



One for All and All for One: Wrangling our Usage of LibGuides



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Introduction

Background

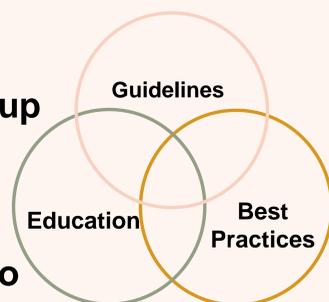
Springshare LibGuides are currently used by the Library to offer customized guides on a variety of topics or geared toward the needs of different patron types. When the Library adopted this system in 2008, no specific guidelines were created to direct the formation and maintenance of guides. The system was easy to use, and a plethora of guides were created by many staff members.

Over time and with staffing changes, it became clear that more guidance was needed as some of the guides became outdated, minimally updated, or unused. Further, we observed that we were not using the strengths of the system, such as link checking, asset management, and standardization options.

As part of a larger Library goal to facilitate patrons' ability to learn online any time, one librarian made it a personal goal to deepen their understanding of the LibGuides backend and capabilities.

Objectives

This project has a tripartite aim: to clean up the guides, establish guidelines and best practices, and offer continuing education to staff.



What we are doing

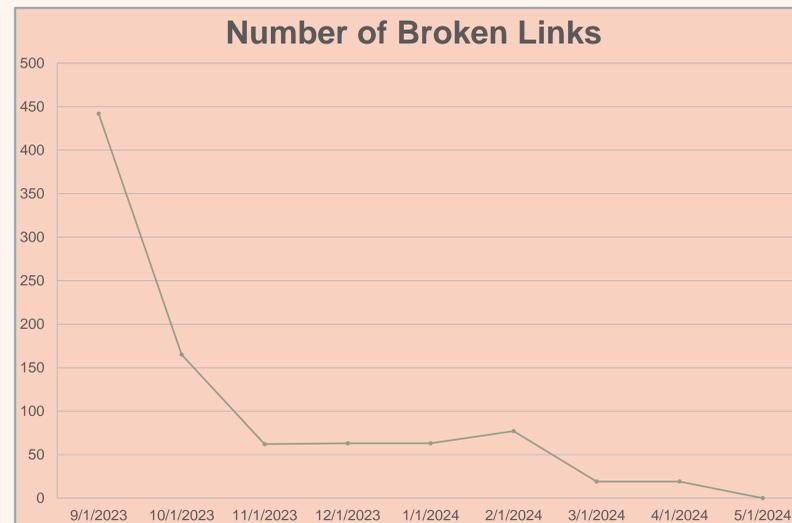
Statistics are used to inform some decisions regarding updating or purging guides, links, and information. Some staff inherited guides due to staffing changes but felt no real ownership or connection to the guide which hinders guide maintenance. To ensure staff are aware of their guide responsibilities and specific issues, monthly LibGuide Clean-up Parties create space for individuals to work on their guides amongst colleagues. As work in LibGuides continues, best practices and standards for our guides are being developed as well as training for staff in the use of the many helpful features within the system.

Other steps taken include:

- ✓ Creating a Database A-Z list
- ✓ Merging duplicate assets
- ✓ Handling broken links
- ✓ Reviewing guide ownership
- ✓ Offering support to staff

Thus far, more than a third of the guides and more than half of the assets were purged from the system.

The Process



Some Stats

Assets: Down to approximately 3000 assets, a 34% reduction, with 0 unmapped (unused)

Guides: Down to 70 guides, a 61% reduction

Broken Links: From over 400, down to 0, a 100% reduction



Conclusions

Recommendations



- Establish your workflow documentation and policies. Be sure to consider timelines, content audits, guide consolidation or removal, guide ownership and transfer, and usage analysis.
- Develop and utilize best practices, such as consistent formatting, mobile-friendly design, friendly URLs, and accessibility principles.
- Set a schedule for regular maintenance and updates. Frequent reminders are useful for staff. LibGuides work parties offer a fun way to get the work done together.
- Communicate changes and offer continuing education and guidance.
- Harness the administrative tools in LibGuides, e.g., link-checking, asset management, and statistics.

Summary



This project is working towards creating a standard set of practices and educational materials for staff to follow when using LibGuides.



All broken links were addressed, and most database links were changed from link assets to database assets via the A-Z Database list.



As this project progresses, data will continue to be collected regarding the specific changes made and will be shared as well as other lessons learned.