DALNET Website Committee report to Steering Committee
For 6/12/2000

Activities:

COMPLETED PROJECTS

- Module Functionality Input for Contract – Committee provided input on the Module Functionality section of the contract with (then) Ameritech.

- Developed 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.

- Developed design for initial online catalog (webpac) sites.

RECOMMENDATIONS

- Guidelines and Recommendations approved by DALNET Website Committee

1. Keep graphics to a minimum.
2. A link to DALNET should be on the first search screen preferably at the top within the banner.
3. Drop down menus should be used instead of scrolling menus.
4. Search screens should fit on one screen (with 640 x 480 horizontal resolution considered standard). A certain amount of vertical scrolling is inevitable but horizontal scrolling should be avoided.
5. All search result screens should identify the library.
6. Brief view should have a full citation (author or editor / title / place / publisher / date / edition).
7. Brief view browse screens should have a twenty record limit per screen.
8. The term "Im@gine Library System" should be included on the opening screen. A graphic file can be used to avoid @ conflicts in software.
9. Do not use Horizon defaults for navigation (Back, Search etc). The terms Previous, Next, and New Search are preferred. The terms Previous Page or Previous Screen are also acceptable.
10. "View Full Record" on brief view should precede citations.
11. Availability information should have a due date or "Not checked out" (We are negotiable on this language but it should be uniform)

- Updating the website – Recommendations

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 or some other site that enables committee members to discuss and approve changes. Final proofing responsibility lies with the committee.

Additionally DALNET members need a procedure to expedite changes they would like make to their own online catalogs (webpacs). In light of difficulties managing time and expertise, the committee determined that using the DALNET Help Desk would be most efficient way to route 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.

ONGOING PROJECTS

- Developing a redesign for the DALNET home (sample headings)

  About DALNET

  New at DALNET

  Searching the DALNET databases

  Information for DALNET members (ID and Password Required)

- Reviewing Broadcast searching process and search screens
  The committee has worked with George Marck on this project.

- Working with DALNET staff on patron empowerment features, additional databases, etc.