



UNIVERSITEIT STELLENBOSCH BIBLIOTEEK- EN INLIGTINGSDIENS

## STELLENBOSCH UNIVERSITY LIBRARY AND INFORMATION SERVICE

### *Terms of Reference* **Library Web Committee** **2013**

---

#### **1. Purpose**

The role of the Library Web Committee is to ensure the effective operational management of the LIS web, and to align it with the LIS Strategy, the SU Web Regulations as well as the SU strategy.

#### **2. Members 2013**

Ina Smith (Chair) – Librarian (SUNScholar, SUNJournals, SUNConferences)  
Wouter Klapwijk – Deputy Director (Information Technology & Digital Services)  
Natasja Malherbe – Librarian (Information Technology)  
Lucia Schoombee – Senior Librarian (Carnegie Research Commons)  
Delene Pretorius – Senior Librarian (Information Services)  
Samantha Bennett – Librarian (E-Resources)  
Pieter du Plessis – Librarian (Faculty of Science)  
Elbie van Wyk – Librarian (Learning Commons)  
Judy Williams – Librarian (SU Business School)  
Ricardo Davids – Library Assistant (Digital Services)  
Naomi Visser – Librarian (Faculty of Arts and Social Sciences)  
Reinet Faasen – Librarian (Circulation)  
Mimi Seyffert – Librarian (Special Collections)

#### **3. Objectives/goals**

- 3.1 Investigate new trends, and advice on implementing new innovative functionalities as part of the library web;
- 3.2 Frequently revisit/evaluate the web and address changing needs of the user community based on feedback received from user surveys;
- 3.3 Identify content that needs to be updated, as well as new content to be added, on a regular basis;
- 3.4 Advice on creating and maintaining a vibrant and user-friendly library research, training and research virtual web environment, available 24/7;
- 3.5 Promote the library web (incl. the mobile library web) in innovative ways;
- 3.6 Formulate web governance policies as well as web management guidelines related to operational activities within Sharepoint;

3.7 Align the LIS web with SU web regulations.

#### **4. Meetings**

4.1 Frequency of meetings:  
Meetings will be held monthly.

4.2 Duration of meeting:  
The meeting will be held for one hour.

4.3 Minutes:  
The person responsible would be Natasja Malherbe.

#### **5. Review**

5.1 Senior Management of the Library and Information Service reviews all committees and working groups on an annual basis.

5.2 The Library Web Committee will review these terms of reference annually.

5.3 Recommended changes to the terms of reference will be subject to approval of the Senior Management Team.

#### **6. Communication & Documentation**

The following mechanisms were put into place:

1. Agendas & Minutes: Library Intranet >> Committees & Projects >> Committees >> Web Committee
2. Communication: Mailing list [wcm@lists.lib.sun.ac.za](mailto:wcm@lists.lib.sun.ac.za)
3. Planning, governance/policy & guidelines: <http://wiki.bib.sun.ac.za/index.php/Website>  
(Work in progress)

---

Compiled by Ina Smith  
E-mail: [ismith@sun.ac.za](mailto:ismith@sun.ac.za)  
Date: 18 March 2013