

## Technology Speed Dating

Gloucester County Library - Mullica Hill Branch | 4/24/2013



### 1. What is Drupal?

Drupal is an open source content management platform powering millions of websites and applications. It's built, used, and supported by an active and diverse community of people around the world. --- drupal.org

- Core – The current version is Drupal 7, and 8 is in development
- Modules (Contributed): <http://drupal.org/project/modules>
- Themes (Contributed): <http://drupal.org/project/themes>

### 2. Plan

- Project Scope
  - What Data in: Content Type; Input Format; Vocabulary; Terms
  - What Data out: Layout, Blocks
  - User Roles & Permissions: Who can view, create, edit
- Implementation Plans: In-house, Consulting, Outsource
  - Theme: Free; Commercial Themes; Design Tools; Custom Work
  - Custom Modules
- Web Hosting
- Estimate Cost: Free & Up
- Trainings
- Launch: Soft Launch: Get Feedback, Modification; Official Site Launch: PR

### 3. Resource

- Get Started with Drupal: <http://drupal.org/start>
- Community Documentation: <http://drupal.org/documentation>
- Community Support: <http://drupal.org/community> & <http://drupal.org/forum>
- Libraries - Drupal Group: <http://groups.drupal.org/libraries>
- Drupal Meetup Groups: <http://drupal.meetup.com/>
- Drupal Remote Meetups: <http://groups.drupal.org/remote-meetups>

### 4. LibraryLinkNJ Drupal Training & Sample Drupal Site

: Details (training type, dates, cost, etc.) will be announced in Spring 2013.

- **Mastering Drupal 7:** A six week live webinar series or video only course; No programming skills required.
- **Using Sample Site for Libraries:** A three week webinar series.
- **Modifying Your Responsive Theme (Sample Site):** Optimize Your Drupal Site for Different Devices.
- Libraries using the Sample Site
  - Gloucester County Library System: <http://www.gcls.org/>
  - West Caldwell Public Library: <http://westcaldwell.bccls.org/>
  - South River Public Library: <http://www.southernriverlibrary.org/>
  - Franklin Township Library: <http://www.ftlnj.org/>
  - Woodbridge Public Library: <http://woodbridgelibrary.org/>
  - NJIT: expected launch in June, 2013
- Drupal Shared Web-Hosting Service: <http://librarylinknj.org/node/1077#drupalhosting>

## 5. Considerations during Implementation

### Policy and Human Issues:

- Early on, communicate the objective and timeframe to your staff (and to your ISP *if applicable*)
- Introduce the developing website to selected staff & gather their feedback (it's easy to build an online webform)
- Acknowledge, and ease staff into, the cultural shift, where discrete content is now owned and managed by various library staff members
- Identify general guidelines for content format (it's easy to build an online guide), e.g., <http://www.woodbridgeline.org/node/402>
- Where needed, show staff how to use the WYSIWYG HTML editor
- Use Permissions and Workflow rules to match your new procedures for content creation, e.g., some content can be added immediately by any library staff member, but other content must be approved
- Consider implementing the website in stages, beginning with basic features and adding advanced ones over time
- Drupal is loaded with functions and features; master the fundamentals, and then you can simply learn as you go

### Technical Issues:

- Identify any external applications that link to your website & check that the old links will still work, e.g., URL's ending in .htm or .jpg, such as [www.mylibrary.org/PathToFile.htm](http://www.mylibrary.org/PathToFile.htm) may no longer be valid
- Unpublish or delete any content on your website that you do not want to appear, e.g., use admin features to easily identify and change content status
- Click through every link on your website to confirm that it works as designed
- Synchronize content between old and new website
- Make a secure, local copy of your old website files
- Apply all security updates to Core and other Modules & document this procedure
- Create, test, & document a daily backup & restore procedure for your new website
- Create a test copy of your production website
- Use Cpanel to park your domain, e.g., [www.mylibrary.org](http://www.mylibrary.org), on your new host site, also, include any older domains that people may still use to access your site, e.g., [www.mylibrary.lib.nj.us](http://www.mylibrary.lib.nj.us)
- Contact your ISP and request that they add an 'A' record pointing your top level domain to the new IP address 199.XXX.XX.XXX (*if applicable*)
- Remove the Shield - your website is now available to the world

### Once the site is live:

- Again, click through every link to confirm that it works as designed
- Check the admin reports to identify any problems, errors or warnings
- Continue to solicit feedback