LibGuide Policies.

Effective and Revised Dates – 1/1/2017.

Purpose – To provide staff with a guideline for the creation and management of Library Guides for Pikes Peak Library District’s LibGuides Account Holders.

Scope - SpringShare LibGuides are comprised of research help guides, program information, and class guides that serve to meet the needs of our community. Information on Pikes Peak Library District’s official website should not be replicated in guides. Library guides may only offer information to patrons that address research needs and library services.

Responsible Party – Staff responsible for managing LibGuides.

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Definitions – Terms specific to creating, and managing guides.

1. LibGuides are a content management and publishing system created by SpringShare.

2. Guides are the outermost component that functions as a mini-website on a topic or subject. They contain Pages, Boxes, and Content. (See section 3 for more information on Content)

3. Accounts are created by an Administrator, and serve as a means to manage a profile and guides.

4. Assets are content objects (links, databases, books, etc.) that contain a piece of information that can be reused across several guides.

Policy Statement – Guides serve to provide a list of resources and services recommended or offered by Pikes Peak Library District in cooperation with our mission statement. This manual defines policies for the creation and management of LibGuides by Account Holders.
1. Accounts
   a. Requesting an Account
   b. Setting Up a Profile
   c. Employment Status Change

2. Guides
   a. Creating a Guide
   b. Subject Guides
   c. Topic Guides
   d. General Purpose Guides
   e. Internal Guides
   f. Publishing a Guide

3. Content
   a. Adding Content
   b. Pages
   c. Boxes
   d. Assets
   e. Personal Image Library
   f. Shared Image Library

4. Maintaining
   a. Editing
1. Accounts.

a. Requesting an Account.
   i. Account requests must be submitted to the Web Resources Librarian (Under Responsible Party).
   ii. Requests must include the following:
       1. Reasons for an account.
       2. Guide(s) that will be created, and/or Guide(s) that you will edit.
       3. Only Librarians can create and own a Guide.
       4. All staff may be Editors on a Guide after permission has been granted by the Guide Owner.
   iii. Account Levels.
       1. Librarians can create, edit, own, and publish Guides.
       2. Other staff members can edit and publish Guides.

b. Setting Up a Profile.
   i. Upload an image if you plan to have your profile displayed on an account.
   ii. Only include social media and external links that serve a specific Library purpose.
   iii. Include your library location and contact information.
       1. Unless you are a Subject Librarian, only provide the Library’s telephone and email reference (eref@ppld.org) information.
       2. Subject Librarians may provide their extension number and PPLD email address.
   iv. Pikes Peak Library District’s Profile.
       1. The General PPLD Profile may be used for any Guide.

c. Employment Status Change.
   1. In the case that an account holder no longer works for PPLD, please notify the Web Resources Librarian so that guides are reassigned and the account is deactivated.

2. Guides.

a. Creating a Guide.
   i. Prior to creating a Guide, contact the Web Resources Librarian with your title and a brief explanation of what purpose the guide will serve.
   ii. Do not create a Guide that is similar to a Guide that already exists or if the information exists on the Library’s website. In the case that a Guide may replicate or replace information that exists on the Library’s website, then please contact our Web Developer. (Under Responsible Party)
iii. If you are interested in contributing as an Editor to a Guide that has already been approved and published, then please contact the Guide Owner.

iv. **Subject(s)** - Guides may have one to five (1-5) subjects. No more than five (5) subjects should be assigned to a Guide for linking and searching purposes. Choose a subject(s) that best categorizes the guide, as they will be linked to a subject from the Library’s website.

v. **Tags** - Guides may have one to fifteen (1-15) tags associated with them for searching purposes.

vi. **URLs** - Guides must be assigned a friendly URL. This should not be more than three (3) words in length.

b. **Subject Guides.**

i. Subject Guides are lists or pages of resources created by staff to assist patrons with their research needs.

ii. Before publishing a Subject Guide, please contact the Web Resources Librarian.

c. **Topic Guides.**

i. Topic Guides serve to provide resources that address a specific theme or question within a subject.

ii. Before publishing a Topic Guide, please contact the Web Resources Librarian.

d. **General Purpose Guides.**

i. General Purpose Guides provide general information on a collection, program, or service at the library.

ii. Before publishing a General Purpose Guide, please contact the Web Resources Librarian and the Web Developer.

e. **Internal Guides.**

i. Internal Guides are made to be shared and used by staff within Pikes Peak Library District. They will not show up on the library’s website and may only be viewed after logging into your account.

f. **Publishing a Guide.**

i. Published Guides are designed to provide guidance on resources relevant to an assigned subject (e.g. Business, Food, Government, Law, etc.). These will all be linked and made accessible to our patrons post-migration of recommended websites to LibGuides 2.0 in 2017.

ii. After a Guide has been published, all edits must be made in Draft Mode.
3. Content.

a. Adding Content.
   i. Content Items are your assets. They are the smallest piece of your LibGuide and include text, links, databases, books, videos, media/widgets, RSS feeds, polls, etc. (See 3d)

b. Pages provide an organized structure for your guide.
   i. Every guide should have pages. Each page should contain boxes with relevant content.
   ii. The Homepage (first page of your guide) should serve only as an introductory page. Resources may be listed on your Homepage, but the bulk of your resources must be organized on other pages by type.

c. Boxes contain the content you want to share with users. There are four different types: standard, tabbed, gallery, and user profile. You may use any of these types in your guide.

d. Assets are content objects that contain a piece of information that can be reused across several guides.
   i. Before creating a new asset, please check the asset repository. Do not recreate an asset that already exists.
   ii. Links must be created as assets in order for them to be reused, as well as monitored by the Link Checker tool.

e. Personal Image Library contains all images uploaded to LibGuides that were automatically saved in your personal image library for reuse.
   i. Images from your library can be placed into the Shared Image Library.
   ii. Please verify that the images you use are labeled for reuse. Or, you may obtain permissions and cite the source.

f. Shared Image Library contains uploaded images that are made available for reuse to all PPLD LibGuide account holders. This is a good place to store images that might be used on multiple guides.


a. Editing.
   i. Edits can be made to Guides before and after publishing.
   ii. Any boxes or pages that are not finished, or are being updated should be marked in Draft Mode.
   iii. Link Checker. Guide Owners and Editors are responsible for making sure that all information is current and links are not broken.