

**Web Committee Meeting**

**30 April, 14:00 – 15:30, Technical Services Committee Room, JS Gericke Library**

**Present:** Wouter Klapwijk (WK) (acting chair); Marlon Adams (MA); Ricardo Davids (RD); Pieter du Plessis (PdP); Reinet Faasen (RF); Natasja Malherbe (NM); Delene Pretorius (DP); Lucia Schoombee (LS); Elbie van Wyk (EvW); Naomi Visser (NV); Judy Williams (JW)

**Apologies:** Samantha Bennett (SB); Hilton Gibson (HG); Mimi Seyffert (MS); Ina Smith (IS)

**Minutes:** Natasja Malherbe (NM)

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| **Item** | **Notes** | **Action** |
| 1. Welcome | WK welcomed everybody at the meeting, especially new member, MA. |  |
| 1. Terms of Reference | The committee’s [Terms of Reference](https://stbsp01.stb.sun.ac.za/vrr/library/Komitees%20%20Projekte/Komitees%20-%20Committees/Webkomitee%20-%20Web%20committee/Notules%202013/Terms%20of%20reference.docx), as compiled by IS, was accepted, with minor changes, by the SMT. |  |
| 1. Web governance policy | WK compiled the framework for a web governance policy for the library, available at <http://bib.sun.ac.za/index.php/Web_Governance>. He will add content, to be further discussed in the meetings, to the existing headings for presentation to SMT. | WK |
| 1. Outstanding matters of 2012 | WK will make a recommendation of how the outstanding web matters at <http://wiki.bib.sun.ac.za/index.php/Website#Outstanding_Matters> can be addressed in-house by for instance a web development working group.  The SharePoint technical aspects covered at the above URL will be attended to by either Library IT, Campus IT or contracted out.  WK will investigate how the website’s current page layout, specified by Nimblemind previously, can be stretched to accommodate technological advancements..  To accomplish a clearer web font, the hardcoded style sheet elements on the web pages have to be removed. | WK  WK  WK  WK |
| 1. Primo v4 | The [web feedback from the LibQual survey](https://stbsp01.stb.sun.ac.za/vrr/library/Komitees%20%20Projekte/Komitees%20-%20Committees/Webkomitee%20-%20Web%20committee/Notules%202013/Libqual%20Feedback.docx) is more applicable to Primo than web issues and these issues are systematically been addressed by the newly established Discovery working group.  NM highlighted some of the [new Primo functionality in version 4](https://stbsp01.stb.sun.ac.za/vrr/library/Afdelings/E-bronne%20(Ou%20Dokumente)%20-%20E-resources%20(Old%20Documents)/SMUG%20+%20RLC-hosted%20docs/PRIMO/WhatsNewInPrimo4.pdf), including Browse search.  Other issues were also resolved: *Refine: starts with* is no longer case-sensitive; the Advanced Search from the home page is no longer behind authentication.  Input / requests from the committee:   * Increase Browse search font size to make the new search function stand out more * Request for series and ISBN browse indexes * *Classic catalogue* and *Powered by Primo* information boxes on the Primo home page to be removed and replaced with other content. * In the meantime, rename ‘traditional catalogue’ to ‘classic catalogue’. * Add another search line to the Advanced search. | Discovery working group  Discovery working group |
| 1. Mobile website | The move is towards Responsive Web Design (RWD): technology that recognizes the device the client uses to visit the site and adjust a web page accordingly. SP2010 was not developed with RWD as a core feature, since RWD was a relatively new concept then. There are RWD improvements in SP 2013 which is an added motivation to upgrade to SP2013 as soon as possible. However, the Library website does render correctly on a tablet device – for smartphones the end-user should be directed to the m.library.sun.ac.za website.  There are some additions / amendments needed to the content on the mobile website. NM will forward those to the wcm listserv for further input before having it corrected by IT. EvW suggested the *Find information: step by step* guide to be added to the How Do I’s.  WK will discuss Library access to the mobile platform to maintain own content with the IT development team. | NM  WK to discuss with Marc-Allen. |
| 1. Old FrontPage content | **Adobe Captivate training videos:** In order to integrate the Flash for the training videos in SharePoint, IT has to make an adjustment to the SharePoint Central Administration.  **InfoPath forms:**  NM is making progress with the old FrontPage and Word/PDF forms’ redesign in InfoPath:  E-resources evaluation form, CHELSA form, Off-campus document delivery form.  The suggestion link from the Learning Commons subsite now links to the generic [Make a suggestion form](http://library.sun.ac.za/English/aboutus/contactus/Lists/Suggestions/NewForm.aspx?Source=/English/aboutus/contactus/Pages/Thank-you-for-your-suggestion.aspx) and Request for training is incorporated in the [Ask a librarian form](http://www.questionpoint.org/crs/servlet/org.oclc.admin.BuildForm?&institution=10749&type=1&language=1).  Not all forms lend themselves to be online e.g. Short Loans reservation form (to be accompanied by the material) and the CALICO referral letter (generic form used by all CALICO institutions).  MA is investigating why e-mailing a form (such as the Off-campus document delivery form) to different targets depending on choice of Faculty does not populate the database.  NM will e-mail the wcm listserv regarding progress on the forms.  **Databases A-Z:** WK, NM and SB are working on a SharePoint List to replace the static Database A-Z HTML page: 1 list with 26 views, a view for each alphabet letter. Subject classifications per database are assigned.  NV requested freezing the database list’s alphabet letters at the top of the list. | WK & MA to follow up with Wielligh (IT)  NM  MA  NM  WK, NM, SB  WK |
| 1. SharePoint 2013 upgrade | A platform upgrade to SharePoint 2013 holds many advantages e.g. page layouts are easier to create / adjust, social media functionality, etc.  WK and MA will discuss the technical preparation for the upgrade with the institutional web committee.  WK suggested the OCS platform be employed to build the 2013 Symposium website. | WK, MA  LS, RD, WK, HG. |
| 1. Horizontal navigation | Horizontal navigation on the library website has not been possible yet. SharePoint variations are dependent on language packs and there was never a language pack available for Afrikaans.  WK will enquire whether an Afrikaans language pack is available in SharePoint 2013 because the horizontal navigation works well on SU’s new SharePoint 2013 site. | WK |
| 1. New SU website | The new SU website was launched on the SharePoint 2013 platform. |  |
| 1. Procedure to upload new news items to SU blog | With the new SU SharePoint website, the procedure to upload new news items to the SU blog has been amended. Find the procedure uploaded on the library’s staff portal under [Algemeen – General > Handleidings – Manuals](https://stbsp01.stb.sun.ac.za/vrr/library/Algemeen/Handleidings%20-%20Manuals/HowToAddNewNewsToSUBlog.pdf). |  |
| 1. Other | **Suggestions for amendments to the library website’s Masthead:**   * Search / Soek button to be renamed Go / Stuur * My Account to read My **Library** Account | WK |
| 1. Usability Study | The planned usability study will stand-over until June for Ina’s attention (as per Reggie’s original request). The usability study is especially of importance in the context of the 2013 self-evaluation review which is currently underway. | IS |
| 1. Next meeting | 29 May 2013, 14:00-15:00, Technical Services Committee Room, JS Gericke Library | ALL |