Job Description: Librarian
CSC 594, Prof. Robin Burke
Spring 2004

Librarian
The task of the librarian in this class is to create a tangible record of the important concepts, people, projects and technologies that we encounter, to serve as a reference for our reading and discussion. The output of this task will be in the form of web pages. You can use whatever means at your disposal to create and host these pages, but all students have access to an account at students.depaul.edu and it may be easiest to place your pages there.

What to do:
For all students
When you perform the weekly reading, make notes about unknown terms, new names of people and projects and post these to the course discussion group on COL. Also post if some new information relevant to an existing node in the knowledge base comes to your attention.

For Librarians
Librarians will not necessarily need to create a page for every topic raised each week. Part of the job of the librarian is to prioritize these items and work on the most important ones first. The two librarians should communicate with each other to ensure an even division of labor and agreement about priorities.

The basic outline of different types of entries can be found in the existing knowledge base pages. Each page has
- Author: the individual(s) who wrote the page
- Description: a short textual description
- KB Links: Links to other parts of the knowledge base
- References: Links to documents in which the term is important.

Some page have additional fields. You should treat these pages like templates and fill in those parts unique to your concept. This will be easiest with a web page editor like Dreamweaver or FrontPage.

Sometimes changes will need to be made to pages that are hosted by previous librarians. In this case, the librarian should download a copy of the web page, make the change and post it locally. (In such a circumstance, the Author area should reflect all of the contributors.)

After compiling and editing the new knowledge base entries, the librarians should each send an email to the instructor with following information:

\[
\begin{align*}
term_1 & \quad url_1 \\
term_2 & \quad url_2 \\
\vdots & \\
term_n & \quad url_n
\end{align*}
\]

Where term_k is a term for which a page was created or modified and url_k is the URL where it can be found. This information will be used to update the global lists of concepts, people, etc.

The updated pages are due on Tuesday, so that the listings can be updated. During class, the librarians will be expected to give an overview of what was added. This does not need to be a formal presentation.