LibGuides Ongoing Maintenance and Management

Up-front/On-going:
Reuse content
• Create a “reusable boxes” storage guide for commonly re/used boxes (lists, tips, search boxes [widgets], etc.).
  o Whenever possible, make corrections/additions to items on your “reusable boxes” storage guide instead of to individual guides. Changes will “trickle down” to all guides using the reused items.
  o If you regularly copy one guide to make others, ensure that the guide you copy is separate from your “reusable boxes” guide.
• Ensure that databases (in reusable boxes and anywhere else) are linked from the Database Assets library.
  o Content managers will update database URLs in the Database Assets library, and these corrections will “trickle down” to all guides using these links.
• Copy/reuse from the place closest to the original element (reused box guide or asset library→guide) and not from derivative locations (ex. course guide 1→course guide 2).

Semi-annually (ex. winter & summer)
• Unpublished guides for courses not running in the following semester
• Delete guides for courses not expected to run in the foreseeable future
• Refresh guides (or reused boxes) with new material or functionality
• Review guides’ subject and type categories for any misplaced entries
• Attend workshops/brown bags or similar for guide author discussions

Annually (ex. summer)
• Review LibGuides Standards & Best Practices guide, [add new guide URL after migration]
• Review all published guides:
  o Refresh subject guides (or reused boxes) with new material or functionality
  o Ensure that course guides include current assignment/course based material; add new relevant material or functionality
  o Check/amend naming conventions, guide types, and friendly URLs
• Identify content for consideration as website rather than guide content