LibGuides Best Practices: Organization and Arrangement

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Standardization and Branding

- LibGuides Manual for your Institution
  - Write your Own or Pattern from Others
  - Profiles:
    - avatars
    - photos
    - Chat, Facebook, Twitter, email
    - LinkedIn, blog, website and MORE
    - type of profile
      - librarian
      - subject specialist
Standardization and Branding

- Incorporate your Institution’s Branding

Other Conventions:
- Font
- Font Sizes
- Color Conventions
- Widgets

Naming Conventions of Guides
- Title of Guides (Subject and Class)
- Friendly URLs

Spelling Conventions
- web site, website
Standardization and Branding

- LibGuides Manual for your Institution
  - Categories and Tagging
    - Determine who will create or add to these
  - Admin Alert Boxes in Dashboard:
    - Link to LibGuides Manual and other helpful items
Standardization - Sandbox

- Sandbox of reusable boxes for all
  - Organize by subject matter
  - Review and update frequently

OR....
Copy original box and make changes
Create a Sandbox of reusable pages and boxes as a guide.

Include several similar boxes of the same basic information that can be used in your library’s LibGuides.

Update these pages and boxes on a **regular basis**.

Organization and maintenance of this information is **key** to people consistently linking to standardized content.
Standardization – Reuse/Link

○ Reusing Links
  ● Consistently reuse links
  ● Don’t reinvent the wheel... Reuse the link!
Standardization – Reuse/Link

- **Object:** you will only have to update in one place when changes occur.

- When putting in new boxes, check to see if you can reuse an **existing box**.

- When putting links in boxes, check to see if you can reuse an **existing link**.

- If your institution is using the **A-Z list of databases**, this is ideal place to have all users link to the various databases.
Pages / Tabs

- Tab = page
- Reuse Existing Pages – Link or Copy

Options
One line of tabs per page only

- Easier to read
- Adjust titles of tabs as needed
- Reorder tabs as needed before publishing
  - *order of presentation* for a class guide
  - *order of importance* for a class or subject guide
Pages / Tabs

- Do not leave empty columns on a page
- Create a “flow” within each page, by leading the eyes.
- Enhance “flow” by using horizontal images, color, graphics, etc.
Subpages

- Use rarely
- Keep “main page” blank to automatically create list of subpages
Boxes

- When in doubt, create new box as a "Rich Text" box
  - This is the most versatile box
  - "Keep your options open" when you are not certain how you want your box to look.
  - You can change this box into any other type of box after it is created.
- To change:
  - Top right corner of box: Edit
  - Edit Box Info
  - Box Type
Boxes

○ Use a variety of types of boxes to create an appealing mix of media

○ Text –
  ● Font sizes, colors, and styles focus attention
  ● Interact with users by using hyperlinked text
  ● Less is more.

○ From “Using LibGuides (For Librarians)” by Alicia Ellison, Librarian Hillsborough Community College

http://libguides.hccfl.edu/ccla_webcast
Boxes

- Titles of all boxes should be visible without scrolling down the page.
- Adjust column size and box placement
Columns

- Column sizes
  - Create large columns or columns of equal size for large items such as videos or tables.
  - Use smaller columns as sidebars for
    - Small images (create visual interest)
    - Navigation or hints information
    - Creating a flow to the page of text, images, videos, etc.
  - Adjust columns as needed prior to publication.
Images

- A picture can be worth a thousand words!
- Arrange images in your hard drive in folders
- Use separate boxes or align within text boxes
- Add borders, titles, hyperlinks, and/or pixels of blank space around an image
Bulleted Lists & Link Lists

- Easy to sort
- Easy to read
- Use a Links Box –
  - Bad links will be found using Link Checker
  - Easy to reorder
  - Add descriptions
  - Track usage statistics
- Use Rich Text Box and choose a bullet format
  - Link reliability will not be checked by Link Checker
  - Easy to use – but no special features
  - No usage statistics available for bulleted lists
Tables

- Easily align information, including text and images
- Most helpful for columns and spacing issues
- Can add hyperlinks to tables
- Check LibGuides FAQ or Help for additional info
General Tips

- Be **consistent** in the style of all of your guides.

- **Adjust** image and video sizes for best fit in the box (see detailed information at end of this PowerPoint on how to do this).

- **Get ideas** about LibGuides from other institutions – get permission as needed to copy information, boxes, etc.

- **Get familiar with HTML**. Invest in a reference guide or book, or refer to good websites so you can read HTML and make minor adjustments.
General Tips

- **Check these again** before the guide is published.
  - *text style* (paragraph, heading, etc.)
  - *font style* and *characteristics* (Arial, bold)
  - *font size* and

- Open all linked items in a New Window.
- Have someone else review your guide for flow, content, etc.
- **Check** all of your links before publishing.
General Tips

- **Explore** new features in LibGuides as they become available.

- **Reflect** new features and training in your LibGuides Training Manual and Institutional Sandbox/Toolbox.

- **Review** “Best Of” guides, blog, Lounge, and training materials from Springshare.

Have Fun!!!
LibGuides Help

- LibGuides FAQ: http://guidefaq.com/
- Springshare Lounge: http://springsharelounge.com/
- LibGuides Community (Searchable list of all LibGuides Subscribers): http://libguides.com/community.php
- LibGuides “Best Of”: http://bestof.libguides.com/
Great How-To Guides

- Boston College - http://libguides.bc.edu/gettingstarted
- Butler University - http://libguides.butler.edu/getting_started
- Central Michigan University - http://libguides.oclcs.cmich.edu/content.php?pid=14072
- Hillsborough Community College – http://libguides.hccfl.edu/ccla_webcast
- MIT - https://wikis.mit.edu/confluence/display/LIBGUIDESTF/Guidelines

Check the LibGuides Community Site, Best of, and Help sites for more Great How-To Guides!
Detailed instructions: resizing videos or images

- **Use this formula to keep same proportions:**
  \[
  \frac{480}{250} = \frac{310}{?}
  \]
  \(\text{original width/original height} = \text{new width/ ? height}\).

- **Find current video dimensions** (in pixels).
  Show as fraction \(\frac{480}{250}\) (original width/original height).

- **Check width of column** containing video or image (340).
  Subtract 30 (pixels). \(340 - 30 = 310\) (new video width).
  - Multiply original height by new width \((250 \times 310 = 77,500)\).
  - Divide that number by original width \((77,500 \div 480 = 161.45)\).

- **Result** will be the number for the new height (= 161 rounded).

- **New video measurements** will be 310 width \(\times\) 161 height.