

# InterPARES 3 Project

International Research on Permanent Authentic Records in Electronic Systems

TEAM Canada

**Title:** Case Study 09 – University of British Columbia  
Alma Mater Society - Policies and Procedures  
for Web Site Preservation

Workshop 02 Action Item 24 – Web Site  
Content Appraisal

**Status:** Final (public)

**Version:** 1.3

**Date Submitted:** September 2008

**Last Revised:** May 2013

**Author:** The InterPARES 3 Project, TEAM Canada

**Writer(s):** Helen Callow  
School of Library, Archival and Information Studies,  
The University of British Columbia

**Project Unit:** Research

**URL:** [http://www.interpares.org/ip3/display\\_file.cfm?doc=ip3\\_canada\\_cs09\\_wks02\\_action\\_24\\_v1-3.pdf](http://www.interpares.org/ip3/display_file.cfm?doc=ip3_canada_cs09_wks02_action_24_v1-3.pdf)

## Document Control

Version history			
<u>Version</u>	<u>Date</u>	<u>By</u>	<u>Version notes</u>
1.0	2008-09-30	H. Callow	Discussion draft prepared following identification of action items for CS09 at TEAM Canada Plenary Workshop 02.
1.1	2008-11-05	R. Preston	Addition of Action Item text; minor content and copy edits.
1.2	2008-11-09	H. Callow	Minor content edits following feedback from R. Preston.
1.3	2013-05-23	R. Preston	Minor content and copy edits for public version.

**Action 24:** S. Goldfarb, with assistance from the Graduate Research Assistants assigned to case study 09, to appraise what content on the AMS Web site should be preserved (L. Duranti)<sup>1</sup>

## Introduction

The University of British Columbia (UBC) Alma Mater Society (AMS) Web site is created to disseminate information. Primarily, the Web site informs members of the Society about the services, resources and opportunities that the AMS provides. In addition, the Web site exists to inform the entire campus community as well as the general public about news, events and issues affecting the student population at UBC.

Providing publicity for events, news affecting the student population, and job/volunteer opportunities are important functions of the AMS Web site as a whole, in addition to the specific informational nature of each individual service and business Web page.

## Web Site Overview

Currently, the AMS Web site is divided into seven sections: “General,” “Businesses,” “Campus Life,” “Services,” “Student Government,” “Tools for Students,” and “Campus Issues.”

The “General” section of the Web site includes static and fluid (in the sense that content is frequently changed manually) Web pages. The static pages include sections titled “Privacy Policy,” “Terms of Use” and “About the AMS,” the latter of which tells a history of the organization using text, images and .wav file videos. The section titled “AMS Opportunities,” which showcases job opportunities, is a more fluid page that frequently changes as and when the positions are filled. Other fluid pages are: “Press Releases,” “News,” “Staff Announcements” and the “Executive Blog,” all of which are static Web pages that are edited by the AMS’ Web Editor as and when updates are needed.

The “Businesses” section of the Web site showcases businesses owned and operated by the AMS including: “AMS Conferences,” “AMS Catering,” “Whistler Lodge” and the “Outpost” as well as various restaurants that operate in the Student Union Building: “The Moon,” “Blue Chip Cookies” and the “Pendulum.” All of these pages are static and have links to either other Web sites (in the case of “Whistler Lodge” and the conference and catering pages), or to PDF versions of the restaurant menus available for download.

The “Campus Life” section showcases services provided by the AMS such as the “AMS Art Gallery,” “AMS Events,” “AMS Resource Groups,” the AMS radio station “CiTR,” links to various clubs, and a “First-week” events page that has links to other Web pages that inform and encourage students to get involved in the festivities.

---

<sup>1</sup> InterPARES 3 Project, “TEAM Canada Plenary Workshop #02: Action Items and Decisions,” 4.

“Services” includes more services that the AMS provides to students such as “Advocacy,” “Health Plan,” “Safewalk,” AMS Tutoring,” the “Sexual Assault Support Centre” and information on the “U-Pass.” Many of these Web pages have either links to other UBC or AMS Web pages or PDF downloads. One of the pages, “Exam Database,” consists of a database that holds exams from previous semesters by subject that are returned based on user input.

