

Shared Drive + Wiki + DocMgmt = Our Intranet (+ Extranet)

May Chang
Head, Library IT Services, UMBC
HighEdWeb 2008, Springfield, MO



Shared Network Drive (I:/)



- Restricted access
- Different folder and files arrangement
- Some folders bloated with inactive and dated files
- Clean folders? Time and staff resource intensive

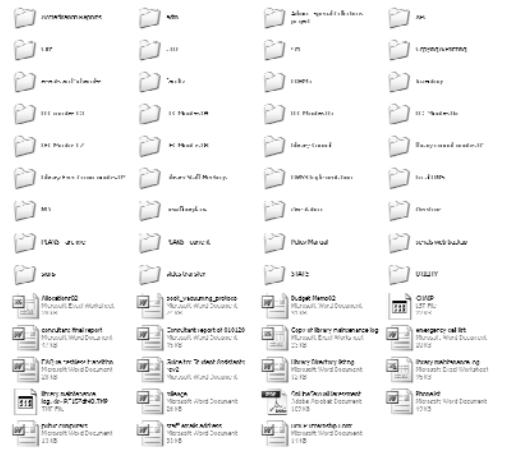
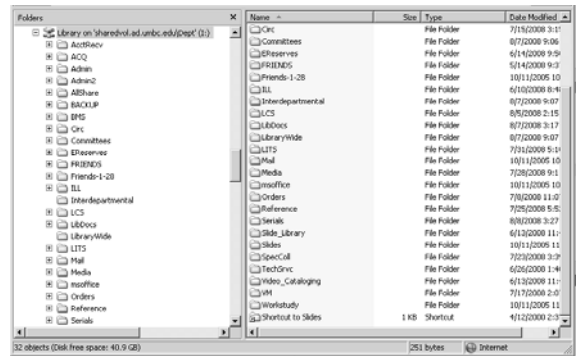
| Name | Size | Type | Date Modified |
|-----------------------|------|-------------|---------------------|
| Accounting | | File Folder | 10/11/2005 10:09 PM |
| Environmental Scan 01 | | File Folder | 10/11/2005 10:09 PM |
| PACKLITES | | File Folder | 10/11/2005 10:09 PM |
| Focus | | File Folder | 10/11/2005 10:09 PM |
| ILL-ACQ | | File Folder | 10/11/2005 10:09 PM |
| Information Literacy | | File Folder | 10/11/2005 |
| Job Inventory Info | | File Folder | 10/11/2005 |
| Member | | File Folder | 10/11/2005 |
| METS | | File Folder | 10/11/2005 |
| METS/SAFE | | File Folder | 10/11/2005 |
| Newsletter | | File Folder | 10/11/2005 |
| OSIS | | File Folder | 10/11/2005 |
| parent | | File Folder | 10/11/2005 |
| Ref Lib | | File Folder | 10/11/2005 |
| Stacks | | File Folder | 10/11/2005 |
| Stacks/ID | | File Folder | 10/11/2005 |
| STACKS/AB | | File Folder | 10/11/2005 |
| WebDoc | | File Folder | 10/11/2005 |
| WebDoc/1 | | File Folder | 10/11/2005 |
| WebDoc/2 | | File Folder | 10/11/2005 |
| WebDoc/3 | | File Folder | 10/11/2005 |
| WebDoc/4 | | File Folder | 10/11/2005 |
| WebDoc/5 | | File Folder | 10/11/2005 |
| WebDoc/6 | | File Folder | 10/11/2005 |
| WebDoc/7 | | File Folder | 10/11/2005 |
| WebDoc/8 | | File Folder | 10/11/2005 |
| WebDoc/9 | | File Folder | 10/11/2005 |
| WebDoc/10 | | File Folder | 10/11/2005 |
| WebDoc/11 | | File Folder | 10/11/2005 |
| WebDoc/12 | | File Folder | 10/11/2005 |
| WebDoc/13 | | File Folder | 10/11/2005 |
| WebDoc/14 | | File Folder | 10/11/2005 |
| WebDoc/15 | | File Folder | 10/11/2005 |
| WebDoc/16 | | File Folder | 10/11/2005 |
| WebDoc/17 | | File Folder | 10/11/2005 |
| WebDoc/18 | | File Folder | 10/11/2005 |
| WebDoc/19 | | File Folder | 10/11/2005 |
| WebDoc/20 | | File Folder | 10/11/2005 |
| WebDoc/21 | | File Folder | 10/11/2005 |
| WebDoc/22 | | File Folder | 10/11/2005 |
| WebDoc/23 | | File Folder | 10/11/2005 |
| WebDoc/24 | | File Folder | 10/11/2005 |
| WebDoc/25 | | File Folder | 10/11/2005 |
| WebDoc/26 | | File Folder | 10/11/2005 |
| WebDoc/27 | | File Folder | 10/11/2005 |
| WebDoc/28 | | File Folder | 10/11/2005 |
| WebDoc/29 | | File Folder | 10/11/2005 |
| WebDoc/30 | | File Folder | 10/11/2005 |
| WebDoc/31 | | File Folder | 10/11/2005 |
| WebDoc/32 | | File Folder | 10/11/2005 |
| WebDoc/33 | | File Folder | 10/11/2005 |
| WebDoc/34 | | File Folder | 10/11/2005 |
