*The Digital Writer will be a critical member of the Harvard Library Web Team. Beginning in September 2017, the Web Team will be working with a vendor to reimagine the Harvard Library website, combining hcl.harvard.edu with library.harvard.edu. The new website is an opportunity to rethink how we communicate with our users and write more accessible copy.*

*The Digital Writer will manage the content migration portion of the web project, including using the 6,000-page site audit to assess content, consolidate and clarify different pieces of information, identify and coordinate with content owners, and rewrite pages in a human-centered voice for the new site.*

*Below are projects typical of what the Digital Writer will undertake. In this exercise, you are asked to compose a draft of a new Topic and provide a sketch of how you’d schedule your time to approach the work.*

*Thank you!*

## Work Sample 1

Based on user research, the new website will have task-based landing pages for several of our key audiences. One of these new pages will be the “Visiting Harvard Library” page. People without a Harvard affiliation or ID—members of the public, tourists, local residents—can use this page as a starting point to plan their visit to Harvard Library. **Draft the language for this page** (under one-page) and include types of information you’d cover.

## Work Sample 2

Starting with Cabot Science Library and Loeb Music Library, **create a one-week work plan** of how you would use your time to address the migration of these two microsites.

## Optional Work Sample

**Share a link** to a guide for writing for the web from which you draw inspiration.