

The Information Systems Unit provides a number of web-related services for the Libraries. Please consult the Web Coordinator for additional information, and if you have questions or recommendations.

Web Content and Design

1. The units of the Libraries are responsible for providing and keeping current the intellectual content that appears on their respective unit-level webpages.
2. Please provide these content additions, updates and revisions in digital format (e.g., floppy disk, email, file attachment).
3. All official library webpages and website areas (e.g., unit-level pages) utilize the approved design templates of the Libraries. Library webpages are displayed in keeping with the overall presentation and navigational structure of the website, which is administered by the Web Coordinator to ensure consistency in presentation and conformity with both Library and University-wide web publishing standards and guidelines.

Instructional Guides:

1. Please forward course listings and links to be posted on the “Class Guides” webpage a few days before your class meets. This will ensure that everything is in place and properly functioning for your session.

Please provide:

Course Name: *Marketing 555*

Library Instructor’s Name (&/or Course Instructor’s Name): *Dewey*

URL: *<http://www.wiu.edu/users/mfhht/mkt555.htm>*

If you would like to create and manage your own course listings and links that appear on the “Class Guides” webpage, please contact the Web Coordinator to obtain a special account.

2. It is recommended that instructors maintain course related webpages on their ECOM accounts. This will enable instructors to easily make last minute changes and updates as desired. Otherwise, please provide content well in advance of your instructional session so that it can be formatted and/or posted by the date of your session.