



Australian
National
University

ANU Library

LibGuide Local Protocol

Author: LibGuides project committee

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Background

The ANU Library recognises the importance of providing links to up-to-date and accurate information online, accessible to its users when they need it, and thereby supporting and making a positive contribution to the learning and teaching activities of the University.

In 2016, the ANU Library undertook a project to define a framework to support the creation of new guides, as well as managing and maintaining existing online learning guides using the LibGuides CMS technology.

The project saw the creation of a new “LibGuide” template, as well as a local protocol, detailing how subject and how to guides are to be created, maintained, and decommissioned.

Purpose

This guideline has been created to ensure all ANU Library staff are knowledgeable about the process for requesting new guides, the correct use of the template, and the requirements for the ongoing maintenance and decommissioning of existing guides. All staff responsible for subject and how to guides are required to comply with this guide.

Types of guides

The ANU Library produces two primary types of guide:

- > **Subject guides:** which provide links to a range of print and online resources relevant to a specific topic/subject area.
- > **How to guides:** which provide step-by-step guidance on finding general library resources with ease, as well as improving general research and study skills.

Template

The LibGuides template includes a pre-set style which adheres to the [ANU Web Style Guide](#). This style uses Arial font, as well as the official ANU colour palette. In addition to the guide types listed above, the template can also be adapted to produce other types of online information resources not listed here, if needs be.

Subject guide

The template includes a series of tabs listing common resource types for their respective subjects. These can be retained or deleted as necessary, however the tabs should remain in the order with which they appear to ensure a consistent user experience across our guides.

The content area of the guide is divided into two sections – the left-hand tab menu, accompanied by one large content box to the right.

How to guide

Given the varying themes of the how to guides, the template includes a series of untitled tabs which can be retained and renamed or deleted as necessary.

The content area of the guide is divided in to two sections – the left-hand tab menu, accompanied by one large content box to the right.

Requesting a new guide

The creation of all subject and how to guides must be approved by the relevant branch/area manager, as well as the Associate Director, Library Services.

To request a new guide:

1. Branch staff to identify area/s of need and formulate brief proposal.
2. Proposal to be sent to Branch Manager for approval.
3. Once approval at branch level, Branch Manager to send to Associate Director, Library Services for final approval.
4. Once approved by the Associate Director Library Services, Library Communications will determine the template to be used and create the draft guide. Library Communications will then notify the guide author of its being ready for population.

Creating your guide

Each guide requires the delivery of content in a clear and concise manner. To achieve this, and to ensure consistency across all guides, ANU Library staff are required to follow the editorial style requirements outlined in the [ANU writing style guide](#) and are encouraged to write using plain English. Included below are two suggested sites for advice on writing in plain English:

- > [The Plain English Foundation](#)
- > [The power of plain English](#)

To create your guide:

1. Search for and assemble content. For subject guides, these should comprise a wide selection of authoritative materials, which are not only informative, but which help to demonstrate the breadth and quality of the ANU Library's collection. For how to guides, resources should be general in nature, and useful for establishing and developing basic research and information skills.
2. Arrange content under the following approved tabs:
 - > Welcome
 - > Reference sources
 - > Books & eBooks
 - > Databases
 - > Journals & magazines (or Journals)
 - > Official Documents

- > **Audio Visual**
 - > **News**
 - > **Theses**
 - > **Websites**
 - > **Writing & referencing**
 - > **Images**
 - > **Open Access**
 - > **Blogs**
 - > **Archives**
 - > **Training**
 - > **Contact us**
3. **Tabs should remain in the order in which they appear above. Superfluous tabs may be deleted as required. Additional tabs not already listed require approval from the Associate Director, Library Services.**
4. **Suggested sub tabs are listed in the below table. Please note, the list is not exhaustive, and can expand or contract as needed.**

Tabs	Suggested sub-tabs
Welcome	This is the “landing page” of your guide, and should contain a welcome to readers, and a brief outline of the types of content it contains.
Reference sources	These are always helpful types of information to commence research with, as they allow users to expand their general knowledge and vocabulary, as well as bring themselves up to date with academic conversations and trends taking place in a given subject area. Sub-tabs may include Dictionaries, Handbooks, and Manuals, Encyclopaedias, and [Library Branch’s] Reference Collection. As diverse a collection of reference materials (both print and electronic) as is appropriate should be included, and can include handbooks, companions, guidebooks, dictionaries, thesauri, etc.



