

**Web Committee Meeting**

**27 February, 14:00 – 15:00, Technical Services Committee Room, JS Gericke Library**

**Present:** Ina Smith (IS) (chair); Samantha Bennett (SB); Ricardo Davids (RD); Pieter du Plessis (PdP); Reinet Faasen (RF); Hilton Gibson (HG); Natasja Malherbe (NM); Delene Pretorius (DP); Elbie van Wyk (EvW); Naomi Visser (NV); Judy Williams (JW)

**Apologies:** Wouter Klapwijk (WK); Lucia Schoombee (LS); Mimi Seyffert (MS)

**Minutes:** Natasja Malherbe (NM)

**Visitor:** Ralph Pina (RP), IT

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| **Item** | **Notes** | **Action** |
| 1. Welcome | IS welcomed everybody at the meeting, especially new members, JW and RD, and visitor, RP.  The web committee’s approach this year will be less technical, focusing on participative innovation and creativity with a purpose. The web site is the display window of the library. |  |
| 1. Institutional CMS policy and alignment of Library Web with institutional policy | RP briefly discussed the University’s web strategy, policy and governance. [Powerpoint available on SharePoint](https://stbsp01.stb.sun.ac.za/vrr/library/Komitees%20%20Projekte/Komitees%20-%20Committees/Webkomitee%20-%20Web%20committee/Notules%202013/27_02_2013_presentation.pptx)  **2.1 Web strategy**  **Public websites:** SUs web strategy is to encourage SU websites to be built on SharePoint. The central SU website will be rolled out on SharePoint in April.  **Portals:** The portal will come to an end by 2013. Overlays on the intranet sites will acknowledge the on-going relevance of the user experience for different user groups.  **Mobile:** With the mobile strategy, SU will focus on web applications. There are no resources available to create these web apps; their development will be outsourced to students for example. Content should be packaged as services so that apps can be built around them.  The University’s mobile site at <http://m.sun.ac.za> will be officially launched 1 March 2013. The library has its own icon on this site.   * 1. **Web policy & governance**   Web regulation is in place since 2011 and strives for a balance between control and freedom. The web regulation describes the different web roles within the University:   * SU Web committee (previously the Portal Committee). Wouter represents the library on this committee. * E-communication: Lize Esterhuizen is responsible for SUs online image and presence, taking care of institutional website content. Lize is also the contact for SP master pages and templates, while Bernard Heesen provides SP technical support. * IT manages domain name sun.ac.za only and provides the hosting environment, free of charge to non-profit SU divisions but does not build web. Sections are responsible for carrying their own web costs.   SU web regulation stresses the necessity of a disclaimer on SU blogs and comments.  RP leads a project team which is currently developing a framework for personal information protection. |  |
| 1. Web governance policy | WK will compile a web governance policy for the library, available at <http://bib.sun.ac.za/index.php/Web_Governance>. The policy should align with the institutional web governance policy. | WK to provide feedback on the policy at the next web meeting 27 March 2013 |
| 1. Terms of reference | IS reports to the Senior Director every three months on web matters. All communications between the web committee members will happen via the wcm mailing list.   In future, the agenda and notes of the meeting will be uploaded onto SharePoint under Committees & Projects - Committees – Web committee. Any additions/amendments to be forwarded to NM for action before the next meeting.  Meetings have been scheduled for once a month on a Wednesday from 14:00 to15:00.  Technical issues will be resolved outside of the meeting. | IS will compile the terms of reference. [ToR available on SharePoint](https://stbsp01.stb.sun.ac.za/vrr/library/Komitees%20%20Projekte/Komitees%20-%20Committees/Webkomitee%20-%20Web%20committee/Notules%202013/Terms%20of%20reference.docx)  IS, NM  Web committee |
| 1. Library web statistics | Available for the library web and mobile sites at <http://piwik.sun.ac.za>. Piwik will be useful also for when the web is evaluated during self-evaluation this year. | Web committee members are encouraged to look at stats. |
| 1. Feedback from LibQual Survey | IS analysed the LibQual web-related comments ([analysis available on SharePoint](https://stbsp01.stb.sun.ac.za/vrr/library/Komitees%20%20Projekte/Komitees%20-%20Committees/Webkomitee%20-%20Web%20committee/Notules%202013/Libqual%20Feedback.docx))and has divided it into four broad categories:   * General: highly frustrating, a nightmare * Navigation: too many options, don't know where to start * Design/content: too clustered, very deep links, simplify website * Federated search: Primo is a nightmare   Reggie Raju has requested IS to conduct a web analysis. She will be assisted by RD with input from the web committee. The committee agrees on less content. | Discovery working group (NM)  IS, RD, Web committee |
| 1. SharePoint technical aspects | NM compiled a list of all outstanding web matters, available at <http://wiki.bib.sun.ac.za/index.php/Website#Outstanding_Matters>. A timeline to be allocated to each of the items.  Items to be added:   * CALICO catalogues under Quick Links to be renamed * Mobile web icon/display on home page * Search function for web content on home page * Apply for an ISSN page (under Services) * Mobile apps page | WK, NM  NM  RF  SB |
| 1. Other | **8.1 Budget**  Is there a budget available to the web committee?  **8.2 SP upgrade**  SharePoint will be upgraded to SP 2013 in 2013.  **8.3 Old FrontPage content**  The committee accepted IS’s suggestion to write all old FrontPage content to CDs and to switch off FrontPage to prevent old pages from surfacing on the web.  This can only be done once the Adobe Captivate screen casts have found an alternative storage space and the web forms (including the off-campus FrontPage form) have all been redesigned in InfoPath. Self-evaluation will be conducted by the Library this year. Library website should not be a duplication of the physical environment.  **8.4 Eng/Afr parallel switch**  DP2 wanted to know whether in SP 2013, when on a page in the AFR side, clicking English would take you to the equivalent in English instead of the English main page.  **8.5 Libguides statistics** | IS to enquire.  IS to confirm timeline.  IS  RD, EvW, NM  NM and relevant staff  NM to enquire  DP to share Libguides usage stats at next meeting 27 March 2013 |
| 1. Next meeting | 27 March 2013, 14:00-15:00, Technical Services Committee Room, JS Gericke Library |  |