The “Student Government” section of the Web site contains information regarding the roles and offices of the student government. The “AMS Executive” link describes each of the government offices and contains downloads in the form of PDF, or Microsoft .doc and .xls documents that provide the particular office’s quarterly report. There are other links that inform students “About Student Government,” that provide information on the “Student Administration Commission,” “AMS Elections,” the “Finance Commission” and the “AMS Student Council.” Again, many of these pages provide downloads of various reports in the form of PDF, Microsoft .doc or Microsoft .xls documents.

The “Tools for Students” pages provide information to students on Academic, Financial and Wellness support and all pages contain links to other AMS, UBC and outside resources.

The “Campus Issues” Web page showcases the latest news events in the life of the AMS and provides links to the “Executive Blog” and the “AMS Newsroom.”

## **Web Site Appraisal**

Criteria for appraising the content of the AMS Web site for preservation are as follows:

- The information provided is a record of business process and does not exist elsewhere in any other form;
- The information provided is a record of business and may exist elsewhere in other formats, but the Archivist does not feel confident of the record being transferred to the archives;
- The information provided is ephemeral in nature, and the archivist feels that the content is such that preservation is necessary;
- The material content of the Web page is of archival and/or informational value;

Of the current sections of the AMS’s Web site, the following areas have been appraised by the archivist to have preservation value to the Society:

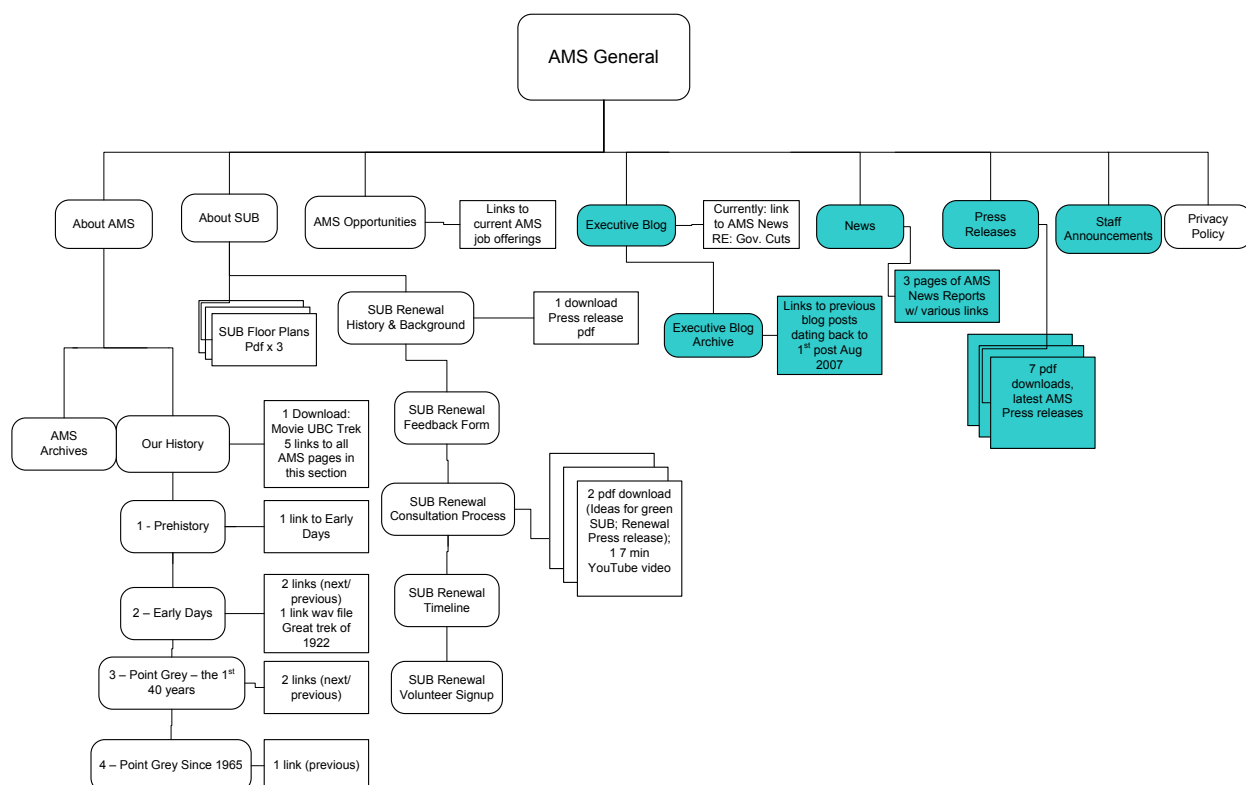
- “General”:
  - Executive Blog
  - Executive Blog Archive
  - News
  - Press Releases
  - Staff Announcements
- “Businesses”:
  - AMS Catering
  - AMS Conferences

