# Library Technology Committee Annual Report

The Committee on Library Technology (CLT) has continued its work on many fronts in the past year, including the following.

–Rob Britt
CLT Chair, 2008-2017

## CEAL Server and Website

### General Tasks

- Monitoring server for any problems
- Maintain CEAL homepage, EB, and related CEAL administrative webpages
- Monitor the annual contract and payment for the webhost GoDaddy (see below)
- Manage Update of CEAL committee webpages
  (files are maintained in GoogleDrive by committee "folder managers," who notify CLT chair to update their fiels on the CEAL server, so that the changes will appear on the website)

### Webhost Update

The CEAL website is now beginning its second year as a subscriber to the webost GoDaddy (https://www.godaddy.com).

Total cost for GoDaddy services paid in October 2016: $346.

This includes the following services and features, with expiration dates as noted.:

- Ultimate Linux Hosting with cPanel
  (Linux hosting package, one-year extension, new expiration date 12/3/2017)

- Premium Sitelock
  (Added site security; one-year extension, new expiration date 1/14/2018)

- eastasianlib.org
  (domain name; one-year extension, new expiration date 5/23/2018)

- Site Backup and Restore – cPanel
  service that provides daily virus scanning

### Google Drive for Committee Web Folder Updates and CEAL Archive

We continue to use Google Drive as a platform for CEAL Committee folder managers to update their CEAL website pages.

Worked with Adam Lisbon to set up "CEAL Archive" and "CEAL Archive Sensitive" top-level folders.

## Blogs

- CEAL News
  2017 (Through February 1st): 5 posts
  2015: 26 posts
  Edited submissions from members and posted.  All posts are auto-copied to Eastlib listserv. Xiang Li (University of   Colorado) and Xiaotong Wang (University of Oregon) assisted.
- CEAL Jobs:
  2017 (Through February 1st): 4 posts
  2016: 26 posts
  Xiang Li and Xiaotong Wang do most of the posts. They collect, edit, and post East Asian Library-related job announcements. They also sends a courtesy email notification to job posters to let them know their job post is on our   blog. All posts are auto-copied to Eastlib listserv.

## CEAL Directory Database

- For the second year, has no online user interface
  Instead, MS Access database is shared on the Google Drive folder between CLT and Xi Chen. Also PDF of current eligibe to vote CEAL members are posted on the Membership Committee page.

  Most others do not need direct access to the MS Access database. Rob and Xi can provide Excel spreadsheet exported   data about CEAL members and others in the database.
- Worked with Treasurer Xi Chen and others needing information and access to the Directory.
- Exported membership lists of current eligible voters to use in the CEAL Election

## CEAL Election

Worked with the CEAL 2017 Election Committee (Chair Michael Meng) to set up the 2017 election online ballot, hosted by the University of  Washington Catalyst system. Michael gathered statements and photos from candidates. Rob inserted these into the voting software, using last year's election as a template.  Preparations include inserting text of election invitaiton email and reminder emails as approved and signed by Adam. Also, worked with Xi to update the list of eligible voters based on the CEAL Directory database, and to insert their email addresses into the online election ballot.

## CEAL 2017 Annual Meeting: AV Arrangements. Tech Support for Presenters

Rob coordinated with Toronto Sheraton PSAV, AV provider for CEAL meeting rooms.

Tang Li Coordinated CLT  members to provide Tech Support for Presenters in Plenary sessions, and backup support in other sessions.

## CLT Chair Transition

 CLT Chair Designate, Li Tang
Tang Li continues to help out with CLT duties, and is prepared to take over the Chair position as of EB II, 2017 (March 16, 2017), under a policy approved by the CEAL EB in 2013 (Peter Zhou, President). The policy is published on the website, here:  http://www.eastasianlib.org/CEAL/Bylaws/bylaws.htm

## Transition Process

Rob will assist Tang Li for the time being as a consultant, as needed. Issues that remain include passing on control of various accounts required to operate the CEAL online presence (see below).

- Account Management and Passwords
  - GoDaddy Server
    - Control Panel ("cpanel") for Linux server
    - Billing account (requires personal Visa card on file)
    - FTP account (for uploading updated web files from GoogleDrive)
  - Goolge Account for:
    - GoogleDrive
      - CEAL Website Files
        Used for updating and backing up the CEAL website files. Committee "folder managers" may access and update their committee files here, then request the CLT chair to upload edited files and folders to the CEAL GoDaddy server
      - CEAL Archive Folders
        Adam Lisbon works with CLT Chair to maintain this archive, which includes Word and other text files, spreadsheets, database files, image files, etc.
    - Google Blogs (Blogger.com)
      - CEAL News blog
      - CEAL Jobs blog
    - Homepage News and Jobs blog "crawl": Feedwind
    - Picassa (Photos of annual Meeting)
  - CEAL Website PURL (Persistent URLs (PURLs) are now administered by Internet Archive; formerly OCLC):https://archive.org/
    The account for CEAL's PURL is currently registered with Rob's work email address, rrbritt@uw.edu
    More info on the CEAL website: http://www.eastasianlib.org/bookmarking.htm