

WDC (Website Design Committee)

Meeting Minutes

03/28/2019

Location:	LY-177
Date:	03/28/2019
Time:	10:00 AM - 12:00 AM
Number of Attendees:	5
Attendees	Yom, Lauri, Eric, Annleah, Leah

Agenda items

- New WEBSHARE folder (This folder is used to share everything related to the FAU Libraries Website - available to content editors)
- Tandem Vault (FAU's Image Repository)
- FAU Libraries Main Search Tabs Proposed ideas
- New ADA Content-Type to manage the ADA pages
- New Exhibit Content-type to manage all of our exhibits
- Shared Folder Re-organizations
- Other Projects
 - New Exhibits pages
 - New Distance Learning Pages
 - Upcoming changes Libguides
 - More Options on the Home page
 - Quiet Zone pages
 - OER

Notes

1. Tandem Vault -

- You can browse the images without having access to download the image, but you may not have access to all images unless you log in. You could ask Yom or External Relations with access to download the images for you.
- <https://FAU.tandemvault.com>
- Will need to establish naming conventions, tagging information, etc.
- Yom will send out an email or have a meeting to go over this information with all content editors.
- [Images Guidelines](#) - make certain that is complete and accessible by all who need it.

2. WEBSHARE folder - for anyone who is a content editor to the website.

- It's a Windows shared folder that will be backed up.
- The "Readme" file will give an idea of folder structure and also give a link to Images Guidelines file.
- RJ's photos/images will also be put in there for common use.
- Current pictures are a compilation of Tandem Vault, photos taken by others, and other sources.
- Eric suggested that Yom create the hierarchical folder structure ahead of time and provide specific folder address for each user before introducing this to departments heads. Suggested that departments will show all units under their department, and that department heads will be aware of these.
- Alethea, Yom and Anna Leah will have access to all folders.

3. FAU libraries Main Search Proposed Ideas

- **Jupiter Stage** (Showed basic icon idea):
 - Yom put some content into the stage site to demo the use of icons.
 - Search Help Tab - Added to the tabs across the top of the blue box. This would have "Ideal for" information listed for the different resource tabs.
 - Additional option (Annaleah) Have a drop down box for: "I'm looking for..." so users can find where to search based upon what they are looking for (add Ask a Librarian option in drop down)
 - Not Ideal for: instead tell what to use for this type of search/resource instead of what it is not ideal for
 - If not ideal for certain things, could have the item (database, journal, etc.) linked so user could click on link and go to the correct location to search for the item.
 - Eric: Refigure the info in the tabbed boxes
 - Left align OneSearch
 - Below it: What it is ideal for - use larger font for this information

- Text should be more descriptive for what it is and not repeat what is in the search box.
- **HBOI Stage** (This is a wider format than Jupiter)
 - Mouse over - For this.... do that... and add Ask a Librarian to list of options
 - Bottom bar: (Anna Leah) add link to Streaming Videos
 - Look at USF for description for Library Catalog (Books) <https://www.lib.usf.edu/> "Search for books, videos, & other library materials (but not articles)." Also has a link for Advanced Search below the box (Lauri likes that idea).
 - Add a new tab for Videos or Streaming Videos? (UCF has a tab for that on their homepage, with check boxes for particular types of videos. <https://library.ucf.edu/> "Search our collection of DVDs and streaming videos. Checkboxes: Feature films. Educational. Documentary. Streaming.
 - Ask a Librarian link - add to large blue box and keep Ask a Librarian link at the top of each FAU Libraries page.
 - Schedule AB testing. Anna Leah brought up the need for student testing of the site in general and these items specifically. This should include both students familiar with searching/libraries and those who are novices to both.

4. **New ADA Content Type**

- New ADA Content type has been created with Garrett Mayersohn to reduce scrolling
- ADA has its own section <https://library.fau.edu/access-services/ADA>
- Use Accordion to reduce scrolling on the page (question from Lauri)? (Adaptive Technology is longest page. Yom said that this was considered and there were some problems with this format from an accessibility standpoint.
- Site has a "Report an Accessibility Barrier" form on the left side in the index. Suggested to add "campus" to this FAU Libraries form in the "Location of Barrier" (This has already been corrected this as of the afternoon of our meeting).

5. **Online Exhibition Page**

- Alethea Perez will spearhead the creation of all exhibition pages
 - Departments will turn over content to Alethea for the creation of pages for their exhibits
 - Images
 - Text Content
- Alethea will work with the departments regarding formatting
 - Standardized image sizes and word limit still to be decided (if at all) by Alethea
 - Formal Link on Library Landing Page to potential Exhibitions Home Page, to be determined

6. **Other Projects**

- New paradigm for online learning at higher levels with the Dean being discussed
- Changes to Libguides also being discussed

ACTION ITEMS

Action Items	Owner	Deadline
Populating the Exhibit content-type	Alethea	04/25/2019
Updating the home page search to make it more intuitive to our users	Yom	04/25/2019
Schedule AB testing with Students to test the main search of the website once a demo is ready.	Annaleah	TBD
restructure the WEBSHARE folder (The webshare folder is a repository of picture and other assets for the website)	Yom	04/25/2019
Completing the Jaffe pages	Yom	04/11/2019
Creating the "Quiet Area" Pages	Yom and Crystal	04/25/2019
Work with Steven Matthew to populate access services pages with images	Annaleah and Alethea	04/25/2019
Creation of a Distance Learning Landing Page	Yom	04/25/2019
Libguides meeting (brainstorming ideas)	Lauri	04/03/2019

Next meeting : **04/25/2019**