



Library Website Policies

1. All 1st and 2nd level pages will use the official UMD Library template and will be stored in the lib directory.
2. Third level pages can use either a second or third level template.
3. Existing pages that are stored in tilde accounts and linked to the official website will be migrated to the /lib directory in the future. Until then pages stored in tilde accounts and linked to the official website are required to:
 - a. Meet university requirements for tilde accounts as outlined in the University of Minnesota Policy document entitled [Publishing Information on the World Wide Web](#).
 - b. Individuals are responsible for following University policies and standards on ADA compliance listed here:
 - i. [Accessibility of Information Technology](#)
 - ii. UMN standards listed in the [comparison table](#) from the Accessibility of Information Technology site.
 - iii. ITSS offers online training about [web design accessibility](#).
 - iv. Web pages can be checked for accessibility compliance with either of these web content accessibility validation tools:
 1. [The HiSoftware Cynthia Says](#)
 2. [Web Accessibility 3.0 Tool](#)
 - c. Individuals must ensure that their web pages are XHTML validated to XHTML 1.0 Transitional level. Pages can be checked for validation at [The W3C Markup Validation Service](#).
 - d. Individuals must gather their own statistics.
 - e. Individuals must provide a copy of their linked webpage files to their immediate supervisor when they leave the UMD Library's employment.
4. It is recommended that any third and lower level pages use the CSS fonts and colors of the library site but it is optional at these levels. It is okay to use other colors, fonts, designs, and graphics. Users are reminded that different browsers may not render these properly as new versions of browsers are developed. Individual creators will be responsible for updating non-standard elements.
5. Staff members are the authors of the pages they create or are assigned responsibility for the page content. Each staff member must enter their author information into their pages. When responsibility for the content of a page is reassigned the author information should be updated. When library staff find errors on pages they should notify the author of the page rather than make the change themselves.
6. Coordinators must approve substantial redesigns of first level pages.
7. Adding, editing, and deleting first and second level pages must be reported to the coordinator who is responsible for the content of the page before any action is taken. The coordinator will bring the issue to the coordinators team if warranted.
8. Adding and deleting third and lower level pages will be handled by the library webmaster. No action will be taken unless the page has been sent for review (using Contribute) to the library webmaster by the coordinator who is responsible for the content of that page or by staff who have been given prior authorization to add and delete third level pages they are the author of. See the List of Authorized

Add/Delete Staff found at H:\Lib\Common\Coordinators>List of Authorized Add and Delete Staff.pdf. The request should indicate if the page is to be deleted or linked in. If the request is to link the page in, information on what page to link to should be included. The library webmaster or assistant will validate the page and check for accessibility compliance.

Page Level Definitions

First Level – the pages reached by clicking on the Home, Research, Services, Computing, or About the Library tabs. There are five First Level pages.

Second Level –the pages reached by clicking on any link in any of the left navigation bars.

Third Level –the pages reached by clicking on a link that appears in the white space of any 1st and 2nd level page (not on the left navigation bar of that page, but the text is found in the white space).

Lower Level –the pages reached by clicking on a link on 3rd level pages.

Approved by UMD Library Management Team
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