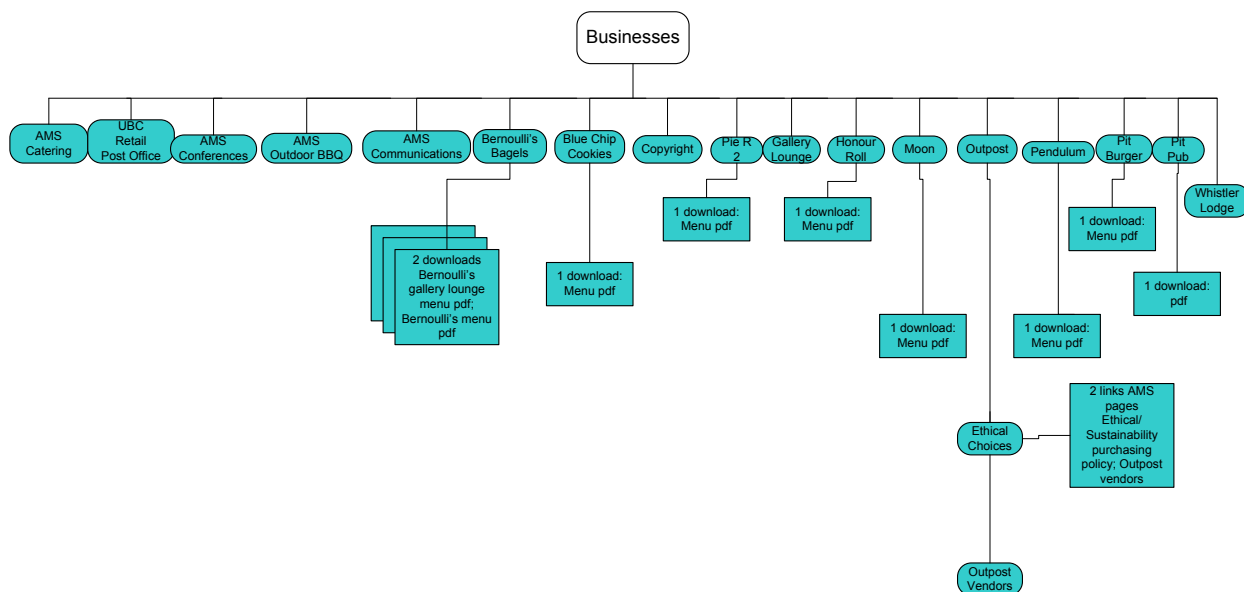
- Bernoulli's Bagels
  - two PDF menu downloads
- Blue Chip Cookies
  - one PDF menu download
- Pie R 2
  - one PDF download
- Honour Roll
  - One PDF menu download
- The Moon
  - One PDF menu download
- Outpost
  - Ethical Choices link
    - Ethical / Sustainability purchasing policy
  - Outpost Vendors link
- Pendulum
  - One PDF menu download
- Pit Burger Bar
  - One PDF menu download
- Whistler Lodge
- AMS Communications and Design Services
- AMS Outdoor BBQ
- Copyright
- UBC Retail Postal Outlet
- The Pit Pub
  - One PDF download
- Gallery Lounge
- “Campus Life”:
  - AMS Art Gallery
    - Current Exhibition Link
    - Past Exhibitions Link
    - Permanent Collection Link
  - AMS Events
  - AMS Resource Groups
    - Allies at UBC Link
    - Womyn's Centre Link
    - Colour Connected Link
    - Pride UBC Link
    - Social Justice Centre Link
    - Student Environment Centre Link
  - Firstweek
    - Firstweek Events Link
    - Firstweek Links Link
  - Innovative Projects Fund
    - Previous IPF Recipients Link
  - Norm Theatre
- “Services”:

