Table of Contents

Note: Each chapter s pages are numbered individually; e.g. the 7th page in Chapter 2 is numbered 2-7. This facilitates access for readers who wish to selectively retrieve chapters electronically, either for viewing online, or for printing chapters to read offline.

Introduction	,i
	_
Chapter 1: Community Information Networks: An Overview	
Who Can Build a Community Network?	
What Kind of Information?	
What Are the Rewards?	
The Unique Role of Public Libraries in Community Information	4
Chapter 2: Key Decisions	1
What is the Scope of the Project?	1
Access, Information, Communication, and Commerce	
What is the Shelf Life of the Content You Publish?	
Who Will Manage the Project?	6
Who Will Serve As Content Providers? Are There Potential Partners?	
What Server Technology Will You Use? On Whose Server?	8
What Authoring Tools Will You and Your Content Providers Use?	
Will Your Site Include a Live Connection to a Database?	
What Multimedia Plugins Will You Require Your Users To Install?	11
What Will You Do to Ensure Compliance with Copyright? Will You Offer a C	
Policy?	
Feedback and Group Discussion	13
How Will You Promote Your Site?	14
Leveraging Free Internet Services for Team Members	14
Using Your Own Services	
Chapter 3: Choosing Technologies	1
Technology as Building Blocks	
Authoring, Server, and Client-Side Technologies	
Animated GIFs	
Image Maps	
The Common Gateway Interface (CGI)	
Active Server Pages	
Cold Fusion	
JavaScript	
Java	
ActiveX	
Shockwave and Flash	
Streaming Media	
Adobe Acrobat	
VRML and Other 3-D Environments	
Dynamic HTML (DHTML)	
XMI	16

Chapter 4: HTML and HTML Authoring Tools	
HTML: the Language of the Web	
Other HTML Tags	
File Organization on the Server	
Relative versus Absolute URLs	
HTML Standards	
Web Authoring Tools	
Advanced Authoring and Site-Management Tools	
HTML Editors	
Free Web-Based Authoring Assistants	
One Authoring Tool, or Many?	
Chapter 5: Designing Your Web Site: Style and Architecture	
The Good, The Bad, and The Ugly	
Frames	
To Be Avoided	
Promoting Your Site	11
Final Thoughts on Design	
A User-Centered Site	
Charges C. Washing the District	
Chapter 6: Working with Digital Images	
Images and Colors on the Computer Screen	
The Importance of Anti-Aliasing	
Digitizing Photographs	
Using Scanners	
Image Editing Software	
Working with Selections	
GIF Transparency	
Manual Transformations	
Layers	
Creating Logos	
Thumbnails	
Optimizing Images	
Animated GIFs	
A Warning about Case and File Names	20
Chapter 7: Working with Digital Sounds	1
Fundamentals of Digital Audio	
Approximate file sizes for various audio formats	4
Basic Recording Techniques	
Method 1	
Method 2	8
Including the File in a Web Page	
	_
Chapter 8: Overview of Streaming Audio and Video	
Vendors of Streaming Solutions	

BUILDING A COMMUNITY INFORMATION NETWORK: A GUIDEBOOK

RealSystem Media Types	3
RealSystem G2	
Tuning Your Streaming Content to Your Users Bandwidth	5
Components of the RealSystem	6
Preparing Your Content	6
License Considerations	7
Real Time Events	8
Understanding the Protocols	9
Wizard-Based Content Preparation	10
Chapter 9: Web Site and Server Maintenance	
Server Co-Location	
External Service Provider Caveats	
Choosing to Run Your Own Server on Your Premises	4
Basic Web Publishing Infrastructure	4
The Domain Name System (DNS) and Your Domain	9
Domain Names and IP Addresses	12
Obtaining a New Domain	13
The Concept of TCP Ports	14
Running Your Own Server - Ready-to-Run Options	16
Server Platform Choices	
Connecting to the Internet: Wide Area Network (WAN) Choices	19
Server Scenarios	
Interfacing to Databases	23
A Search Engine for Your Site	
Server Administration Roles	
Choosing Your Server Hardware	
Installing Your Server Operating System	
System and Content Backup; Archiving	27
Log Analysis	30
Log Analysis Tools	30
Chapter 10: The Toolkit Software: An Overview	
About the Software	1
The Toolkit Administrator	
On-Line Toolkit Administration	
User Administration	8
Entering Events	10
Viewing Calendars	12
Managing User Forums	
Conclusion	17
Chapter 11: Best Practices in Community Networking	
Executive Summary	1
Step One: What are your ideas?	
Organize electronic information relevant to the local community	
Create web sites for/with/about local organizations and the community as	a whole3

BUILDING A COMMUNITY INFORMATION NETWORK: A GUIDEBOOK

Digitize a static collection of documents or artifacts	4
Digitize a collection of documents or artifacts which grows or changes	
Create electronic directories of dynamic information	
Create e-commerce and online transaction applications	
Create webcasts of local events	
Step Two: Do you need partners or participants?	
Partnerships	
Participation	
Step Three: What is your plan?	19
Plan Elements	
Planning Processes	19
Staffing	24
Financing	27
Training	
Marketing	
Technology	
Design	44
Step Four: How will you manage the work?	46
Step Five: What are the implications for future projects?	48
People	
Project Profiles	50
Lansing Regional Chamber of Commerce Career Connections	50
Milford Community Information Network	54
WebLinks	57
Resources	60
Organizations	60
Other Toolkits	60
Community Networking	60
Partnering	
Planning	62
Technology	63
Funding	63

Chapter 12: Installing Windows NT & the Toolkit Software

This chapter is provided electronically on the Toolkit CD-ROM and on the Toolkit Web site. It is in HTML format. The printed Chapter 12 provides an overview.

Appendix A: Components of the Toolkit

Appendix B: Glossary

Appendic C: Selected Web Publishing Resources