

Content Analysis, Primary Content Scheme,  
and Site Map for  
Upper Sandusky Community Library

IAKM 60112: Information Architecture II

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## Introduction

Before moving forward on the redesign of the Upper Sandusky Community Library's website, it was necessary to conduct an inventory and analysis of the content on the current site. This allowed the team to know the content could be repurposed or reworked and the new content that had to be acquired. Following the content audit, a new classification scheme was chosen. Finally, a site map showing the proposed new design was created.

## Content Analysis

An inventory of the library's content was completed. Overall, the content was good and up to date. A high percentage can be repurposed in the redesign. The analysis also revealed that some content is not present and should be created. The detailed inventory is available in the Appendix.

If a given content item was repurposed or reworked, it was given a new ID number in the content inventory. The new ID number is shown in the content inventory and is used in the site map for the redesign. The site map appears below, at the end of the Site Map section.

## Personas

The points below indicate the content analysis findings for each type of user (persona).

### The Adult Student

- What content is present on the current site and can be repurposed.

- EduTrek
- Tuition Funding Sources
- Know it Now 24x7 Reference Services
- Children and Youth Collections

- What current content needs to be reworked.

- Internet Workstations information
- Story Time
- After School Action Hour

- What content is not present and needs to be created.

- Online academic research databases such as online databases such as Academic Research Premier and Gale Virtual Reference Library

- Adult study guides such as Study Guide Zone (<http://www.studyguidezone.com/adultlearners.htm>)
- Audio noise blocking recordings to aid studying

## The Library Learner

What content is present on the current site and can be repurposed.

- Ohio Here to Help.
- Ohio Means Jobs
- Learning Express Library

What current content needs to be reworked.

- Information under “Our Library”
- Information on Dewey Decimal System

What content is not present and needs to be created.

- A subsite written in very basic language that is especially designed for people with little education.
- Audiovisual guides to using the library and using a computer. Written guides can be hard for undereducated people to understand.

## The Genealogist

- What content is present on the current site and can be repurposed.

- All material in Heritage Room
- ProQuest Ancestry Library Edition
- Newspaper Collection

- What current content needs to be reworked.

- Index to Heritage Room Collection
- Access to websites for Ohio Obituary Index Rutherford B. Hayes Presidential Center, Ohio Genealogical Society, Ohio Memory Online Scrapbook and Wyandot County Historical Society

- What content is not present and needs to be created.

- Add more searchable databases such as Ancestry.com, Biography Reference Bank, Ohio Death Certificate Index
- Audiotaped oral histories, historical photographs, historical postcards with searchable indexes
- Information on becoming a professional genealogist

## Primary Classification Scheme

### Current Scheme

The current classification scheme of the library website is predominantly exact. It has a broad and shallow structure. This scheme and structure supports quick access to content by its exact name, but does not support access based on user centered tasks, topics, or audience definitions.

### New Scheme

A better classification scheme is a hybrid, ambiguous scheme that supports access to various tasks, topics, and audience focused resources. Spencer (2014, A Practical Guide) describes this as a combination scheme (p. 234). There are no hard and fast rules; more than one approach can be used for the whole content set. As long as the library patrons can easily use the website, the classification scheme is working correctly. The structure should continue to be broad and shallow. This structure is good for smaller websites (Spencer, p. 245). Research has shown that users are able to navigate more successfully and find information in shallow hierarchies than in deep, narrow structures (Kalbach, 2002).

## Site Map

### Hierarchy

The site map reflects a simple hierarchy and database pattern as described by Spencer (2002, A Practical Guide, p. 260). This pattern is suitable for the Upper Sandusky Community Library because it is suitable for a site of any size. This allows the library website to expand, but still maintain its structure. It allows for the creation of hierarchical sections to be created for basic content, then providing more detailed information within a section. It is polyhierarchical. This allows for a given item to appear in more than one location in the hierarchy.

## Labeling

Labeling should be simple and straightforward (Spencer, 2002, A Practical Guide, p. 287). It should

- call things by their correct name
- be consistent
- use terms that the audience uses
- be as clear as possible

The site map for the new library web site reflects simplicity and clarity as shown in the taxonomy below:

### Home

Link to the newsletter (repurposed)

Search box for the catalog and site (new, high priority)

Photo links to featured books (new)

Photo carousel of library people, spaces, and events (new)

### Using the Library

Information on the library card (repurposed)

Policies (repurposed)

Meeting rooms (repurposed)

Computers and equipment (reworked)

Locating items using the Dewey Decimal system (repurposed)

Videos created by Upper Sandusky librarians explaining in simple terms how to use the library (new content for people who have no library experience, limited vocabulary, and weak English skills)

### Ask Us

Ask a Librarian 24x7 (repurposed)

Live Chat (new)

Email (new)

## Collections

- Collections by age group (reworked)
- Local History & Genealogy (repurposed, new)
- Government Forms (reworked)
- Magazines, newspapers, pamphlets, maps, & phone books (reworked)
- Games & crafts (reworked)

