



LOUISIANA STATE UNIVERSITY

LSU Libraries

Office of the Dean of Libraries

Library Policy Memorandum 25

Revision 2

Approved by Dean's Council, May 24, 2000

Subject: Use of the Libraries' Internet Servers

Purpose:

The purpose of the LSU Libraries presence on the Internet is to support the mission of the Libraries to collect and provide access to information resources. Moreover, the Libraries' web site provides other relevant information to library employees and patrons.

Policy:

I. Goals

To create or gather, evaluate and provide access to information available on the Internet or the LSU Libraries' LAN.

To provide pointers to general reference sources, government information, and subject related fields covered by the subject specialist/special services librarians.

To provide access to databases and local information that meet the criteria for adding materials to the LSU Libraries.

To organize and present the information in a manner easily accessible and understandable to our patrons.

II. Vision

To accomplish the goals, the LSU Libraries will maintain a World Wide Web (WWW) server.

The Web server includes information and pointers to resources (both full-text and bibliographic) available from remote locations. It is expected that reference librarians and selectors will keep abreast of resources available on the Internet and

will integrate Internet resources as part of their collection development and instruction responsibilities.

Library Staff will monitor the Internet for information on new services relating to library practices.

III. World Wide Web Server

A. Design Guidelines:

The following will serve as guidelines for adding any information to the WWW server.

Pointer Based Pages (Navigational Pages):

1. Main and submenus should be simple, efficient, and have minimal graphics (e.g. an LSU Libraries Logo). Graphics should be used to provide ease of navigation or enhancement of content. All graphics must have an alt tag. Furthermore, animated (moving) graphics are strongly discouraged.
2. All menus should include, whenever possible, links to the networked resources rather than simply giving textual references.
3. The design of all menus should be appropriate to the content. Logical arrangement should be used to enhance the relevance of the menu items.
4. Headers and text size should follow a logical hierarchy of scale.
5. The scope of the menu should be apparent from the menu design or summary statements. This means that the user should know roughly what to expect before clicking on an active link. Annotated description should be used when appropriate to the menu design.
6. Coherence between lower level menus and the LSU Libraries Home Page should provide links between menus.
7. All design of all menus and pages should conform to national and international standards of HTML whenever possible (see <http://www.w3.org/>). The Electronic Reference Services Librarian and the Unix Administrator will offer guidance for keeping library staff updated on HTML standards, including changes in style and techniques of design.
8. Responsibility for the content and appearance of menus and pages will be that of the library staff assigned to support coverage for the Web document.
9. The pages will include the author and the date the document was created or last

updated. Copyright notice will conform to the guidelines developed by the Automation Advisory Committee.

Text-Based Documents (Web pages that present information through text)

1. Web Pages should also be able to display appropriately on text-only browsers. If use of graphics is essential to the document, a text-only alternate document should be available for text-only browsers if appropriate (this may not be appropriate for pages such as online art exhibits).
3. Programming enhancements (i.e. javascript) should not interfere with the document display. If programming enhancements that limit access are used, develop alternative access methods, such as a text only version.

B. Content Guidelines

1. All Web pages will conform to the LSU Libraries' mission.
2. LSU Libraries staff will be responsible for the discovery, evaluation, and recommendation for inclusion of Web resources.
3. Maintenance of web pages (including verification of all links) should be done at least monthly. All content must be checked for spelling, grammar, and correct terminology and names.

IV. Use of LSU Libraries' Web Servers by Individuals, or Groups from Outside the LSU Libraries.

A. Criteria

1. Any Web documents or other information resources added will support the teaching, research and service mission of the Libraries.
2. Adding information will not compromise access to other resources, including staff time, physical disk space or processing time required.
3. The information will enhance the leadership role of the LSU Libraries by providing materials that reflect favorably on the LSU Libraries presence on the Internet.
4. All home pages or web documents must meet the guidelines specified in

Section III of this document.

B. Procedures

1. Recommendations for mounting remote databases or creating web documents should be referred to the Electronic Reference Services Librarian, who will consult with the Unix Administrator and others as to the feasibility of adding this information.
2. The Electronic Services Reference Librarian, in consultation with Department Head(s), will make a recommendation to the Dean of Libraries. Recommendations will include justification for including the resource and the amount of library resources needed to set up and maintain it on the Internet.
3. The Dean of Libraries will approve/not approve requests.
4. Maintenance of the Web documents or databases will be the responsibility of the web page author. The Electronic Reference Services Librarian and the Unix Administrator will provide the necessary support to get the project started and will inform the individual of the LSU Libraries Internet Policy.

VI. Responsibility for Ensuring compliance with the Policy on the Use of LSU Libraries Internet Servers.

- A. Libraries staff maintaining Web documents are responsible for adherence to the guidelines set forth in this Policy as part of job performance.
- B. The Electronic Reference Services Librarian and supervisors will evaluate Web documents as part of the job evaluation process.
- C. Requests for providing Internet services not directly related to job performance will be channeled through the Electronic Reference Services to the appropriate supervisor.
- D. The appropriate Dean and/or supervisor may review Web documents and home pages for compliance with this Policy.
- E. The Dean of Libraries will serve as the final arbitrator in matters of compliance with this Policy.
- F. Any decision to terminate the use of the LSU Libraries servers by outside users

will be made by the Dean of Libraries.