

FLITE Web Committee

Purpose:

The FLITE Web Committee coordinates the overall organization and presentation of all networked resources and services available via the library web site. The committee is responsible for the content and presentation of the top-level pages of the site and the presentation (but not the content) of deeper pages such as those created for instruction or informational purposes.

Specific Responsibilities:

- Plan for future uses and functions of the library website
- Assist library staff in creating and maintaining web pages
- Conduct site testing and gather user feedback
- Make sure site is in compliance with university policies
- Assure section 508 compliance wherever possible
- Review recommendations for new web-based software
- Monitor and facilitate maintenance of web-based software and tools
- Bring major recommendations to librarians meeting

Membership

- Web Coordinator (chair)
- Educational Technologies Librarian
- University Archivist
- Two at-large representatives elected for alternating 2-year terms

Meetings

- The FLITE Web Committee will meet a minimum of three times both fall and spring semesters and once during the summer.
- Subcommittees will be established from time to time which include members not currently on the web committee for the purpose of carrying out special projects. Each subcommittee will be given a charge and timeline before their first meeting.
- Meeting notes (or minutes) will be published on the FLITE website or in the Ferris Institutional Repository

Upon approval of this document, the current web team is disbanded. The new web committee will have the first meeting within 30 days of the date of approval.

Approved at Librarians Meeting
1-24-2012
LMM