

CEAL Library Technology Committee: 2011-2012 Report

Summary of Activities

by Rob Britt, CLT Chair
August 2, 2012

I. Introduction

The Council on East Asian Libraries Library Technology Committee (CLT) is chaired by Rob Britt (Coordinator of East Asian Library Services at the University of Washington, Gallagher Law Library). Rob's duties as CLT Chair include working with the CEAL Executive Board (President, Treasurer, Secretary, Membership Chair, and others), CEAL members, and volunteers who assist with CEAL projects. No formal CLT meetings were held, but the CLT Chair works with many CEAL EB members and CEAL members in general on an ongoing basis.

II. Maintenance of the CEAL Website

Update and maintenance of the CEAL website is an ongoing process. Content, format, and organization are monitored and updated at least monthly.

A. Routine maintenance

1. Update of annual conference pages, with links to Committee minutes and presentations
2. Updating hyperlinks
3. Maintain and Post to CEAL Jobs blog
4. Maintain and Post to CEAL News blog

B. Improvements

1. Added to CEAL homepage automatically updated reader for the two CEAL blogs
2. Replaced old CEAL logo with new version selected by CEAL members

III. Maintenance of the CEAL Server

Files on the CEAL server are kept up-to-date in various ways. Committees work on their own files in Committee folders. The CLT chair works on folders affecting CEAL as a whole (CEAL Directory, Annual Meeting, Homepage, Library link list, JEAL pages, links to the CEAL listserv (Eastlib), etc.).

A. CEAL Directory Database

In Cooperation with CEAL Treasurer Ai-Lin Yang (2010-2012) and Hee-Sook Shin (2012-2015), worked with the CEAL Directory database file, making sure it is up to date. Also updated the online interface for the Directory (“ASP” or active server pages), making it more convenient for users to view current CEAL and AAS membership status and for “designated updaters” and Membership Committee members to update records in the database.

B. Administer Folders for CEAL Committee Webpages

Advise Committee chairs about how to update, maintain, and backup their committee’s web files

C. Backup

Backup of CEAL Directory and all CEAL server files is very important. These server files are backed up on local drives by FTP at least once a month.

1. CEAL Directory
2. All CEAL files

D. Passwords

In order to prevent hacking of CEAL data, strong passwords are maintained by the CLT Chair. CEAL Committees are assigned folders on the CEAL server. Each committee can access only their own folder, using their assigned password.

IV. CEAL Logo Work

Organized CEAL Logo Committee, charged with selecting new CEAL logo. Logo was chosen by the committee and voted on by CEAL members in April 2012

V. Elections

The CLT chair set up, tested, publicized, and administered two online CEAL elections, working with the CEAL President and Executive Board.

- A. January /March 2012: CEAL officers election
- B. March / April 2012: CEAL Logo Vote

VI. Technical Support for Conference Presentations at the Annual Meeting

The CLT chair, with the support of committee members, organized presentation files from presenters, maintained the conference laptop with the presentation files, assisted presenters during meetings, and advised the EB on planning for AV and computer needs at the meeting.

- A. 2011 AAS/CEAL Honolulu
- B. 2012 AAS/CEAL Toronto