functional group i.e. hospitals,
    academic etc.

2. Is it possible to use page (with two columns) to **Search One library** – goes to individual database site – and **Search Multiple libraries** (Broadcast Search)?

III. Final Review of Mission Statement

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.

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.

Unless, I hear otherwise this will be announced to the steering committee on June 12, 2000.

IV. Procedures for approving new postings to the website (including mechanisms for proofing)

After a discussion with the committee, we determined: There are two types of changes – Updates and New Content.

Updates consist of replacements made to existing content. Examples include new employees, minor changes of existing HUG enhancement procedures. Updates are made automatically to existing site without approval of the committee. Proofing responsibility lies with the person who requests the post.

New Content consists of new sections (with content) or substantive revisions of existing content. These will be posted to a lotus notes site (set up by T. Cromer) so committee members can discuss and approve changes. Final proofing responsibility lies with the committee.

New Business:

Procedure for members to make changes to their own webpacs. In light of difficulties managing time and expertise, the committee determined that using the DALNET Help Desk would expedite these requests. Using the Help Desk would allow these requests to be mediated (making the requests more complete) and documented. Documentation would decrease the number of misunderstandings. The committee wonders how this change of procedure should be announced to member libraries. Mary is asking the DALNET office.

Meeting adjourned 11:00 am

Minutes prepared by M. Galvin