

## **Outagamie Waupaca Library System Web Services Policy**

### **Policy**

The Outagamie Waupaca Library System (OWLS) provides web services to member libraries for the purpose of supporting, improving, or promoting library or system services. Web services include: space on an OWLS server for library web sites, web site design assistance, web site development tools and support, monthly site usage reports, and training. 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 or the Electronic Resources Librarian 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 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 encourages the integration of additional web-based technologies into member library web sites (e.g., blogs, wikis, calendars, image sharing sites) and will assist members with implementation of such technologies. 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 standard monthly web site usage reports to each library with a web site hosted on an OWLS server. Customized web site usage reports may be developed for OWLS libraries upon request, as time permits.
7. Training will be provided to member library staff, as feasible, on topics including: web design, web graphics, web-based technologies, and use of any currently

supported web authoring software or system. Training may take place in the Appleton Public Library computer lab, at OWLS, online, or at member libraries.

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 or the Electronic Resources Librarian.
9. Member library staff may not load audio or video files on an OWLS web server. In order to conserve server space and bandwidth utilization, media projects (e.g., podcasts, vodcasts) should be hosted on remote sites recommended by the Library Services Manager. Recommended sites will be listed on OWLS web site.
10. Projects to digitize local library resources should be coordinated with the Library Services Manager or the Electronic Resources 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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