

# Association Web Forum Summary Report

## September 2007

<http://www290.pair.com/cclscag/assoc/>

### Sections

1. The Process	page 1
2. The Features	page 2
3. Current Status	page 2
4. Conclusion	page 2

### **1. The Process**

The idea for a web forum for communication between associations was raised at a Presidents' Forum in April 2005 and CCLS was requested to follow-up on the suggestion. The following steps were taken by CCLS staff. The majority of this work was done by Ria van der Veen.

1. Several site model options were outlined, costed, and circulated to the Association Presidents and Senior administrative staff for review and comment.
2. A final proposal was developed based on the feedback and circulated to the Association Presidents and Senior administrative staff for review and comment.
3. A Web forum was built and put on-line for Association use in February 2006.
4. Written instructions and a live demonstration and tutorial were provided to association staff members charged with posting information on behalf of the associations. Follow-up support was provided to staff on request.
5. Reminders were sent periodically requesting information to be posted.
6. Notices of the opportunity to request information through the forum was sent to association representatives who requested association information through the CCLS office.
7. The value of the forum was reviewed at the CCLS annual meeting October 2006 and it was decided to keep the forum operational.

**2. The Features**

**Feature #1 :** Space on a web server to store the association’s files (pdf or otherwise).

**Feature #2 :** Secure password access to the forum to prevent the general public from viewing the forum.

**Feature #3 :** Ability for each association to post and remove files from the web server.

**Feature #4 :** Password-protected directory/folder for each association so that they can only access their own folder (to make changes) and no other web site folder. Anyone who has the password for member access can view the entire Association Forum using a web browser (but not view the folders of another association using FTP software).

*CCLS provided* the Web design and Web space, templates for each page, instructions and support or operation.

*Associations were responsible* for uploading all content and maintenance of their pages.

**3. Current Status**

Summary by Association:

- ACLS - 4 subject areas
- ABCLS - 3 subject areas
- ALSA - All 8 subject areas
- SLSA - Contact information only
- AMLS - 1 subject area
- AOLS - 1 subject area
- ANBLS - 2 subject areas

Summary by Subject Area:

- Public Awareness – 2 Associations
- Council Documents – 1 Associations
- List of Committees – 4 Associations
- Strategic Planning – 3 Associations
- Prof. Development – 2 Associations
- Policy Issues - 1 Associations
- Workplace Safety – 1 Associations
- Miscellaneous Issues – 3 Associations
- What’s New – 7 Associations
- Requests - 1 Associations

The following comments have been made by association representatives familiar wit the site.

- The formatting does not mesh with the AOLS web site and it is not feasible for that association to use the forum. Access to the members’ side of the AOLS site has been offered to association representatives.
- It is a burden on association human resources, especially those with few or no staff.

**4. Conclusion**

- There has been limited use of this forum and its value to the associations is questionable at best.
- There seems little support for the forum by the intended beneficiaries, the association staff, councils, and committees.
- The expense to maintain the site is relatively low. (Approx. \$50/month for web hosting)

Based on the above factors, it is recommended that a decision be made whether or not to continue of the site for another year.