| WebDoc/35 | | File Folder | 10/11/2005 |
| WebDoc/36 | | File Folder | 10/11/2005 |
| WebDoc/37 | | File Folder | 10/11/2005 |
| WebDoc/38 | | File Folder | 10/11/2005 |
| WebDoc/39 | | File Folder | 10/11/2005 |
| WebDoc/40 | | File Folder | 10/11/2005 |
| WebDoc/41 | | File Folder | 10/11/2005 |
| WebDoc/42 | | File Folder | 10/11/2005 |
| WebDoc/43 | | File Folder | 10/11/2005 |
| WebDoc/44 | | File Folder | 10/11/2005 |
| WebDoc/45 | | File Folder | 10/11/2005 |
| WebDoc/46 | | File Folder | 10/11/2005 |
| WebDoc/47 | | File Folder | 10/11/2005 |
| WebDoc/48 | | File Folder | 10/11/2005 |
| WebDoc/49 | | File Folder | 10/11/2005 |
| WebDoc/50 | | File Folder | 10/11/2005 |
| WebDoc/51 | | File Folder | 10/11/2005 |
| WebDoc/52 | | File Folder | 10/11/2005 |
| WebDoc/53 | | File Folder | 10/11/2005 |
| WebDoc/54 | | File Folder | 10/11/2005 |
| WebDoc/55 | | File Folder | 10/11/2005 |
| WebDoc/56 | | File Folder | 10/11/2005 |
| WebDoc/57 | | File Folder | 10/11/2005 |
| WebDoc/58 | | File Folder | 10/11/2005 |
| WebDoc/59 | | File Folder | 10/11/2005 |
| WebDoc/60 | | File Folder | 10/11/2005 |
| WebDoc/61 | | File Folder | 10/11/2005 |
| WebDoc/62 | | File Folder | 10/11/2005 |
| WebDoc/63 | | File Folder | 10/11/2005 |
| WebDoc/64 | | File Folder | 10/11/2005 |
| WebDoc/65 | | File Folder | 10/11/2005 |
| WebDoc/66 | | File Folder | 10/11/2005 |
| WebDoc/67 | | File Folder | 10/11/2005 |
| WebDoc/68 | | File Folder | 10/11/2005 |
| WebDoc/69 | | File Folder | 10/11/2005 |
| WebDoc/70 | | File Folder | 10/11/2005 |
| WebDoc/71 | | File Folder | 10/11/2005 |
| WebDoc/72 | | File Folder | 10/11/2005 |
| WebDoc/73 | | File Folder | 10/11/2005 |
| WebDoc/74 | | File Folder | 10/11/2005 |
| WebDoc/75 | | File Folder | 10/11/2005 |
| WebDoc/76 | | File Folder | 10/11/2005 |
| WebDoc/77 | | File Folder | 10/11/2005 |
| WebDoc/78 | | File Folder | 10/11/2005 |
| WebDoc/79 | | File Folder | 10/11/2005 |
| WebDoc/80 | | File Folder | 10/11/2005 |
| WebDoc/81 | | File Folder | 10/11/2005 |
| WebDoc/82 | | File Folder | 10/11/2005 |
| WebDoc/83 | | File Folder | 10/11/2005 |
| WebDoc/84 | | File Folder | 10/11/2005 |
| WebDoc/85 | | File Folder | 10/11/2005 |
| WebDoc/86 | | File Folder | 10/11/2005 |
| WebDoc/87 | | File Folder | 10/11/2005 |
| WebDoc/88 | | File Folder | 10/11/2005 |
| WebDoc/89 | | File Folder | 10/11/2005 |
| WebDoc/90 | | File Folder | 10/11/2005 |
| WebDoc/91 | | File Folder | 10/11/2005 |
| WebDoc/92 | | File Folder | 10/11/2005 |
| WebDoc/93 | | File Folder | 10/11/2005 |
| WebDoc/94 | | File Folder | 10/11/2005 |
| WebDoc/95 | | File Folder | 10/11/2005 |
| WebDoc/96 | | File Folder | 10/11/2005 |
| WebDoc/97 | | File Folder | 10/11/2005 |
| WebDoc/98 | | File Folder | 10/11/2005 |
| WebDoc/99 | | File Folder | 10/11/2005 |
| WebDoc/100 | | File Folder | 10/11/2005 |