Books & eBooks	The first page of this section should include a number of “featured” monographs, both print and electronic. Sub-tabs can include Search hints and Suggest an Item.
Databases	The Library’s databases contain a broad variety of digitized materials. Ensure that databases containing varied types of information are selected, remembering that images, records, streaming videos, archival materials, pamphlets, ephemera, all constitute valuable sources of scholarly information.
Journals & magazines	This section should include a small selection of scholarly online journals, relevant to the subject area in question. Sub-tabs can include Australian journals, Magazines, Search Hints, Databases, and Featured databases. The selection of journals and databases should be drawn from within the Library’s collection, however you may also include open access scholarly magazines and databases, freely accessible via the internet, if appropriate.
Official Documents	These will be primarily government publications, and mostly in printed format. Links to government websites (reports, occasional papers, etc.) may also be included in this section. Sub-tabs may include Australian government documents, Australian parliamentary papers, and United Nations publications.
Audio Visual	This section allows for the showcasing of physical audio-visual materials from within the library’s collection, as well as streaming content from our databases. In addition, you may also link to external internet sites containing subject-relevant audio-visual content. Sub-tabs here may include Feature films, Library databases, Online history channels, Oral history and spoken records, Australian national institutions.



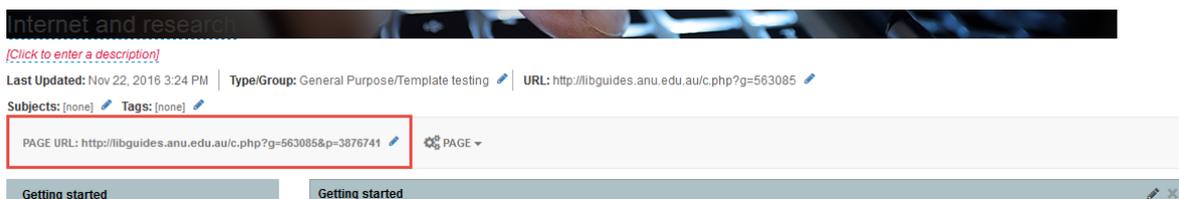
News	These may include a wide variety of relevant news sources, also including TV and podcasts, Historical newspapers, and Blogs and news feeds.
Statistics	This section is an opportunity to highlight useful collections which have changed raw data through analysis, interpretation and organisation into useful statistics. This tab may link to collections from organisations such as the ABS, UN or IMF, or it may link to tools which allow the user to create tables from data, or use visualisation tools. Possible sub tabs might be Australian, International, Tools, or you may wish to organise by topic e.g. Demographics, Employment and labour, Economics and Trade, Health
Theses	These are valuable works of scholarship. ANU theses and digital items from the ANU Open Research repository should be featured, however links to Non-ANU and international theses should also be included.
Websites	These can be fantastic sources of information, however care should be taken to include only websites with authoritative content, or those whose information is clearly reliable and/or verifiable. Quality is the key. Sub-tabs may include websites from Associations and societies, and Archives and registers. In addition to this, Historical images and Personal histories can serve as valuable sources of subject specific information.
Writing & referencing	This section can include links to ANU Academic Skills and Learning Centre, as well as various online style manuals such as Chicago and MLA. Links to the ANU's EndNote training and support pages may also be appropriate here.
Images	Photographic images, as well as maps and charts, can be found in many of the Library's databases, and are useful as sources of non-textual information.

Open Access	Links to the ANU's Open Research Repository may be appropriate here, as well as other similar sites or data repositories.
Blogs	There are a large number of authoritative blogs published on the internet, many of which may make a valuable addition to a subject or how to guide. Please be careful to evaluate the scope and content of any generalist Blogs you may choose to include.
Archives	Links to state and federal archives (both in Australia and overseas) may be included in this section, including materials housed in the collection of the ANU's Noel Butlin and University Archives.
Training	Information on and links to the ANU's Information Literacy Program and online training modules may be included in this section.
Contact us	The final page of each subject and/or how to guide should provide information on and links to relevant Library contact points, telephone numbers, email addresses, etc.

For information on additional content types such as videos, RSS feeds and widgets, please see Appendix A.

