

Milne Library Web Redesign Project

For the past several months, the Web Development team has been working on a redesign of the Milne Library public website. This project has been examining navigation, site content, architecture, and accessibility. The project will soon be in the building & implementation stage. This means an overhaul of the content currently on the website, and the transfer of this content to the new website. We want to be as thorough as possible (and not waste a lot of time if there are pages which are obsolete or inaccurate!) and verify with each department. Because you are a department head or the staff member responsible for a particular section of content on the website, I am asking for your help in verifying the accuracy of the content, amend any errors, or add to the existing content.

HERE'S WHAT YOU NEED TO DO:

1. For each webpage I have given you, verify all content is correct.
2. If you are not responsible for this content, please give it to the staff member in your department or area who is responsible.
3. Are there spelling, grammatical or other errors in the content?
4. Is there any content you would like **changed**?
5. Is there any content you want to **add** to any of your pages?
6. Return the pages and corrections and/or additions, if any, to Kate Pitcher by **JUNE 1st**.

PROJECT SCHEDULE UPDATE (all dates approximate):

Late April - mid-May 2006

- finalize design & navigation layout of website, color schemes, fonts, header and footer
- design of secondary level pages is completed
- decide on images
- content layout decisions

May - June 1st, 2006

- content verification, edit existing content, write new content
- freeze updates/changes to site (June 1st)

May - July 2006

- user testing

June 2006

- structure of site is finalized (file folders, info architecture)
- general templates created
- once content is submitted, start populating new pages with content

July 2006

- functionality testing begins

ADDITIONAL NOTE:

On June 1st we are freezing any new updates or changes to the library website. This means **NO** new web pages will be created or added to the site between June 1st and the first week of August -- our target date for the rollout of the website for staff. *

**This freeze does not pertain to certain web functions like ILLiad, ERes, or Aleph or necessary updates such as changing library hours.*

If there are any questions about this process, please contact me.

Kate Pitcher

pitcher@geneseo.edu

585-245-5064