- Health Plan
  - FAQ Link
- Minischool
  - Registration Link
  - Two downloads: Participant Contract PDF; Registration Form PDF
  - Summer 2008 Courses Link
- Safewalk
  - Two downloads: Recurring walk form (PDF); Walker application (Microsoft word doc)
- Sexual Assault Centre
  - Programs and Services Link
    - One download: E-Newsletter (PDF)
- Speakeasy
  - Peer Counseling Link
- AMS Tutoring
  - Links to four AMS web pages: Exam Review Sessions; About appointment tutoring; About tutor registry; Tips for hiring a tutor
- “Student Government”:
  - AMS Elections
    - Two PDF downloads: polling locations; postering policy
  - Finance Commission
    - Club Transactions balances Link with five PDF downloads: deposit form; deposit worksheet; cheque form; journal voucher; bank draft
  - AMS Student Council
- “Tools for Students”: None
- “Campus Issues”: None

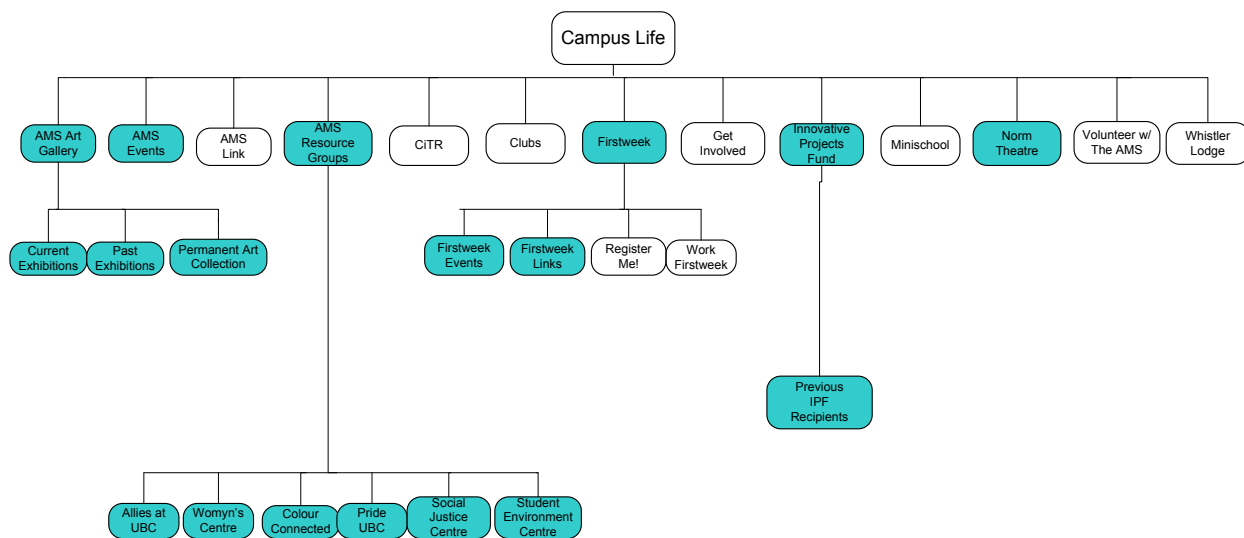
## Appendix 1: AMS Web Site Site Map

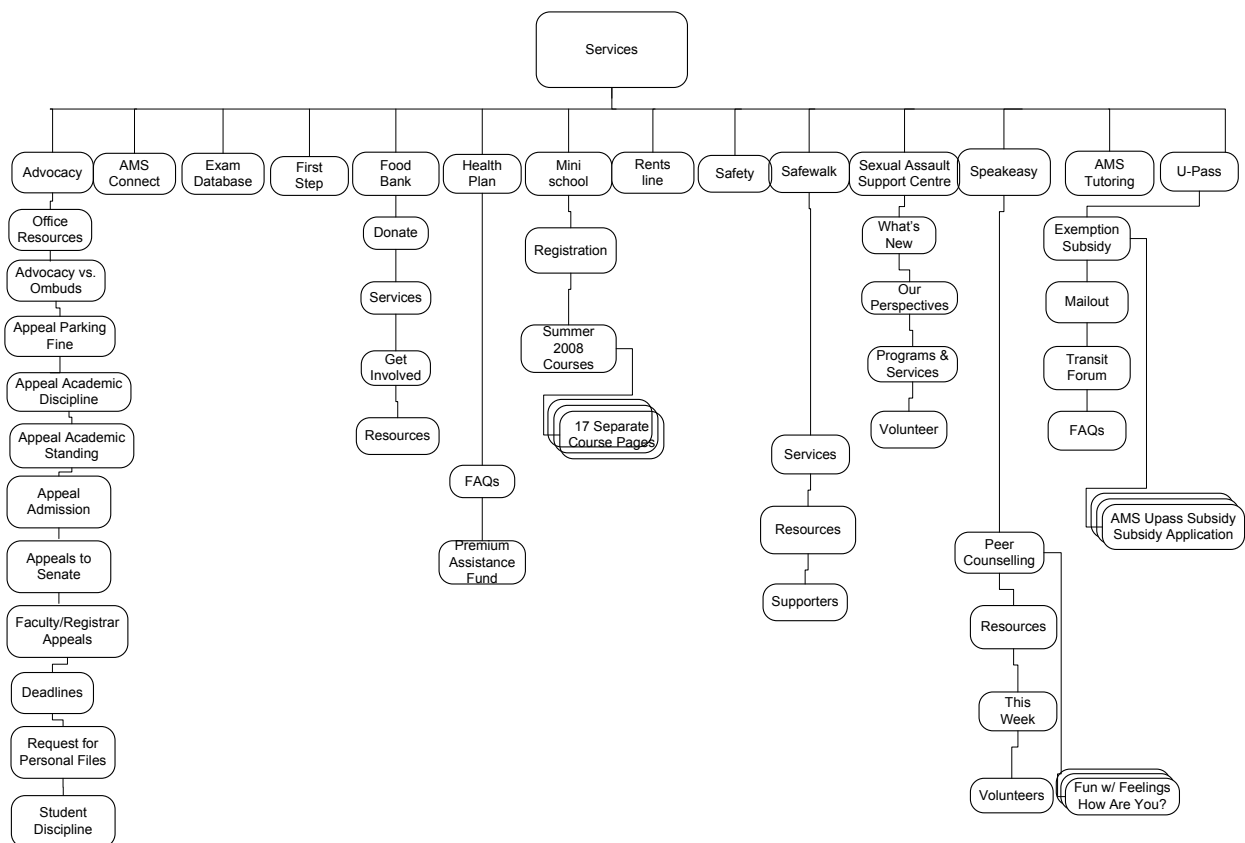
This map depicts the web pages that branch off from the main AMS headers, General, Businesses, Campus Life, Services, Student Government, Tools for Students, and Campus Issues. In the following diagrams, entities shaded blue represent those sections of the AMS Web site with content that has been appraised as having archival value to the AMS and should, therefore, be a preservation priority. Larger Web pages have been broken down into ‘details’.

