

## PLASA COMMITTEE REPORTS

**Name of Committee:** Internet / Intranet development group

**Date of last meeting:**                      **Date of next meeting:** tba

**PLASA Representative:** Helen Kwaka

**Other people involved in the project:**

- Heidi Gascoigne (West Torrens)
- Helen Kwaka (Tea Tree Gully)
- Cheryle Hocking (Prospect)
- Elena (ACC)
- Bev Scott (SLSA)
- James Kemperman (PLS)
- Teresa Brook (PLS)

**Latest points of interest/ discussion:**

- 1 There are two sections of the website:
  - Internet (public accessible)
  - Intranet (accessible to Public Library staff via password)
  
- 2 Webpage features: Internet
  - 3-4 high quality images feature flash banners, on top of the pages. Pictures feature on the webpage. Images are of children, computer training, and youth/multicultural taken in public libraries;
  - *Events* populated by RSS feed functionality from local council webpages;
  - *Spotlight on a library*: short information pieces about Public Libraries. Rotate between A, J and C type libraries. Major events (ie: new building; state-wide focus), awards etc will take precedence. Will change every two weeks, and dependant on each library supplying information and a picture.
  - *Employment*: jobs available in any public library around the state;
  - *About us*: information about Public libraries, and PL
  - *Locate a library*: suburb search function, Google maps integration.
  - *Joining a library*: basic information about joining and different requirements of each LG area. Worthy of investigation might be a downloadable membership form which could be printed and taken to their local library.
  
- 3 Webpage features: Intranet
  - Access to this section will require a different password from the P2 system;
  - *About the network*: Governance, MOA, partnerships and state-wide projects;
  - *Guidelines policies and procedures*;
  - *Working groups and committees* –all minutes and agendas;
  - *Professional development opportunities*: information and links regarding conferences and training for all public library staff;
  - *Public Library Services*: information regarding their services provided to all public libraries; and

- *Publications*: manuals, school community handbook, Connect newsletter, Managers kit, etc.
- 4 Eclipse will build the top level architecture, it will be up to PLS and the team to design the second level architecture. PLS signed off on the website specs 2<sup>nd</sup> week in April, Eclipse (company producing the website) will now begin to build the information architecture. Content is currently being prepared for the intranet section of the website.
  - 5 All content is currently being added to a standard form, to ensure consistency. Content will be developed by Friday 8 May 2009. The content will then be “polished” ready for web publishing
  - 6 A PLS Web Editorial Style guide has been produced. This is to ensure a consistent use of language and presentation is maintained throughout the website. This is based on the SLSA web editorial guide.
  - 7 Aiming for launch of phase one in July 2009.
  - 8 Second phase
    - Photogallery – members of the public submit photos of experiences relating to their interaction with libraries
    - Podcasts of speakers and events
    - Bulletin board to be used by all staff to post general information

#### **Issues to highlight:**

- 1 PLS will update the internet content (public side)
- 2 PLS will not be responsible for updating all intranet content (staff side). Proposed updating plan:
  - PLASA Exec – secretary will be responsible for ensuring any/all documents relating to the Exec will load direct to the website. To ensure timeliness of information available for whole network.
  - Working groups – PLS will update, as these involve PLS staff as drivers.
  - On-going committees – one person from each group to be trained by Eclipse..
  - Training for uploading and adjusting content to occur end of May ½ day.

#### **Recommendations/Actions for PLASA Exec:**

- Investigate creation of a basic membership form, to be added as a PDF to the website.
- Given changes to occur in phase two of the website investigate the following:
  - define the purpose of the bulletin board;
  - investigate alternative options in the establishment of e-mail and file storage facilities for working documents specifically for use by groups where not required to be accessible for the whole network.