Background




- Document oriented/centric organization
- Staff comment – “Need one place to look for information”
- 2007 LEC Retreat – improve communication and document management
- Communication & Doc Mgmt Working Group
 - Shared network drive
 - CMS
 - Wiki
 - Website behind firewall

Shared Drive (I:/)




Options



- Blog
- Website, staff access only
- Content Management System (Drupal, Plone, etc)
- Wiki

Uses for a Wiki



- | | |
|--|---|
| <ul style="list-style-type: none">• Lists<ul style="list-style-type: none">• To-do list• Checklists• Notes and snippets• Goals• Directories, Contacts• FAQs and Knowledge Bases• Reference• ... | <ul style="list-style-type: none">• Collaboration/Wkspce<ul style="list-style-type: none">• Project management• Operations manuals• Plan an event• Log client work• Track invoices• Website• ...• 1 place for everything |
|--|---|

Wiki as an Integral Part of the Intranet



- Front end to shared drive
- Collaboration tool
- End point for documents and collaborations for new projects

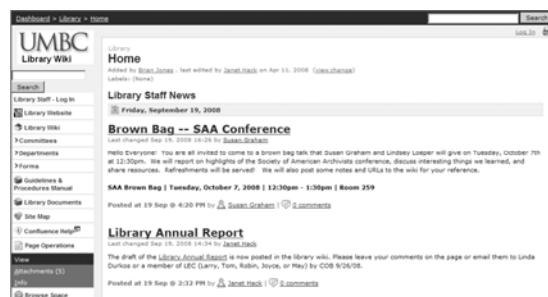
- Wiki Options
 - Blackboard
 - Open Source
 - Commercial
 - *Campus*

Wiki on Campus




- [Confluence Wiki](http://www.atlassian.com/software/confluence/) – Atlassian
- Advantages
 - Campus OIT support and maintenance
 - Granularity of security and access permissions
 - Searching faster than directory search
 - Tagging supplements tree navigation
 - Ease of Use
 - Version control

Library Intranet/Wiki (Confluence)




Document management



- Organization and retrieval best practices
- I: drive – folders, nomenclature
- [Recommended Records Management Guidelines for Cleaning, Organizing, and Archiving Digital Materials on the Library I Drive](#)
(also example of printout from wiki)
- Wiki – gateway, collaboration tool

Expansion: Extranet




Webster: a network (as of a company) similar to an intranet that also allows access by certain others (as customers or suppliers)

OED: an intranet that can be accessed, via the Internet, by a limited group of authorized external users; a network comprising two or more intranets belonging to different organizations, linked via the Internet.


Guidelines, Practices & Procedures

Expansion: Collaborations



- Internal
- External
 - MD Historical & Cultural Collaborative
- *Shibboleth*
 - authentication system, allows non UMBC users to log into a UMBC hosted application
 - user authenticates to their own Shibboleth-enabled login system and UMBC would trust users from that system
 - institutions without Shibboleth-enabled login systems can create accounts at protectnetwork.org that will be trusted by UMBC

Shibboleth



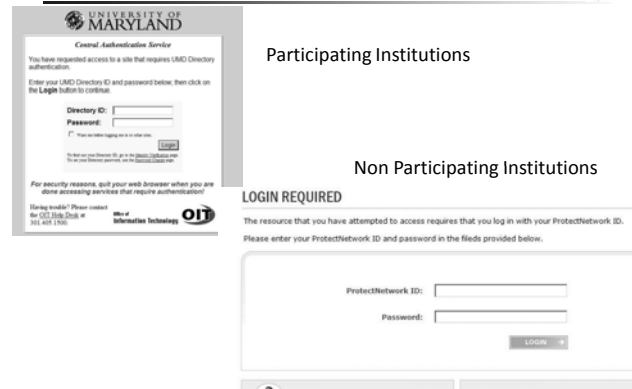

Select an identity provider

The Service you are trying to reach requires that you authenticate with your home institution, please select it from the list below.

Choose from a list:

| | | |
|--|--------|----------------------|
| University of Maryland Baltimore County | Select | Remember for session |
| Ohio State University | | |
| Ohio University Main Campus | | |
| OhioLink | | |
| Old Dominion University | | |
| Penn State | | |
| ProtectNetwork | | |
| Stanford University | | |
| Stony Brook University | | |
| Texas A.M. University | | |
| The State University of New York at Buffalo | | |
| University of Alabama at Birmingham | | |
| University of California - Office of the President | | |
| University of California, Berkeley | | |
| University of California, Davis | | |
| University of California, Merced | | |
| University of California, Riverside | | |
| University of California-Irvine | | |
| University of California-Los Angeles | | |
| University of California-San Diego | | |
| University of Chicago | | |
| University of Illinois at Urbana-Champaign | | |
| University of Maryland Baltimore County | | |
| University of Maryland College Park | | |

Shibboleth



UNIVERSITY OF MARYLAND

Central Authentication Service

You have requested access to a site that requires LDAP Directory authentication.

Enter your LDAP Directory ID and password below, then click on the Login button to continue.

Directory ID:

Password:

For security reasons, quit your web browser when you are done accessing services that require authentication!

Having trouble? Please contact the OIT Help Desk at 301.405.1300.

Office of Information Technology OIT

Participating Institutions

Non Participating Institutions


LOGIN REQUIRED

The resource that you have attempted to access requires that you log in with your ProtectNetwork ID. Please enter your ProtectNetwork ID and password in the fields provided below.

ProtectNetwork ID:

Password:

Adding Up



- Shared drive
- Wiki
- Document management best practices
- *Intranet (and Extranet)*

- Full implementation
 - a slow process (a lot of files in I:/ drive)
 - the nature of the organization and people
 - more collaboration taking place in the wiki

Thank You

Q & A