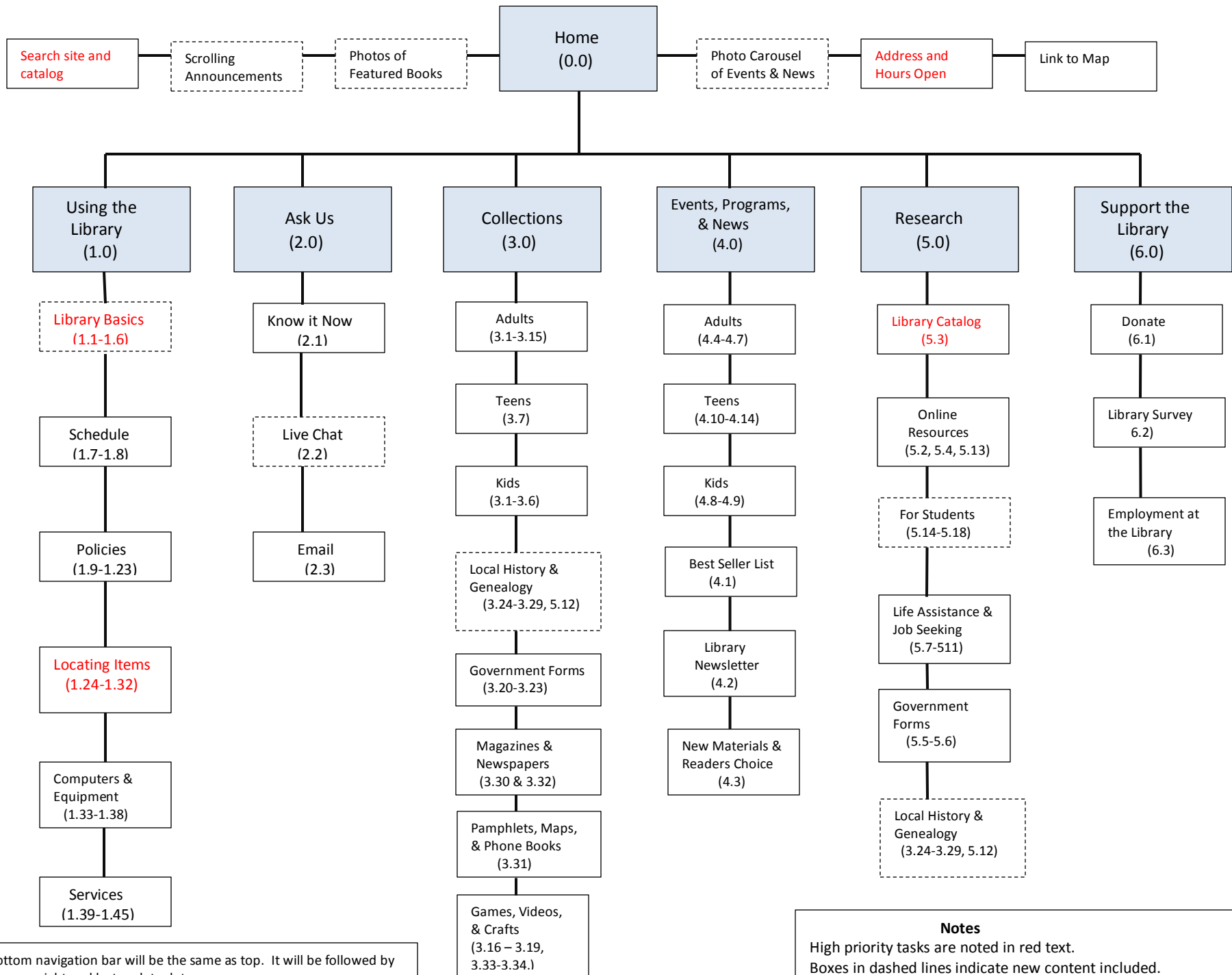
## Events, Programs, & News

- By Age Group (repurposed)
- Bestseller List (repurposed)
- Library Newsletter (repurposed)
- New Materials & Readers Choice (repurposed)

## Research

- Search the catalog (repurposed)
- Online resources (repurposed)
- For Students
  - EduTrek and Tuition Funding (repurposed)
  - EBSCO's Academic Search Premier (new content for adult students)
  - Gale Virtual Reference Library (new content for adult students)
  - Study Guide Zone (new content for adult students)
- Life Assistance & Job Seeking
  - Ohio Means Jobs (repurposed)
  - Learning Express Library (repurposed)
- Local History & Genealogy
  - Heritage Collection (repurposed)
  - Heritage Collection Index (reworked)
  - Ohio Obituary Index Rutherford B. Hayes Presidential Center, Ohio Genealogical Society, Ohio Memory
  - Online Scrapbook and Wyandot County Historical Society (all repurposed)
  - Ancestry.com (new content for genealogists)
  - Biography Reference Bank (new content for genealogists)
  - Professional Genealogy. A Manual For Researchers, Writers, Editors, Lecturers, And Librarians* (new content for genealogists)

The footer will provide the same global navigation as in the top navigation bar. It will also contain the copyright notice and the last update date. A sketch of the site map appears below.