Links

When linking within and outside a LibGuide ensure you use the Page URL and not the browser URL



The screenshot shows a LibGuide interface. At the top, there is a header with the text "internet and research...". Below the header, there is a red box around the "PAGE URL" field, which contains the URL: <http://libguides.anu.edu.au/c.php?g=563085&p=3876741>. Other visible elements include a "Last Updated" date of Nov 22, 2016 3:24 PM, a "Type/Group" of General Purpose/Template testing, and a "URL" field with the same base URL. There are also "Subjects" and "Tags" fields, both currently empty.



Publishing a new guide

1. **Draft guide sent to Branch Manager for review.**
2. **Branch Manager to peruse and forward to Library Communications for style check.**
3. **Library Communications to edit as needed, and return to Branch Manager.**
4. **Branch Manager to send to Associate Director, Library Services for approval.**
5. **Once approved, guide can be published by Library Communications.**
6. **Library Communications to add new guide to the Library website and undertake promotional activities.**

Guide maintenance and decommissioning

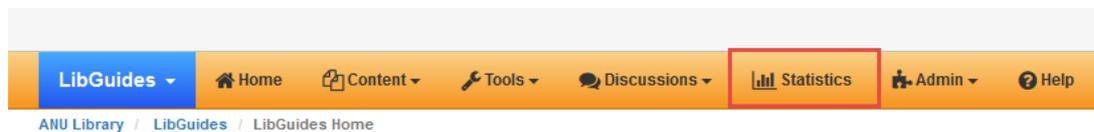
Process for updating an existing guide

Minor amendments to existing guides (i.e. fixing broken links, adding a new/removing an old resource) can be made without seeking permission from the branch/area manager or Associate Director, Library Services, however a courtesy email to any guide co-owners or the branch/area manager should be sent.

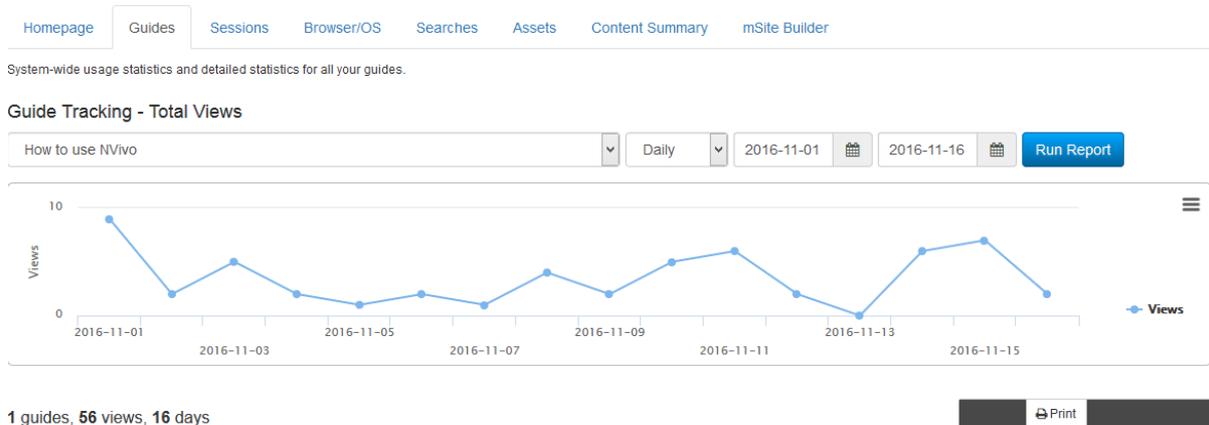
Major amendments to existing guides (i.e. adding/deleting a new tab, major amendments to large sections of text) require the approval of the branch/area manager. Depending on the scale of change, the Associate Director, Library Services may need to be notified, however this should be at the discretion of the branch/area manager.

Statistics

Page View Statistics from every How to guides are collected monthly by Candida Spence and presented on the Library wide statistics spreadsheet under the section: Information literacy: Pulse & How to guides. To collect statistics for your subject guide – select Statistics



1. select Guides
2. find your guide and filter by date range of your choice
3. select Run Report





Google Analytics tracking code

In 2017 the committee will implement Google Analytics tracking code:

<http://support.springshare.com/friendly.php?s=libguides/stats/moreanalytics>

Conclusion

This brief guide has been prepared to help you understand the processes and procedure which govern the production of the Library's subject and how to guides. If you have any questions or queries regarding this, or suggestions for improvement, please get in touch with your local branch or area representative:

Chifley – Jason Murdoch ext. 58193

Hancock – Tom Foley ext. 53432

ILP – Candida Spence ext. 54965

Law – Anne Newton ext. 54564

Library Communications – Patrick Byrnes ext. 56707

Menzies – Friederike Schimmelpfennig ext. 55581

Related Documents

1. LibGuides Life-Cycle Assessment Checklist.

Review date

This procedure will be reviewed 2 years after authorisation.

