

Outagamie Waupaca Library System Web Services Policy

Policy

The Outagamie Waupaca Library System (OWLS) provides web services to member libraries for supporting, improving, or promoting library or system services. Web services include: purchasing and managing domain names, space on a hosted server provided by OWLS, web site creation and design, training and support, and monthly site usage reports. Beginning in 2017, OWLS will purchase and manage SSL certificates for member library sites on OWLS provided servers. Services described in the guidelines below are provided to OWLS member libraries at no cost, unless otherwise specified. Web services are not an OWLSnet service and are not available to Nicolet Federated Library System member libraries. Web services are coordinated by the Library Services Manager.

Guidelines

1. OWLS will provide server space for each OWLS member library web site. OWLS reserves the right to limit the amount of server space available for library web sites. Library staff should contact the Library Services Manager for assistance with web site hosting services.
2. OWLS neither supports nor opposes the views expressed on any web site it hosts, except when so resolved by the OWLS Board of Trustees.
3. Libraries with web sites hosted on an OWLS provided server are responsible for monitoring, updating, and maintaining their web sites. OWLS reserves the right to refuse to host any web site, post any web site content, or to demand removal of any web site content on library web sites hosted on its servers.
4. OWLS will provide web site design and development services to member libraries. Member library staff will be expected to participate in the design or development process. OWLS reserves the right to limit design and development services when requested services exceed the level of expertise or time available from OWLS staff.
5. OWLS currently uses the Drupal Content Management System (CMS) for all member web sites. OWLS will support the use of standard Drupal features such as blogs, calendars, web forms, slideshows, and will attempt to incorporate other Drupal features upon request when possible. OWLS will attempt to incorporate other third-party features such as chat and PayPal buttons, when compatible with use on a Drupal site. OWLS reserves the right to limit assistance with the integration of additional web technologies when requested assistance exceeds the level of expertise or time available from OWLS staff.
6. OWLS will provide Google Analytic web site usage reports to each library with a web site managed by OWLS. Customized web site usage reports may be developed

for OWLS libraries upon request, as time permits.

7. OWLS will provide initial Drupal training to all member libraries and provide additional training upon request.
8. Member library staff may not load executable files, scripts, or databases on an OWLS web server without permission. Requests to load or develop such services should be directed to the Library Services Manager.
9. Member library staff must consult with the Library Services Manager about loading audio or video files on web sites managed by OWLS. To conserve server space and bandwidth utilization, OWLS reserves the right to request that media projects be hosted on remote sites recommended by the Library Services Manager.
10. Projects to digitize local library resources should be coordinated with the Library Services Manager or the Catalog Librarian. OWLS staff will assist OWLS libraries with adding digitization projects to CONTENTdm.
11. Individual libraries or groups of libraries, working in collaboration with OWLS, may develop additional web sites to be hosted on an OWLS web server. Additional web sites may be developed for specific projects that are consistent with the policy statement above.

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