Bottom navigation bar will be the same as top. It will be followed by the copyright and last update date.

**Notes**  
 High priority tasks are noted in red text.  
 Boxes in dashed lines indicate new content included.

## References

Spencer, D. (2014). *A practical guide to information architecture, second edition*. Victoria, Australia: UX Mastery.

Spencer, D. (2014, October 16). How to conduct a content audit. *UX Mastery*. Retrieved from: <http://uxmastery.com/how-to-conduct-a-content-audit/>

Kalbach, J. (2002, January 1). *The myth of “seven, plus or minus 2”*. Dr. Dobb’s The World of Software Development. Retrieved from: <http://www.drdoobbs.com/web-development/the-myth-of-seven-plus-or-minus-2/184412300>



## Appendix: Upper Sandusky Community Library Content Inventory

Original ID Number	Title	URL	Type	Comments	Repurpose, Rework	New ID Number
0.0	Home	<a href="http://www.upper-sandusky.lib.oh.us/Index.htm">http://www.upper-sandusky.lib.oh.us/Index.htm</a>		Link in top navigation bar.		
1.0	Directions	-		Link in top navigation bar.		
1.1	Directions to the Upper Sandusky Community Library	<a href="http://www.upper-sandusky.lib.oh.us/Directions.htm">http://www.upper-sandusky.lib.oh.us/Directions.htm</a>	HTML	Map displays in middle pane.	Rework	1.1
1.1.0	[ * For an interactive map and directions to the library click here! * ]	<a href="http://atlas.mapquest.com/maps/map.adp?address=301%20on%20sandusky%20ave&amp;city=Upper%20Sandusky&amp;state=OH&amp;zoom=9&amp;style=2">http://atlas.mapquest.com/maps/map.adp?address=301%20on%20sandusky%20ave&amp;city=Upper%20Sandusky&amp;state=OH&amp;zoom=9&amp;style=2</a>	Outside service	Link to Mapquest appears on map in 1.1.		
2.0	Hours	-		Link in top navigation bar.		
2.1	Hours of Operation	<a href="http://www.upper-sandusky.lib.oh.us/Hours.htm">http://www.upper-sandusky.lib.oh.us/Hours.htm</a>	HTML		Repurpose	1.7
3.0	Library Staff & Board	-		Link in top navigation bar.		
3.1	Upper Sandusky Community Library Board of Trustees & Staff Members	<a href="http://www.upper-sandusky.lib.oh.us/Board.htm">http://www.upper-sandusky.lib.oh.us/Board.htm</a>	HTML		Repurpose	1.2
4.0	Community Links	-		Link in top navigation bar.		
4.1	Upper Sandusky Area Chamber of Commerce	<a href="http://www.uppersanduskychamber.com/">http://www.uppersanduskychamber.com/</a>	Outside service		Repurpose	5.9
5.0	News & Info	-		Link in top navigation bar.	Repurpose	
5.1	News & Information	<a href="http://www.upper-sandusky.lib.oh.us/N&amp;I.htm">http://www.upper-sandusky.lib.oh.us/N&amp;I.htm</a>	HTML	Page containing various informational items and links	Rework	5.6, 6.1
5.1.1	Upcoming Closures	<a href="http://www.upper-sandusky.lib.oh.us/N&amp;I.htm">http://www.upper-sandusky.lib.oh.us/N&amp;I.htm</a>	HTML	Information about closures	Rework	1.8