Authorised by University Librarian

A handwritten signature in black ink, appearing to read 'Anne Newton'.

17 March 2017

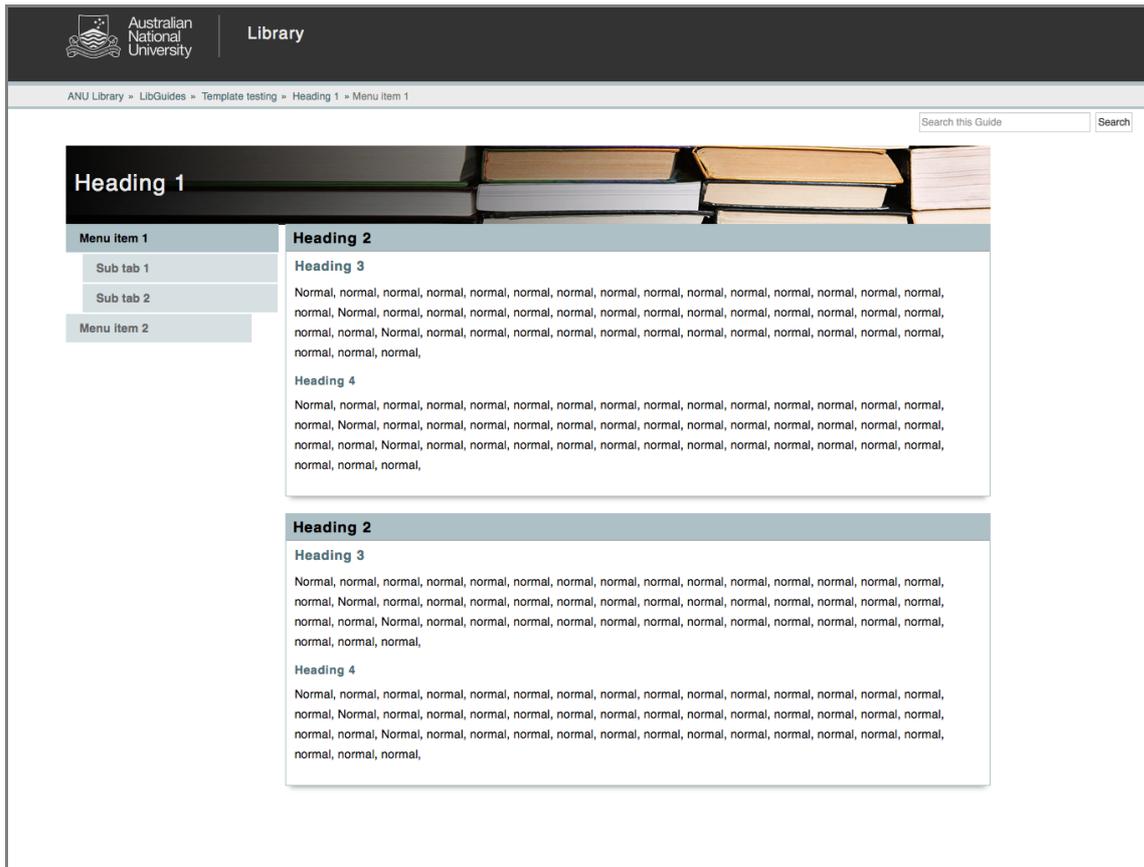
Signature

Date

Appendix A

Heading levels

Heading levels throughout your guide should always follow the below structure:



Images

ANU images

The Library's preference is to use images of University and Library people, places and things where possible. To support this request, staff can:

- > View and request images from the [University's Flickr account](#).
- > Contact the Library Communications team to see if they have a suitable image in the image bank.

Images can be downloaded and re-sized to ensure correct size for websites by the [Library Communications team](#).

Stock images

Where an ANU Library image is not suitable, stock images can be requested from the Library's **Bigstock** subscription. To request stock images:

1. Search **Bigstock** for the image/s you require.
2. Once you've found an image/s, email the **Library Communications** team with the ID number of the image/s and how the image will be included in the guide (i.e. will it fill the width of the box, will it fill half the box and sit alongside text).
3. Library Communications will download and re-size the image for your purposes and then email it to you.

