Learning Resources

Guidelines for Creating LibGuides

- The subject matter of LibGuide and LibWizard content will be of an educational nature and will support the instructional mission of the College. As much as possible, LibGuide and LibWizard content will incorporate the principles of information literacy as defined by the Association of College and Research Libraries: [http://www.ala.org/acrl/standards/ilframework](http://www.ala.org/acrl/standards/ilframework)
- Contact information for the LibGuide owner and/or the owner’s department will be included on the main page of each guide.
- LibGuide owners and editors will adhere to established guidelines for use of copyrighted materials.
- LibGuide owners will make every effort to ensure that their LibGuides are ADA compliant. See [http://support.springshare.com/accessibility/intro](http://support.springshare.com/accessibility/intro)
- LibGuide owners will have their guides proofread by a second party prior to publishing, or immediately upon publishing.
- LibGuide owners will be responsible for maintaining their guides and keeping them up-to-date and relevant. The orange command bar in the LibGuides system contains a tool that makes it easy to check for dead links.
- LibGuide owners and editors are encouraged to take advantage of Springshare’s help pages, webinars, and user communities: [http://support.springshare.com](http://support.springshare.com)
- Prior to creating a new guide, the LibGuide owner will search [http://libraryguides.mdc.edu](http://libraryguides.mdc.edu) to see if anyone else has already published a guide on the same topic. The goal is to avoid duplication as much as possible, but an existing guide can be used as the basis for a new one if the owner wishes to tailor it to meet his or her needs.
- Assign a “friendly URL” when creating a LibGuide.
- Use tabs to aid navigation and minimize the need for scrolling on the main page. LibGuide owners may use their own discretion as to the number of tabs they want to include, but should be sensitive to the fact that an excessive number of tabs can be confusing to users.
- Avoid text-heavy guides by incorporating images, media, etc., where appropriate.
- LibGuide owners and editors will maintain their system profile and are strongly encouraged to include a profile photo. An avatar is acceptable in lieu of a photo. See [http://bit.ly/2ntNcFt](http://bit.ly/2ntNcFt) for instructions.
- LibGuides are mobile-friendly, but LibGuide owners are encouraged, if possible, to view their guides on a mobile device to see if any adjustments are necessary.
- Associate each guide with at least one pre-defined subject category by clicking the pencil icon next to the “Subjects” area in the upper left corner of the guide. If no appropriate subject category exists, the creation of additional categories may be requested by contacting an MDC
LibGuide administrator. Requests for additional categories will be reviewed by the LibGuides Work Group.

- Assign meaningful tags by clicking the pencil icon next to the “Tags” area in the upper left corner of the guide.
- Adding meaningful hashtags (e.g., #GlobalWarming, #MLAStyle, etc,) to a LibGuide’s description field is encouraged for the purpose of search engine optimization.
- When adding a link to an MDC database, it is strongly encouraged to use the existing database asset rather than manually creating a link (see image below). Since the master A–Z list of database assets (http://libraryguides.mdc.edu/az.php) is updated as needed (when, for example, a database subscription is discontinued, or when a database URL changes), all database links that map to the master list will be automatically updated.

- Collaboration with other departments is encouraged. It is possible to designate other people as “editors” and give them the ability to edit specific guides. Such collaboration will be initiated by the LibGuide owner. LibGuide owners will not be compelled to share editing rights with anyone with whom they have not chosen to collaborate.
- LibGuide owners who incorporate the blog feature into their guides will be responsible for moderating blog comments. Individuals outside of Learning Resources can be given “patron accounts” so that they may comment on blog posts. Contact an MDC LibGuide administrator to request the creation of a patron account.
- In the event that a LibGuide owner or editor is not available to correct erroneous information in a published or private guide, the MDC LibGuide administrators reserve the right to edit the guide as needed or unpublish it. The LibGuide owner will be promptly notified of any changes made.
- When a LibGuide owner leaves Learning Resources or is no longer interested in maintaining his or her published and/or private guide(s), an MDC LibGuide administrator will determine which of the guide’s editors are Learning Resources employees, and will give those editors the opportunity to “adopt” the guide(s). If there are no willing editors, a call for volunteers will go out to all LibGuide owners and editors within Learning Resources, who will be given at least one week to respond. The LibGuide administrator will re-assign a guide’s ownership to the first person who volunteers to adopt the guide and be responsible for its maintenance. (Note regarding guides with predominantly campus-specific content: In the absence of a willing editor, first preference for adoption will be given to volunteers at that campus.) Unclaimed guides will be re-assigned on a case-by-case basis, preferably to an appropriate discipline liaison. Unpublished guides belonging to LibGuide owners who have left Learning Resources will be deleted.