Original ID Number	Title	URL	Type	Comments	Repurpose, Rework	New ID Number
5.1.2	Library Survey	<a href="http://www.surveymonkey.com/s/6ycqyyf">http://www.surveymonkey.com/s/6ycqyyf</a>	Outside service (Survey Monkey)	Library patron survey	Rework	6.2
5.1.3	Employment Information	<a href="http://www.upper-sandusky.lib.oh.us/PDFs/Employment%20application%20fillable.pdf">http://www.upper-sandusky.lib.oh.us/PDFs/Employment%20application%20fillable.pdf</a>	PDF	PDF application for library employment	Repurpose	6.3
5.1.4	about:books	<a href="http://www.aboutbooks.info/">http://www.aboutbooks.info/</a>	Outside service	Search engine providing information on books, authors, subjects and storylines.	Repurpose	5.2
5.1.5	EduTrek	<a href="http://www.edutrek.com/">http://www.edutrek.com/</a>	Outside service	College matching service	Repurpose	5.14
5.1.6	Tuition Funding Sources	<a href="http://www.tuitionfundingresources.com/?library=OhioLib">http://www.tuitionfundingresources.com/?library=OhioLib</a>	Outside service	Search engine for finding information on financial aid for education.	Repurpose	5.15
5.1.7	ProQuest Ancestry Library Edition	<a href="http://ancestrylibrary.proquest.com/aleweb/ale/do/login">http://ancestrylibrary.proquest.com/aleweb/ale/do/login</a>	Outside service	Search engine for genealogical research.	Repurpose	5.12
5.1.8	Ohio Here To Help	<a href="http://www.ohioheretohelp.com/">http://www.ohioheretohelp.com/</a>	Outside service	Information on services for unemployed workers and their families.	Repurpose	5.10
5.1.9	Support Your Library	<a href="http://www.upper-sandusky.lib.oh.us/N&amp;I.htm">http://www.upper-sandusky.lib.oh.us/N&amp;I.htm</a>	HTML	Information on donating to the library.	Rework	6.1
5.1.10	Tax Forms	<a href="http://www.upper-sandusky.lib.oh.us/N&amp;I.htm">http://www.upper-sandusky.lib.oh.us/N&amp;I.htm</a>	HTML	Link to list of tax form sites	Repurpose	
5.1.10.1	INTERNAL REVENUE SERVICE (IRS), United States Department of Treasury	<a href="http://www.irs.gov/Forms-&amp;-Pubs">http://www.irs.gov/Forms-&amp;-Pubs</a>	Outside service	Federal tax forms	Repurpose	3.20
5.1.10.2	OHIO STATE INCOME TAX	<a href="http://www.tax.ohio.gov/Forms.aspx">http://www.tax.ohio.gov/Forms.aspx</a>	Outside service	Ohio tax forms	Repurpose	3.21
5.1.10.3	SCHOOL DISTRICT INCOME TAX	<a href="http://www.tax.ohio.gov/Forms.aspx">http://www.tax.ohio.gov/Forms.aspx</a>	Outside service	School district tax forms	Repurpose	3.22
5.1.10.4	UPPER SANDUSKY INCOME TAX	<a href="http://www.uppersanduskyoh.com/incometax.php">http://www.uppersanduskyoh.com/incometax.php</a>	Outside service	City tax forms	Repurpose	3.23

Original ID Number	Title	URL	Type	Comments	Repurpose, Rework	New ID Number
5.1.11	Ohio Means Jobs	<a href="https://jobseeker.ohiomeansjobs.monster.com/">https://jobseeker.ohiomeansjobs.monster.com/</a>	Outside service	Job search engine	Repurpose	5.11
<b>6.0</b>	<b>Our Library</b>			<b>Heading in left navigation pane</b>		
6.1	Library Card	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Information on how to obtain and use a library card		
6.1.1	Who May Obtain a Library Card?	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Information on how to obtain and use a library card	Repurpose	1.5
6.1.2	How Much Does the Library Card Cost?	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Information on how to obtain and use a library card	Repurpose	1.3
6.1.3	Where Do I Obtain a Library Card?	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Information on how to obtain and use a library card	Repurpose	1.4
6.1.3.1	OPLIN/Internet Access Policy Agreement	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Information on how to obtain and use a library card	Repurpose	1.18
6.1.4	How Long May I Borrow Items from the Collection and Are There Limits on How Many I May Borrow?	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Information on how to obtain and use a library card	Repurpose	1.13
6.1.4.1	Material, Loan Period, Limits	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Information on how to obtain and use a library card	Repurpose	1.16
6.1.5	How Often Can I Renew an Item?	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Information on how to obtain and use a library card	Repurpose	1.15
6.1.6	How Much Are the Overdue Fines?	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Information on how to obtain and use a library card	Repurpose	1.14
6.1.7	Are There Restrictions if I Have Outstanding Fines?	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Information on how to obtain and use a library card	Repurpose	1.12
6.1.8	What About Confidentiality of My Circulation Records?	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Information on how to obtain and use a library card	Repurpose	1.17
6.2	Use of the Library	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Heading		

Original ID Number	Title	URL	Type	Comments	Repurpose, Rework	New ID Number
6.2.1	Meeting Room Policy	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Information on meeting room use.	Repurpose	1.19
6.2.1.1	Meeting Rooms	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Heading	Repurpose	1.20
6.2.1.1.1	1. The Library Board Room	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Description of meeting room	Repurpose	1.21
6.2.1.1.2	2. The Large Meeting Room	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Description of meeting room	Repurpose	1.22
6.2.1.2	Meeting Room Procedure	<a href="http://www.upper-sandusky.lib.oh.us/PDFs/Meeting20Room20Procedures.pdf">http://www.upper-sandusky.lib.oh.us/PDFs/Meeting20Room20Procedures.pdf</a>	PDF	Meeting Room Policy	Repurpose	1.20
6.2.1.3	Meeting Room Application Form	<a href="http://www.upper-sandusky.lib.oh.us/PDFs/MeetingRoomApplication.pdf">http://www.upper-sandusky.lib.oh.us/PDFs/MeetingRoomApplication.pdf</a>	PDF	Meeting Room Application Form	Repurpose	1.23
6.2.2	Displays, Exhibits, and Public Notice	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Rules for displays, exhibits, and notices.	Repurpose	1.10
6.2.3	Ellison Room Die Cut Collection	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Information on using die cut collection in Ellison Room	Repurpose	1.11
6.3	Library Services and More	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Heading		
6.3.1	An Overview of What Your Library Has to Offer	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Heading		
6.3.1.1	Materials & Services	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Item in list of library resources	Rework	1.39 – 1.45
6.3.1.2	Computers	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Item in list of library resources	Rework	1.33 – 1.38
6.3.1.3	Heritage Room	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Item in list of library resources	Rework	3.24