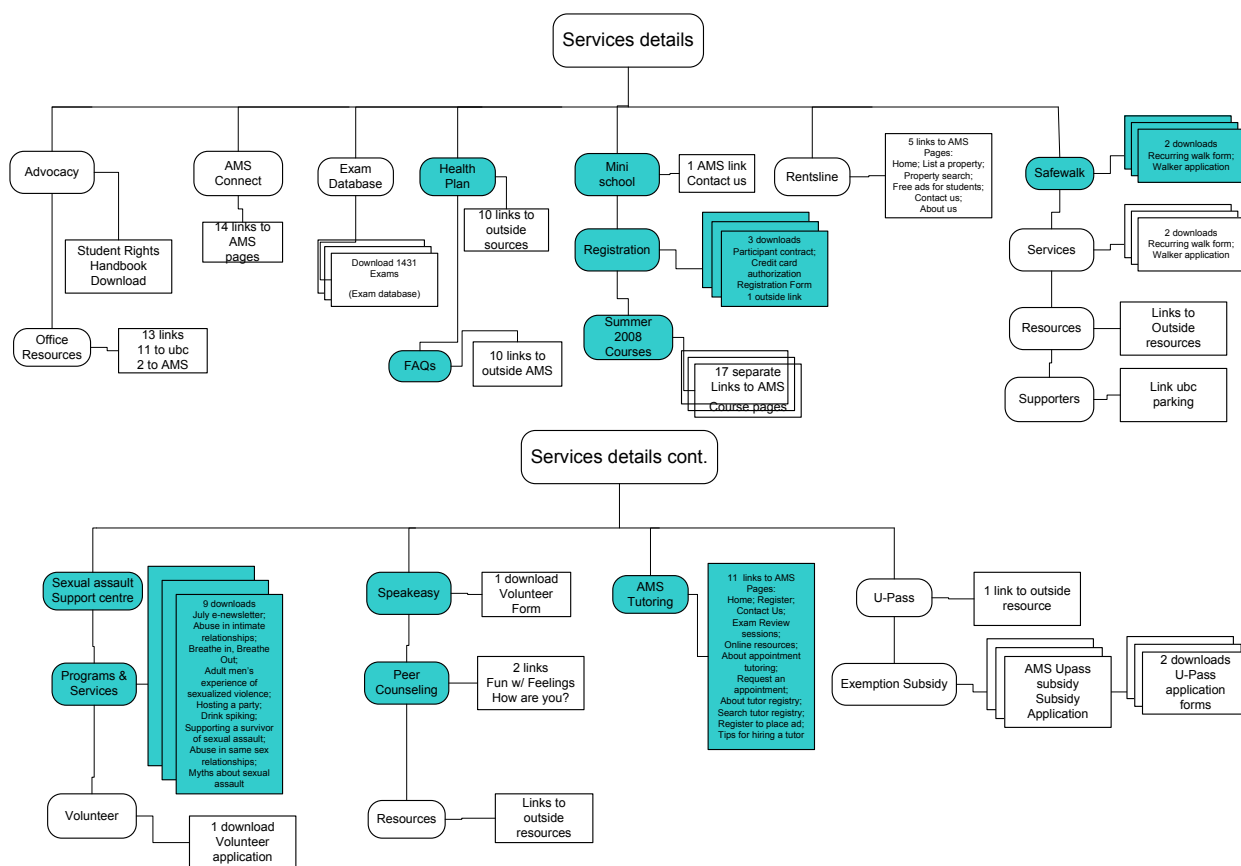


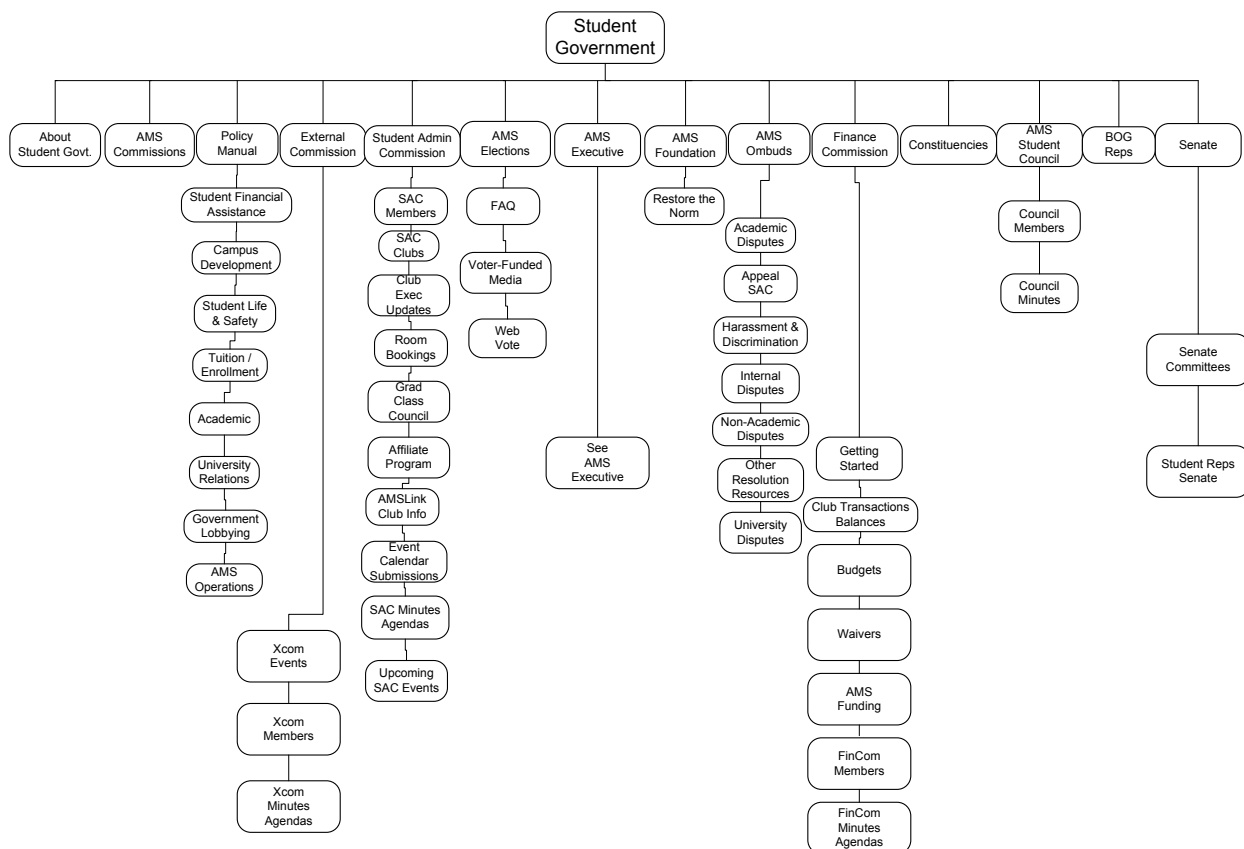


