

LIBGUIDES TRAINING

May 2016

IMPLEMENTATION TEAM

- Sarah Brandt (co-chair)
- Brandon Cornell
- Carolyn Cunningham (co-chair)
- Brittany Deputy
- Jose Gonzalez-Roa
- Beth Kerr
- Alisha Quagliana
- Kristin Sullivan
- Audrey Templeton (technical lead)

PLAN FOR TODAY

1. This is basics training, we will have drop-in sessions during the summer and be available for individual questions
2. Project timeline review
3. Policy review
4. Setting up your account and profile
5. Best practices for content and style
6. Creating a new guide
7. Using assets
8. How you will be supported after training

MAY

- Four trainings grouped by subject team
- Individual guide authors begin working on creating/transferring guide content on their own

JUNE - JULY

- Guide authors continue working independently
- Handful of guided work sessions with support present
- Set up scoUT search to include LibGuides
- July 20 - Subject, collection, and topic guides completed on LibGuides platform
- July 21 - 31 - things are happening on back-end to get guides ready for launch; no work on guides done during this time

AUGUST

- August 1 - SubjectsPlus and Drupal pages on /guides/ and /subject/ directories no longer accessible from public website
- Portal activation/implementation

USE POLICIES

As defined by the [Guides Group Recommendations report](#), the following types of pages will be moved to LibGuides:

- Subject guides
- Course guides
- Collection guides
- Topic guides

Each subject area must have a guide on the LibGuides platform. Branch pages should link to the subject LibGuide to avoid duplicating information on the branch pages

USE POLICIES

- Guide authors must use templates created by TIS and approved by Web Oversight
- When available, template boxes (“LibGuide assets”) will be used in guides because they can be universally maintained
- Authors will revisit subject guides on annual schedule, and will be contacted by Tech Lead and the Digital Pedagogy Librarian with detailed instructions
- Authors will temporarily un-publish course guides that are not in use for that semester to keep the list streamlined and usable

NAMING GUIDES

Guidelines for Naming Guides

- Subject guides - name them just the subject (ex. [Education](#))
- Collection guides - name of collection only (ex. [Taiwan Resource Collection](#))
- Topic guides - be brief and specific (ex. [Cite Your Sources](#))
- Course Guides - [UGS 302 - Engineering Biology - Alper](#) (Professor is optional if you have multiple sections with different professors or if used every semester)

NAMING BOXES

Guidelines for Naming Boxes

- Refrain from using ALL CAPITAL LETTERS
- Use only one or two words, when possible
- Use words commonly used by your audience
- Use APA Title Case guidelines (capitalize words of 4 letters or more)