Original ID Number	Title	URL	Type	Comments	Repurpose, Rework	New ID Number
6.3.1.4	Ellison Die Cut Collection	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Item in list of library resources	Rework	1.11
6.3.1.5	Laminator	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Item in list of library resources	Repurpose	1.34
6.3.1.6	Color Photocopier	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Item in list of library resources	Repurpose	1.36
6.3.1.7	FAX Machine	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Item in list of library resources	Repurpose	1.35
6.3.1.8	Special Programs	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Item in list of library resources	Covered by other links	
6.3.1.9	Showcases	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Item in list of library resources	Repurpose	1.33
6.3.1.10	Meeting Rooms	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Item in list of library resources	Covered by other links	
6.3.1.11	Library Loan Policy	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Item in list of library resources	Covered by other links	
6.3.1.12	Loan Period	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Item in list of library resources	Covered by other links	
6.3.1.13	Overdue Policy	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Item in list of library resources	Covered by other links	
6.3.1.14	Book Drop	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	Item in list of library resources	Repurpose	1.9
<b>7.0</b>	<b>Our Collection</b>			<b>Heading in left navigation pane</b>		
7.1	Collection Holdings	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Heading		
7.1.1	Main Collection	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Heading		
7.1.1.1	Book Categories	<a href="http://www.upper-sandusky.lib.oh.us/">http://www.upper-sandusky.lib.oh.us/</a>	HTML	Heading		

Original ID Number	Title	URL	Type	Comments	Repurpose, Rework	New ID Number
		Collection.htm				
7.1.1.1.1	Fiction	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Item in list of collection	Repurpose	3.11
7.1.1.1.2	Non-Fiction	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Item in list of collection	Repurpose	3.13
7.1.1.1.3	Mystery	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Item in list of collection	Repurpose	3.12
7.1.1.1.4	Romance	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Item in list of collection	Repurpose	3.14
7.1.1.1.5	Western	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Item in list of collection	Repurpose	3.15
7.1.1.1.6	Paperbacks and paperback exchange	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Item in list of collection	Repurpose	3.10
7.1.1.2	Books on Audio Cassette Tape	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Item in list of collection	Repurpose	3.8
7.1.1.3	Books on CD (Compact Disk)	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Item in list of collection	Repurpose	3.9
7.1.1.4	Video ( DVD & VHS)	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Item in list of collection	Repurpose	3.33-3.34
7.1.1.5	Magazines	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Item in list of collection	Repurpose	3.30
7.1.1.6	Newspapers [Link to Newspaper Holdings page]	<a href="http://www.upper-sandusky.lib.oh.us/Newspapers.htm">http://www.upper-sandusky.lib.oh.us/Newspapers.htm</a>	HTML	Title of newspaper, community covered, and days available	Repurpose	3.32
7.1.1.7	Children's Collection	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Item in list of collection	Repurpose	3.1 – 3.6
7.1.1.8	Youth Collection	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Item in list of collection	Repurpose	3.7
7.1.1.9	Ellison Room [link to Ellison Room page]	<a href="http://www.upper-sandusky.lib.oh.us/Ellison.htm">http://www.upper-sandusky.lib.oh.us/Ellison.htm</a>	HTML	Item in list of collection	Repurpose	3.17

