UConn Library LibGuides Policy

UConn Library develops and maintains webpages, hereafter “guides,” to support the research and learning needs of the UConn community, as well as for internal purposes. These guides are built on Springshare’s LibGuides Content Management System. The LibGuides Management Team (LGMT) administers all guides, develops best practices, and ensures consistency for guides’ design and content. All guides should comply with the Web Governance Working Group’s Style and Content Guide to ensure consistent look and feel across the Library’s web presence. This Policy, and any documents incorporated by reference, establishes shared expectations for the purpose, content, design, publishing, administration, and other elements to ensure positive impact for all UConn Library LibGuides.

I. Purpose

LibGuides are tools developed to deliver research and curricular support and learning objects to the UConn community. LibGuides should not be designed as pathfinders, and guides should not feature mostly long lists of annotated links.

II. Administration

The LibGuides Management Team (LGMT) oversees the LibGuides CMS, establishes best practices, and ensures quality control. The LGMT collaborates with the Web Governance Working Group (WGW) in order to optimize the LibGuides interface and functionalities. The LGMT collaborates with Learning and Curriculum Services to develop learning objects using LibGuides. The LGMT is charged with developing a Standards and Best Practices Guide, Publishing Workflow, and a Publishing Checklist. The LGMT also designates administrators, template creators, and publishing workflow reviewers.

III. Maintenance

All published and private guides are reviewed three times per calendar year to ensure curricular relevance and compliance with the Standards and Best Practices Guide. The LGMT oversees this regular audit and works closely with guide authors to ensure awareness of and alignment with this Policy and the Best Practices Guide. LGMT representatives may update guides for minor errors such as typos or dead links.

IV. New Guides

Guides should have a specific curricular support purpose or meet other research or internal need. Guide authors should consider whether their content is better suited for main library website. After the v2 site goes live, all new guides will be subject to review by the LGMT in accordance with the Publishing Workflow and Publishing Checklist [See section VI]. The LGMT consults with authors to develop guides hosting content boxes with frequently used, standardized content (Share Content Guide) that can be mapped to other guides. General Purpose guides generally
should be built on the library website rather than LibGuides. General Purpose, Internal, Topic, or Special Event guides will be created in consultation with LGMT. New Subject or Course guides for curricular support may be created independently but are subject to review by LGMT. Duplication of existing guides should be avoided. Authors whose guides overlap should collaborate to create a single shared guide.

V. Best Practices

The UConn Library’s LibGuides Standards and Best Practices Guide [link] was developed to ensure consistent look and feel, compliance with UConn Library web style and content policies, usability and accessibility, and improved content management within LibGuides. All guide authors and editors are expected to comply with these best practices. If librarians collaborate with faculty or students on a guide, the librarian will be the guide owner and will be responsible for ensuring the guide stays in compliance with this Policy.

VI. Publishing Workflows

The LGMT and the WGW are charged with developing Publishing Workflows and a Publishing Checklist. Publishing Workflows allow peers designated by the LGMT to review all guides before they are published to maintain consistency in the tone and content of all guides. [Link to Publishing Workflow] The Publishing Checklist lists criteria to help guide authors to follow the standards, guidelines, and best practices before they publish or extensively revise guides. [Link to Publishing Checklist]

- 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]
- 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 revise the guide on a later date. Reviewers will let authors know if changes are necessary to make the guide in compliance with the guidelines.

For questions about this policy, please contact the LibGuides Management Team.

Approved by VPC: 12/06/2017.