California Digital Library

Guidelines for CDL-Hosted Web Sites, Wikis, LISTSERVS and Blogs

The California Digital Library (CDL) has established the following guidelines for the creation and support of CDL-hosted web sites, wikis, LISTSERVs and blogs for use by CDL staff and UC systemwide library committees and groups.[1]

WEB SITES

CDL will provide server space and maintain "The University of California Libraries" web site for the utilization of UC libraries' systemwide committees and groups, including but not limited to SLASIAC, SOPAG, and SOPAG ACGs. A primary purpose of the site is to provide a central web environment for UC library groups to communicate information such as group membership, meeting agendas and meeting minutes to the broader UC community. UC library groups contributing to the web site will maintain their own content and will be provided a personal UNIX account to edit files within the server environment.

The CDL Web Production Team provides contributors with technical support; UCOP IR&C provides 7x24 production support.

For information on establishing an account or publishing to the web site, contact Eric Satzman, CDL Web Production Team Manager. eric.satzman@ucop.edu

See: http://libraries.universityofcalifornia.edu/

WIKIS

UCOP Information Resources & Communication ("IR&C") provides information technology services for UCOP, and hosts the Confluence wiki platform for use by UCOP employees, including CDL staff. All individuals with a UCOP email address have a Confluence account and may request space on the wiki through the IR&C Techdesk. Each wiki space has at least one UCOP space administrator who administers the space, determines access permissions, and who can request that non-UCOP users be granted access to the wiki. CDL staff who are members of a UC library committee or group may establish and administer a UCOP Confluence wiki for use by the group.

UCOP IR&C Techdesk provides technical support and 5x8 infrastructure support.

See: https://wiki.ucop.edu/display/Intro/Using+Confluence
         http://www.ucop.edu/irc/tsd.html

LISTSERVs

UCOP IR&C hosts the LISTSERV email list management software for use by UCOP employees, including CDL staff. CDL staff can request a LISTSERV be established through the IR&C Techdesk. Every LISTSERV has a UCOP administrator who maintains the list, including adding list members and determining access permissions. CDL staff who are members of a UC library committee or group may establish and administer a UCOP LISTSERV for use by the group.

UCOP IR&C Techdesk provides technical support and 7x24 production support.

See: http://www.ucop.edu/irc/services/listserv.html

BLOGS

CDL hosts two instances of the WordPress open source blog publishing application for use by CDL staff, including CDLINFO News and IntraCDL. CDLINFO News is part of the overall CDL web presence and is accessible by the general public; IntraCDL is an internal community intranet and accessible only by CDL staff. A space within the CDLINFO News blog, "CDL Voices", provides CDL staff with a venue to blog on professional issues.

CDL does not host a blog publishing application for non-CDL specific purposes, including individual blogs and UC library committee or group blogs.

The CDL Web Production Team provides CDLINFO News and IntraCDL with technical support; CDL Infrastructure and Applications Support Group provide the technical infrastructure.

CDLINFO News: http://www.cdlib.org/cdlinfo/
IntraCDL: http://intracdl.cdlib.org/
CDL Blogging Guidelines: http://intracdl.cdlib.org/web_production/Docs/Blogging_Guidelines.pdf

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[1] All CDL-hosted and sponsored web sites, wikis, and listservs are managed to meet the requirements of the UC Electronic Communications Policy (http://www.ucop.edu/ucophome/policies/ec/) and the policy on Acceptable Use of UCOP Electronic Information Resources (http://www.ucop.edu/irc/policy/ucop/usepolicy.htm).