Original ID Number	Title	URL	Type	Comments	Repurpose, Rework	New ID Number
7.1.1.9.1	Click Here For Our Collection Of All Available Die Cut Shapes	<a href="http://www.upper-sandusky.lib.oh.us/DieCutSelection.htm">http://www.upper-sandusky.lib.oh.us/DieCutSelection.htm</a>	HTML	List of die cut shapes available	Repurpose	3.18
7.1.1.9.2	Click here for list of recent additions to the die cut collection	<a href="http://www.upper-sandusky.lib.oh.us/DiesAdded.htm">http://www.upper-sandusky.lib.oh.us/DiesAdded.htm</a>	HTML	List of recent additions to die cut shapes	Repurpose	3.19
7.1.1.10	Heritage Room [link to Heritage Room (Genealogy & Local History) page]	<a href="http://www.upper-sandusky.lib.oh.us/Heritage.htm">http://www.upper-sandusky.lib.oh.us/Heritage.htm</a>	HTML	Item in list of collection		
7.1.1.10.1	Heritage Room Collection Resource List	<a href="http://www.upper-sandusky.lib.oh.us/Heritage.htm">http://www.upper-sandusky.lib.oh.us/Heritage.htm</a>	HTML	Heading		
7.1.1.10.1.1	Ohio Obituary Index Rutherford B. Hayes Presidential Center	<a href="http://www.upper-sandusky.lib.oh.us/Heritage.htm">http://www.upper-sandusky.lib.oh.us/Heritage.htm</a>	HTML	Search form	Repurpose	3.25
7.1.1.10.1.2	Index to Heritage Room Collection	<a href="http://www.upper-sandusky.lib.oh.us/Heritage.htm">http://www.upper-sandusky.lib.oh.us/Heritage.htm</a>	HTML	Linked alphabetical index to publications in Heritage Room. Index is a mixture of topics, authors, and places.		
7.1.1.11	Internet Workstations [link to Our Library page]	<a href="http://www.upper-sandusky.lib.oh.us/OurLibrary.htm">http://www.upper-sandusky.lib.oh.us/OurLibrary.htm</a>	HTML	The "Our Library" page notes that the library has internet workstations	Repurpose	1.39
7.1.1.12	Computer Workstations [link to Software Program Holdings page]	<a href="http://www.upper-sandusky.lib.oh.us/Software.htm">http://www.upper-sandusky.lib.oh.us/Software.htm</a>	HTML	Describes the software and operating system available on the 5 'Non-Internet' Computer Workstations: Two Office Workstations located in the magazine area and three Game Workstations located in the children's area.	Repurpose	1.38
7.2	How Do I Locate Items in Our Collection?	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Item in list of collection	Repurpose	1.24
7.2.1	How do I obtain the Dewey Decimal Classification	<a href="http://www.upper-sandusky.lib.oh.us/">http://www.upper-sandusky.lib.oh.us/</a>	HTML	Item in list of collection	Repurpose	1.32

Original ID Number	Title	URL	Type	Comments	Repurpose, Rework	New ID Number
	Number	Collection.htm				
7.2.2	Note the call number (Dewey Decimal System)	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Item in list of collection	Repurpose	1.26
7.2.3	The following are examples of how the Dewey Decimal Classification number is constructed.	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Item in list of collection	Repurpose	1.31
7.2.3.1	Ten Primary Classes	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Item in list of collection	Repurpose	1.27
1.27 7.2.3.2	100 Divisions	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Item in list of collection	Repurpose	1.29
7.2.3.3	1000 Sections	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Item in list of collection	Repurpose	1.30
7.2.3.4	Notation	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Item in list of collection	Repurpose	1.25
7.3	Learning Resource Center	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Heading Resources that are useful in aiding children in basic study of Reading, Math, English and Science.		
7.3.1	Books	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Item in list of collection	Repurpose	3.2
7.3.2	Books with Cassette Tapes	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Item in list of collection	Repurpose	3.3
7.3.3	Videos	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Item in list of collection	Repurpose	3.6
7.3.4	Magazines	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Item in list of collection	Repurpose	3.5
7.3.5	Boxed Sets	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Item in list of collection	Repurpose	3.4



Original ID Number	Title	URL	Type	Comments	Repurpose, Rework	New ID Number
7.3.6	Bagged Kits	<a href="http://www.upper-sandusky.lib.oh.us/Collection.htm">http://www.upper-sandusky.lib.oh.us/Collection.htm</a>	HTML	Item in list of collection	Repurpose	3.1
<b>8.0</b>	<b>Programs &amp; Events</b>	-		<b>Heading in Left Navigation pane</b>		
8.1	Current Programs & Events:	<a href="http://www.upper-sandusky.lib.oh.us/Programs&amp;Events.htm">http://www.upper-sandusky.lib.oh.us/Programs&amp;Events.htm</a>	HTML	Heading		
8.1.1	Click on this link to access the library newsletter with the most current information.	<a href="http://www.upper-sandusky.lib.oh.us/PDFs/Newsletter.pdf">http://www.upper-sandusky.lib.oh.us/PDFs/Newsletter.pdf</a>	PDF	Link to newsletter	Repurpose	4.2
8.1.2	New Materials & readers Choice:	<a href="http://www.upper-sandusky.lib.oh.us/Programs&amp;Events.htm">http://www.upper-sandusky.lib.oh.us/Programs&amp;Events.htm</a>	HTML	Heading	Repurpose	4.3
8.1.3	Click on the this link to access the library catalog's Best Seller List	<a href="http://seoipac.seo.lib.oh.us/ipac20/ipac.jsp?session=11577P5EO2286.8809&amp;profile=usc&amp;menu=tab&amp;ts=1157745581884#focus">http://seoipac.seo.lib.oh.us/ipac20/ipac.jsp?session=11577P5EO2286.8809&amp;profile=usc&amp;menu=tab&amp;ts=1157745581884#focus</a>	HTML	Outside service	Repurpose	4.1
8.1.4	Common Readers Book Group	<a href="http://www.upper-sandusky.lib.oh.us/Programs&amp;Events.htm">http://www.upper-sandusky.lib.oh.us/Programs&amp;Events.htm</a>	HTML	Heading		
8.1.5	Click here for more information about the Common Readers Book Club	<a href="http://www.upper-sandusky.lib.oh.us/CRD.htm">http://www.upper-sandusky.lib.oh.us/CRD.htm</a>	HTML	Link to information on Common Readers Book Club	Repurpose	4.5
<b>9.0</b>	<b>Library Newsletter</b>	<a href="http://www.upper-sandusky.lib.oh.us/PDFs/Newsletter.pdf">http://www.upper-sandusky.lib.oh.us/PDFs/Newsletter.pdf</a>	PDF	<b>Link to Library Newsletter</b>	<b>Repurpose</b>	<b>4.2</b>
<b>10.0</b>	<b>Heritage Room</b>	<a href="http://www.upper-sandusky.lib.oh.us/Heritage.htm">http://www.upper-sandusky.lib.oh.us/Heritage.htm</a>	HTML	<b>Link to Heritage Room</b>	<b>Repurpose</b>	<b>3.24</b>
<b>11.00</b>	<b>Ellison Room</b>	<a href="http://www.upper-sandusky.lib.oh.us/Ellison.htm">http://www.upper-sandusky.lib.oh.us/Ellison.htm</a>	HTML	<b>Link to Ellison Room</b>	<b>Repurpose</b>	<b>3.17</b>
<b>12.0</b>	<b>Teen Advisory Board (T.A.B.)</b>		HTML	<b>Link to Teen Advisory Board page</b>	<b>Rework</b>	<b>4.12</b>

