I. GENERAL GUIDELINES

a. Content / Subject Matter

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

LibGuides will not be created to serve as websites for College departments. Sites of this nature should be requested through the College webmaster.

Using their best judgment as information scholars and subject specialists, LibGuide owners and editors will make every effort to link only to high-quality websites. It is understood, however, that LibGuide owners and editors are not responsible for the content of those sites, or for content that may be added to those sites in the future.
Prior to creating a new guide, the LibGuide owner will search 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 specific needs.

b. Requirements

- LibGuide owners and editors will maintain their system profile and will include a profile photo. An avatar is acceptable in lieu of a photo.
- LibGuide owners will be responsible for maintaining their guides and keeping them up-to-date and relevant.
- Contact information for the LibGuide owner will be included in each guide.
- LibGuide owners and editors will adhere to established guidelines for use of copyrighted material.
- LibGuide owners and editors will make every effort to ensure ADA compliance. See http://support.springshare.com/accessibility/intro and the Web Accessibility section of the Resources for MDC LibGuide Authors page: https://libraryguides.mdc.edu/LibGuideResources.
- Appropriate attribution will be given when re-using content from guides created by others.
- LibGuide owners will have their guides proofread by a second party prior to publishing, or immediately upon publishing.

II. BEST PRACTICES

a. Look and Feel

- Avoid text-heavy guides by incorporating images, media, etc., where appropriate.
- Use tabs to aid navigation and minimize the need for scrolling on the main page. LibGuide owners and editors 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.
- Best practices for layout, colors, fonts, and other LibGuide elements can be found in the Web Accessibility and LibGuides handout: https://tinyurl.com/yyn5blmm
- LibGuides are mobile-friendly. Nevertheless, LibGuide owners and editors are encouraged to view their guides on a mobile device to see if any adjustments are necessary.

b. Facilitating Access

- Assign a “friendly URL” when creating a LibGuide.
- 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.
- Add meaningful hashtags (e.g., #GlobalWarming, #MLAStyle, etc.) to a LibGuide’s description field for the purpose of search engine optimization.

c. Linking to Databases

- 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.

III. LIBGUIDE ADMINISTRATION

a. Accounts

- Eligibility for a “regular” level LibApps account is limited to full and part-time Learning Resources faculty, staff, and administrators.
- Regular accounts may be upgraded to “Administrator” accounts at the discretion of the Director of Learning Resources.
- Other individuals (including those outside of Learning Resources) can be designated as LibGuide “editors” to 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.
- Individuals outside of Learning Resources can be given “patron accounts” so that they may comment on blog posts. LibGuide owners who incorporate the blog feature into their guides will be responsible for moderating blog comments. Contact an MDC LibGuide administrator to request the creation of a patron account.
b. **Ad Hoc Editing**

- 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.

c. **Orphaned Guides**

- When a LibGuide owner leaves Learning Resources or is no longer interested in maintaining a published or private guide, an MDC LibGuide administrator will attempt to find someone willing to “adopt” the guide and be responsible for its maintenance.
- The guide’s editors (if any) will be given first preference for adoption, provided that they are Learning Resources employees.
- 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.
- For guides with predominantly campus-specific content, preference for adoption will be given to volunteers at that campus.
- Unclaimed guides will be deleted, or 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.

**IV. RESOURCES**

- **Resources for MDC LibGuide Authors:** [http://libraryguides.mdc.edu/LibGuideResources](http://libraryguides.mdc.edu/LibGuideResources)
- Springshare’s help pages, webinars, and user communities: [http://support.springshare.com](http://support.springshare.com)