



Scottish Health Information Network (SHINe)

Web Site Statement of Requirements

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Introduction to SHINe

The Scottish Health Information Network (SHINe) is a voluntary network of health care library and information services in all sectors (NHS, academic, voluntary). SHINe has existed for over 30 years and promotes collaborative effort and partnership between health care library and information services. SHINe also promotes resource sharing and expertise amongst its members and provides networking and professional development opportunities for members.

Some of the key aspects of SHINe's work are:

- Networking – through study days and training events, through membership of the Committee and various working groups, through a member discussion list, lis-shine, and through the website
- Training & Development – through organising study days and training events for members and the award of an annual bursary for a member to attend a conference or training event.
- Resource sharing – the operation and administration of a Union List of Periodicals (The SHINe Union List database) allows the exchange of photocopies between member libraries.

SHINe also represents the health sector on the Scottish Library and Information Council (SLIC) which is the independent advisory body to the Scottish Government and Scottish Ministers on library and information matters.

Scope and Purpose

SHINe has had a web site for some time - see www.shinelib.org.uk

This year, SHINe has established the e-SHINe project which aims to develop a new website for SHINe which will be the main communication tool for SHINe both internally and externally. The website will:

- Represent a clear message about what SHINe is and what it does
- Enable the organisation to communicate more effectively with its membership
- Encourage new members to join
- Facilitate the continuous professional development of SHINe members and enable them to contribute to SHINe
- Be easy to use and easy to maintain by way of a content management system

Target Audience

The target audience for the SHINe website is varied. It includes:

- SHINe members and their institutions
- Postholders and members of the SHINe Committee and working groups
- Libraries and information services in the Scottish health sector
- Potential members – eg library & information science students, public library staff, voluntary sector library & information services, academic health departments etc
- Other stakeholders – SLIC, publishers, training providers etc
- The wider library community in the UK

Site Goals

- Create a recognisable public image for SHINe
- Communicate what we do as an organisation
- Enable members and potential members to find the information they need
- Store organisational knowledge and assets
- Reorganise the existing web content into a clearer structure

Standards

The site should be developed to meet all priority 1 and 2 checkpoints of the WAI Web Content Accessibility Guidelines. (Level AA)

It should aim to meet as many of the priority 3 checkpoints as is realistically possible. (Level AAA)

<http://www.w3.org/TR/WCAG10/full-checklist.html>

The website should use a consistent document type definition throughout all html pages, e.g. xhtml1.0 transitional.

All code on the website should validate to W3C specifications.

The website should display correctly on the following browsers:

Internet Explorer 6 and above

Firefox 1.5 and above

Apple Safari 2 or above

Opera 9 or above

Design

The website should have a clear and attractive design and navigation system. It should be flexible to enable growth of new content areas and navigation elements.

The website design should incorporate the SHINe logo.

Our preference is for the main site navigation to be on the left hand side of the page.

Our preference is for bold colours, but the site should use safe web colours. Or the design should include an option for the user to customize the colour template.

If possible – a seasonal template? (Spring-Summer-Autumn-Winter)

Example websites (look and feel)

Site

www.jisc.ac.uk

Why we like it

Use of bold colours

Latest news on front page

Obvious link to home page

Accessibility issues all in the header – increase font size etc

www.mentalhealth.org.uk/

Navigation at left hand side

Breadcrumb trail at top

Accessibility symbols in header – print friendly etc

www.kingsfund.org.uk

Dynamic home page – scrolling news bar
'Highlights' section on home page
Rotation of different photos on home page

www.show.scot.nhs.uk

Scrolling main menu bar.
Layout of page – information boxes.
User modifiable information panels e.g. similar to BBC website
Interactive map

Content

The website should allow for a variety of content to be added. As well as text pages, content will include:

- Calendar of events (calendar similar to outlook? i.e. member logs-in and can then add their own events to the calendar)
- Rss news feeds
- Search engine
- Integral wikis for the Committee and working groups
- Shared space or discussion forum for logged-in members
- Ability to upload – pdfs, docs, presentations, photos, images, podcasts
- Templates eg for events/book reviews/meeting reports
- Online forms
- ability to create e-zine/webnewsletter from the CMS (desirable, not essential)

Additional features

Members only log-in. There will need to be a login option for members. Some areas of the site should be available only to logged-in members. (eg membership database, members' version of Union List database, committee procedures)

Membership database - <http://www.shinelib.org.uk/shinememsrch/login.asp>

The design of the website should be incorporated into the membership database

The members' area of the membership database has a drop down of the NHS boards and regions. A desirable feature would be to have an image map of Scotland with the regions/boards on it as well. <http://www.shinelib.org.uk/shinememsrch/index.asp>

Site search

- There needs to be a site search on every page.
- The SHINe Journal, which is no longer produced, is required as an archive on the website. All articles in the journal have been indexed with subject headings added to the meta name="DC.subject" field. The site search would need to ensure that these were found in any results.
- If possible, the site search should be able to search pdfs and other documents
- An advanced search option would be desirable.

The website should be enabled for google analytics

Training

Training on using the Content Management System for maintaining the site should be provided for the relevant SHINe members, along with any necessary documentation.

Hosting

A reliable web host should be found for the completed website and the design company will load the site onto the web, set up email and carry out any other administration necessary to set up the site.

We already have a hosting company but are willing to change it

Outwith Scope

The SHINe Union List database

<http://www.slainte.org.uk/shineul/Index.cfm> - public access version

<http://scone.strath.ac.uk/shinestaff/service/servinde.cfm> - members only version

There will be links to the database from the SHINe website but any required changes to the design of the Union List database would have to be made externally to this project.

Quotation

The quotation should be broken down into different cost components:

Costs for design of 'logo' and branding for SHINe

Costs of what might be classified as 'standard' design and build features of the site and anything that might be 'premium' features

Costs of training on the CMS

Costs of hosting the site and ongoing annual costs

Appendix A (see separate document for site structure)