LibGuides Publishing Workflow

The LibGuide Management Team (LGMT) has enabled the LibGuides Publishing Workflow available with LibGuides CMS. The Publishing Workflow routes all content through an approval process whereby designated reviewers work with guide creators to ensure all new material meets standard guidelines before the guide is made publicly available. We estimate that we will use this workflow until all guide migrated from v1 are compliant with the new guidelines. After that we will phase out this workflow and allow authors to publish the guides without being reviewed.

- This workflow will apply to guides migrated from v1 to v2
  - This workflow will be in effect while the guides are in the beta site and not live and available to the public yet.
- After the v2 site is turned live, this workflow will only apply to new guides.
  - Updates done to published guides do not required to be submitted for review
- After guides are published, authors should follow the maintenance schedule delineated in the UConn Libraries LibGuides policy [official link will be added after migration].

This document will provide instruction on the step-by-step process and guideline information.

Workflow Process

1. Before creating a new guide or revising your migrated guides from v1, consult the UConn Library’s LibGuides Standards and Best Practices [official link will be added after migration].
2. Use the Checklist for Publication [official link will be added after migration] to ensure the guide is in compliance with the LibGuides Standards and Best Practices Guide.
3. When you are done, submit your guide for review by selecting the “Submit for Review” option.
4. The Publishing Workflow Reviewer will review the guide within two business days.

   a. If the guide is in compliance with the Guidelines and Best Practices Guide, the guide will be approved and published.
   b. If changes are required, the reviewer will provide recommendations to bring the guide into compliance. The guide will not be published if it is not in compliance.
   c. In case of disagreement, guide creators may request a review by the LGMT. The final decision will be made by the LGMT.
5. If the guide requires immediate approval due to a time sensitive situation, contact the LGMT to request a review deferment. The guide will be published immediately, and the LGMT will designate a reviewer to examine the guide on a later date. Reviewers will let authors know if changes are necessary to make the guide compliant with the UConn Library’s LibGuides Standards and Best Practices.

Approved by VPC: 12/06/2017.