Original ID Number	Title	URL	Type	Comments	Repurpose, Rework	New ID Number
		<a href="http://www.upper-sandusky.lib.oh.us/TAB.htm">http://www.upper-sandusky.lib.oh.us/TAB.htm</a>				
12.1	Japan Web Quest	<a href="http://www.upper-sandusky.lib.oh.us/TABGraphics/WEBQ UESTjapan.pdf">http://www.upper-sandusky.lib.oh.us/TABGraphics/WEBQ UESTjapan.pdf</a>	PDF	Teen activity about Japan	Rework	4.11
12.2	Egypt Web Quest	<a href="http://www.upper-sandusky.lib.oh.us/TABGraphics/WEBQ UESTegypt.pdf">http://www.upper-sandusky.lib.oh.us/TABGraphics/WEBQ UESTegypt.pdf</a>	PDF	Teen activity about Egypt	Rework	4.10
12.3	View & Do Guatemala Worry Dolls	<a href="http://www.upper-sandusky.lib.oh.us/TABGraphics/VIEW DOguatemala.pdf">http://www.upper-sandusky.lib.oh.us/TABGraphics/VIEW DOguatemala.pdf</a>	PDF	Teen activity about Guatemala	Rework	4.14
12.4	View & Do Chinese Tangram	<a href="http://www.upper-sandusky.lib.oh.us/TABGraphics/VIEW DOchina.pdf">http://www.upper-sandusky.lib.oh.us/TABGraphics/VIEW DOchina.pdf</a>	PDF	Teen activity about China	Rework	4.13
<b>13.0</b>	<b>Story Time</b>	<a href="http://www.upper-sandusky.lib.oh.us/Storytime.htm">http://www.upper-sandusky.lib.oh.us/Storytime.htm</a>	HTML	<b>Information on Story Time</b>	<b>Repurpose</b>	<b>4.9</b>
13.1	Click here for exceptions to the schedule reflected in the Newsletter	<a href="http://www.upper-sandusky.lib.oh.us/PDFs/Newsletter.pdf">http://www.upper-sandusky.lib.oh.us/PDFs/Newsletter.pdf</a>	PDF	Not needed Link to the Library Newsletter		
<b>14.0</b>	<b>After School Action Hour</b>	<a href="http://www.upper-sandusky.lib.oh.us/ASAH.htm">http://www.upper-sandusky.lib.oh.us/ASAH.htm</a>	HTML	<b>Poster showing children. No information about the program.</b>	<b>Rework</b>	<b>4.8</b>
<b>15.0</b>	<b>Common Readers Discussion</b>	<a href="http://www.upper-sandusky.lib.oh.us/CRD.htm">http://www.upper-sandusky.lib.oh.us/CRD.htm</a>	HTML	<b>Information on Common Readers' Discussion</b>	<b>Repurpose</b>	<b>4.5</b>
15.1	Current Programs & Events	<a href="http://www.upper-sandusky.lib.oh.us/Programs&amp;Events.htm">http://www.upper-sandusky.lib.oh.us/Programs&amp;Events.htm</a>	HTML	Information on Current Programs & Events	Repurpose	4.6
15.2	Books Read from Previous Years	<a href="http://www.upper-sandusky.lib.oh.us/BooksRead.htm">http://www.upper-sandusky.lib.oh.us/BooksRead.htm</a>	HTML	Information on books read since 1996	Repurpose	4.4
15.3	Upcoming reads in 2014/2015	<a href="http://www.upper-sandusky.lib.oh.us/CRD.htm">http://www.upper-sandusky.lib.oh.us/CRD.htm</a>	HTML	Books to be read in 2014/2015	Repurpose	4.7

