

## *The College of St. Catherine Libraries* **Web Development Policies**

### *Evaluation/Selection Criteria*

The Libraries Collection Development Policy will serve as a guide for selection of content. Resources that are selected for inclusion on the Libraries web site must be well organized and easy to use, and produced by an authoritative source. The information provided must be accurate and kept up to date. Resources should be rich in content, or, if a resource is a collection of other links, that collection should be well maintained to avoid dead or outdated links.

Access to any resource provided on the Libraries web site should be free of charge, unless the Library is bearing the cost. Those that require a user to register may be included provided registration is free.

All pages on the Libraries web site must provide links only to resources relevant to the content and purpose of that page. Preference will be given to those resources that support the educational mission of the Library and College.

### *Maintenance, Updating, and Weeding*

The Library Web Advisory Group maintains the Libraries' web site with the assistance of those who have created and/or accepted responsibility for individual pages within the site. The Web Advisory Group is responsible for the overall look of the site, for navigation within it, and for insuring that it is kept current and corrected.

The Libraries' web site is swept once a semester by a URL checker. Problem URLs are checked and simple corrections are made by the library webmaster. A list of unsupported URLs is sent by the webmaster to those who are responsible for individual web pages.

The name and title of the person or department responsible for each page of the Libraries' web site is listed at the bottom of the page. This person or department updates and corrects the page. Each department is responsible for maintaining the web pages for their department. Web page maintenance responsibilities include:

1. Correcting unsupported URLs once a semester.
2. Checking the page thoroughly at least once a year (once a semester is recommended) in order to correct text, update print and electronic bibliographies, and delete outdated information.
3. Adding to the contents of the page if needed.
4. Whenever a new page is created, the creator is responsible for adding the new page to the Site Index. Similarly, whenever a page is moved or deleted, the Site Index page should be updated to reflect this.

When a person who is responsible for a web page leaves the CSC Libraries or changes responsibilities within the library system and becomes unable to maintain his or her page, the page will be reassigned to someone else. The name at the bottom of a library web page is understood to refer to responsibility for the maintenance of the page, not necessarily to authorship of its contents.

The weeding of library web pages is the responsibility of the library webmaster with the assistance of the Library Web Advisory Group and/or the person or department responsible for each page. In order to conserve server space, pages that are no longer a useful part of the Libraries' web site should be removed from the web server and also the local version of the web site on Isis. The person who was maintaining the page is responsible for its removal. This can be done in two ways. 1) delete the file from both the local and remote servers or, 2) if the page may be useful in the future it can be moved into the "Old Web Pages" folder on LibWeb. Any image files that are no longer being used should also be removed from both the local and remote "pics" directories. Make sure all links to the deleted page are also removed from the web site.