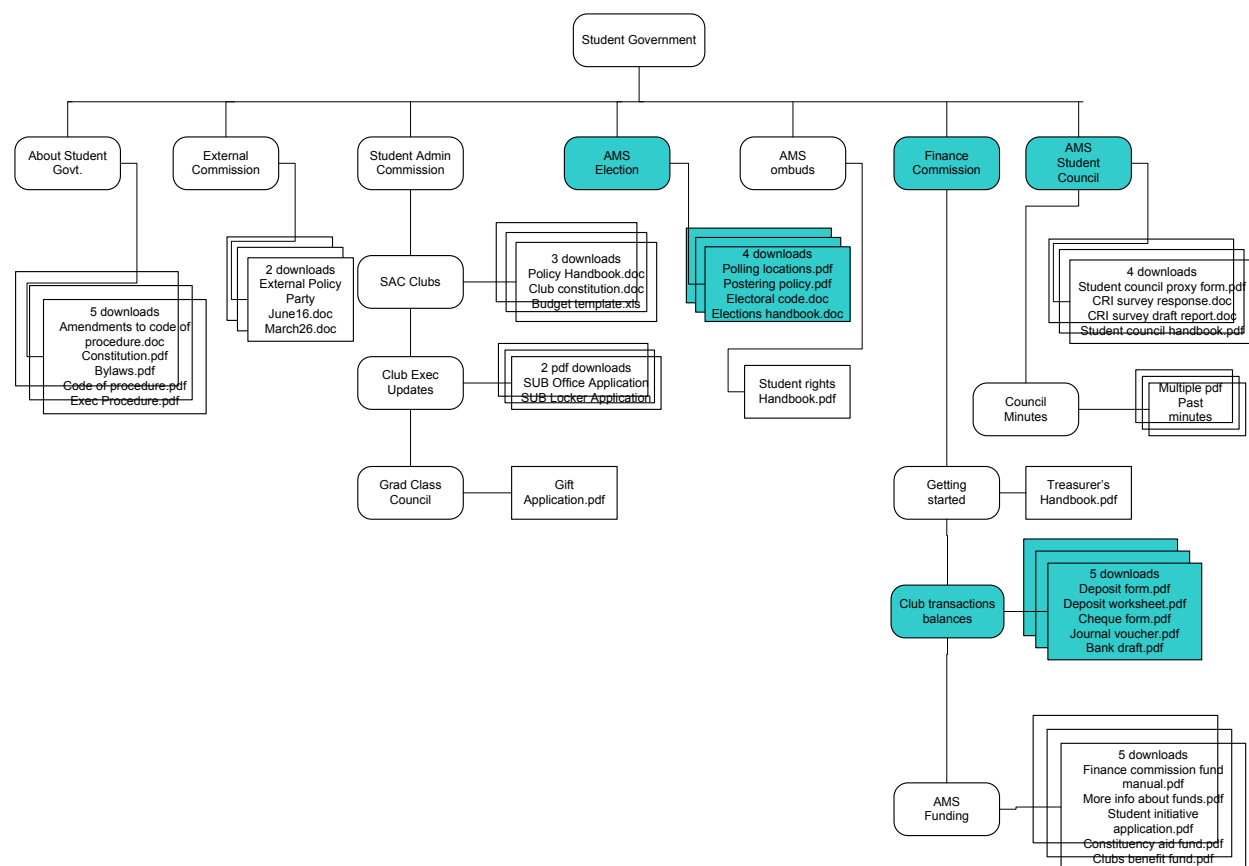


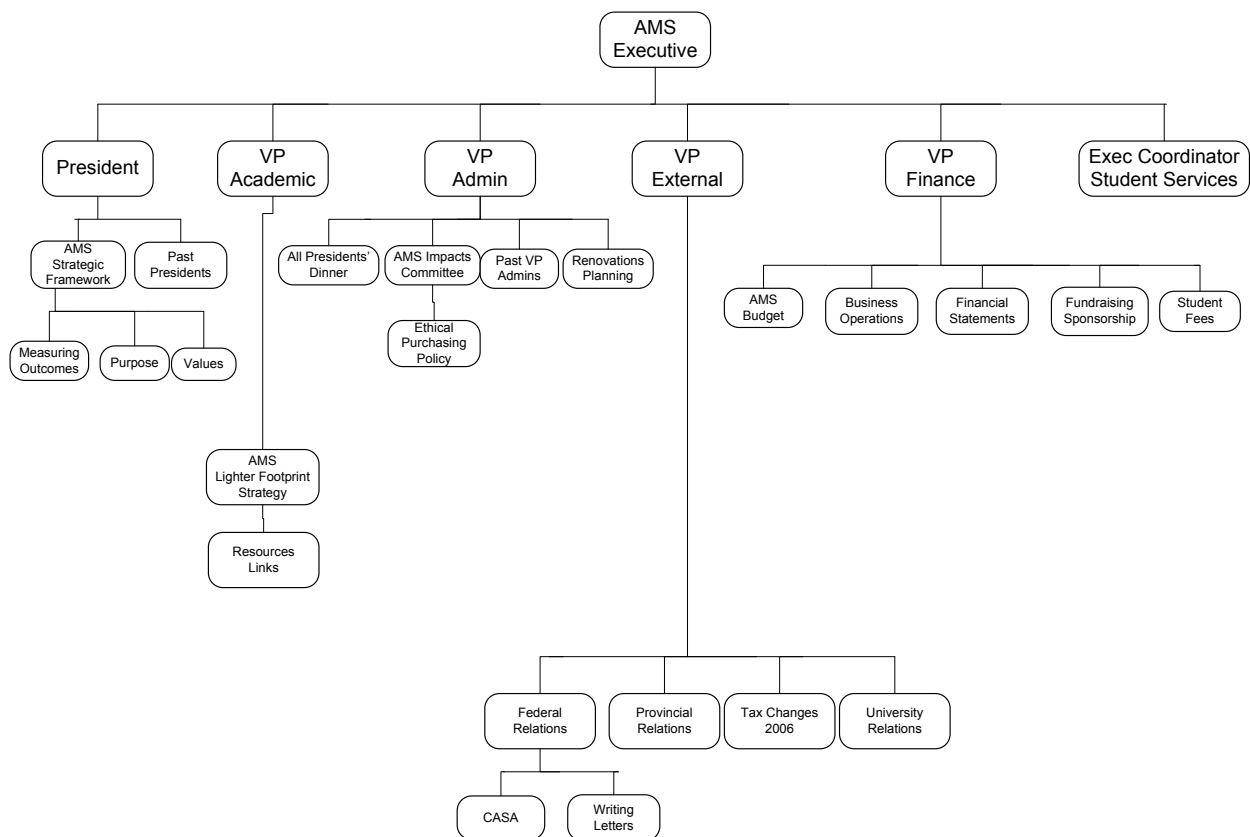


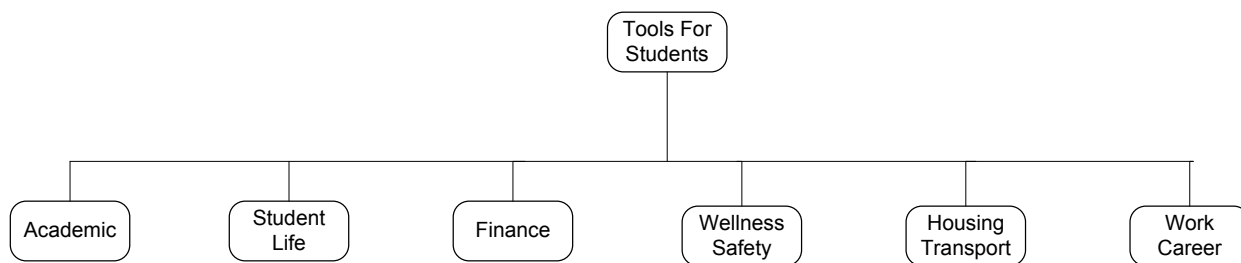












Campus Issues  
No Links from this page