Original ID Number	Title	URL	Type	Comments	Repurpose, Rework	New ID Number
16.0	Chilton Library.com	<a href="http://infotrac.galegroup.com/itweb/pp570?db=CHLL">http://infotrac.galegroup.com/itweb/pp570?db=CHLL</a>	HTML	This link accesses the Infotrac service from Cengage Learning. Label is graphic.	Repurpose	5.13
17.0	News & Information	<a href="http://www.upper-sandusky.lib.oh.us/N&amp;I.htm">http://www.upper-sandusky.lib.oh.us/N&amp;I.htm</a>	HTML	Not needed. This link access the same page as the "News & Info" link on the top navigation bar. Label is graphic.		
18.0	Check out the Library Survey!	<a href="http://www.upper-sandusky.lib.oh.us/N&amp;I.htm">http://www.upper-sandusky.lib.oh.us/N&amp;I.htm</a>	HTML	Not needed. This link access the same page as the "News & Info" link on the top navigation bar. Label is text		
19.0	EduTrek, Tuition Funding Sources, ProQuest Ancestry	<a href="http://www.upper-sandusky.lib.oh.us/N&amp;I.htm">http://www.upper-sandusky.lib.oh.us/N&amp;I.htm</a>	HTML	This link access the same page as the "News & Info" link on the top navigation bar. Label is text	Repurpose	5.14, 5.15
20.0	Ohio Here To Help	<a href="http://www.upper-sandusky.lib.oh.us/N&amp;I.htm">http://www.upper-sandusky.lib.oh.us/N&amp;I.htm</a>	HTML	This link access the same page as the "News & Info" link on the top navigation bar. Label is text	Repurpose	5.10
21.0	Support Your Library:	<a href="http://www.upper-sandusky.lib.oh.us/N&amp;I.htm">http://www.upper-sandusky.lib.oh.us/N&amp;I.htm</a>	HTML	This link access the same page as the "News & Info" link on the top navigation bar. Label is text	Repurpose	6.1
22.0	Tax Forms:	<a href="http://www.upper-sandusky.lib.oh.us/N&amp;I.htm">http://www.upper-sandusky.lib.oh.us/N&amp;I.htm</a>	HTML	This link access the same page as the "News & Info" link on the top navigation bar. Label is text	Repurpose	3.20-3.22
23.0	Ohio Means Jobs:	<a href="http://www.upper-sandusky.lib.oh.us/N&amp;I.htm">http://www.upper-sandusky.lib.oh.us/N&amp;I.htm</a>	HTML	This link access the same page as the "News & Info" link on the top navigation bar. Label is text	Repurpose	5.11
24.0	Last Update Date	-	HTML	No page. Displays date updated	Repurpose	Footer
25.0	Copyright notice	-	HTML	No page. Displays	Repurpose	Footer

Original ID Number	Title	URL	Type	Comments	Repurpose, Rework	New ID Number
				copyright notice		
26.0	Resources	-		Heading over left navigation pane.		
27.0	Library Catalog	<a href="http://enterprise.s eo.lib.oh.us/client/usc">http://enterprise.s eo.lib.oh.us/client/usc</a>	HTML	This link accesses the catalog search feature. Label is graphic.	Repurpose	5.3
28.0	Cypress Resume	<a href="http://www.cypressresume.com/index.php?c=uppersanduskycommunitylibrary">http://www.cypressresume.com/index.php?c=uppersanduskycommunitylibrary</a>	HTML	This link accesses the Cypress Resume service. Label is graphic.	Repurpose	5.7
29.0	My Voter Information	<a href="http://voterlookup.sos.state.oh.us/voterlookup.aspx">http://voterlookup.sos.state.oh.us/voterlookup.aspx</a>	HTML	This link accesses My Voter Information	Repurpose	5.5
30.0	Ohio Web Library Database	<a href="http://www.ohioweblibrary.org/sources/">http://www.ohioweblibrary.org/sources/</a>	HTML	This link accesses the Ohio Web Library Database service. Label is graphic.	Repurpose	5.4
31.0	Know it Now 24x7 Reference Services	<a href="http://www.knowitnow.org/">http://www.knowitnow.org/</a>	HTML	This link accesses the Know it Now 24x7 Reference service. Label is graphic.	Repurpose	2.1
32.0	Learning Express Library	<a href="http://oplin.org/lel/splash/">http://oplin.org/lel/splash/</a>	HTML	This link accesses the Learning Express Library service. Notice says it will be available through Ohio Web Library after August 9, 2015. Label is graphic.	Repurpose	5.8
33.0	No title	<a href="#"><u>Photograph slideshow</u></a>	images	Flickr slideshow of library events.		