NOTE: Please be aware that our subscription has a maximum of five (5) downloads per day and that many areas across SIS use this subscription for varying purposes. Please give as much notice as you can when requesting images as Library Communications can't always accommodate a tight turnaround.

Book covers

The Australian Publishers Association (APA) and ALIA have come to a **landmark agreement** to allow libraries to use book covers to promote books and authors without seeking permission each time.

Widgets

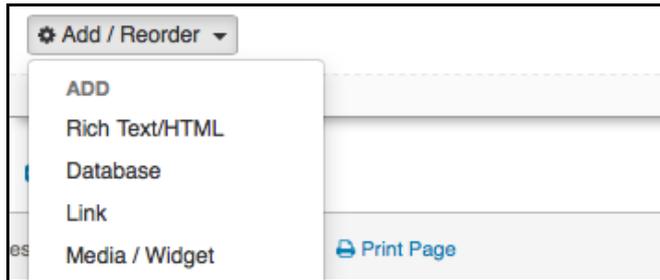
A variety of widgets can be included in a guide including, but not limited to:

- > ANU Library catalogue
- > Google books
- > Google Scholar
- > SuperSearch
- > Twitter
- > Trove

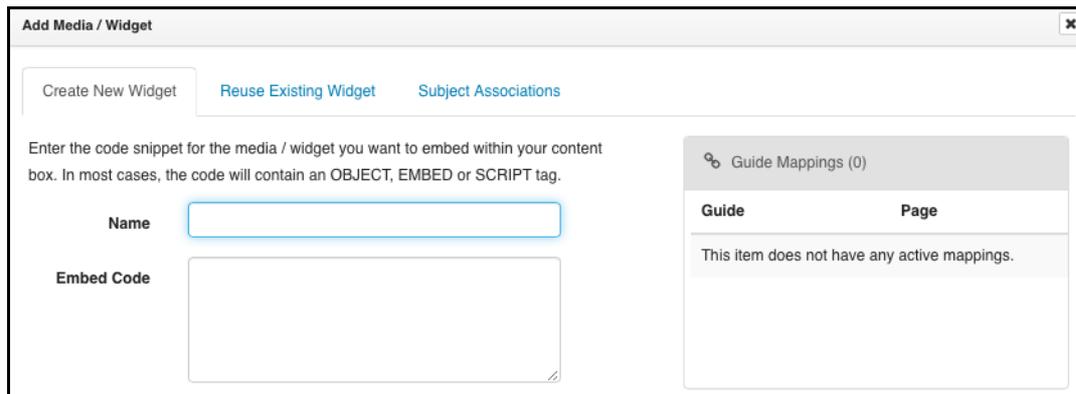
Widgets are basically small pieces of content from one webpage that you can put into another webpage.

Example 1—Trove

1. Go to the [Trove website](#) and copy the widget code.
2. In your guide, select the Add/Reorder dropdown menu in the relevant box and then **Media/Widget**.



3. Select the Create new widget tab. Enter the name of your widget and paste your copied code in to the Embed Code box.

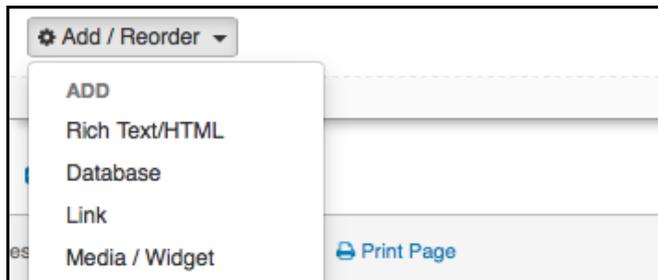


The 'Add Media / Widget' dialog box has three tabs: 'Create New Widget' (selected), 'Reuse Existing Widget', and 'Subject Associations'. Below the tabs, there is a text area for instructions: 'Enter the code snippet for the media / widget you want to embed within your content box. In most cases, the code will contain an OBJECT, EMBED or SCRIPT tag.' There are two input fields: 'Name' (a text box) and 'Embed Code' (a larger text area). On the right side, there is a section for 'Guide Mappings (0)' with a table header 'Guide' and 'Page', and a message: 'This item does not have any active mappings.'

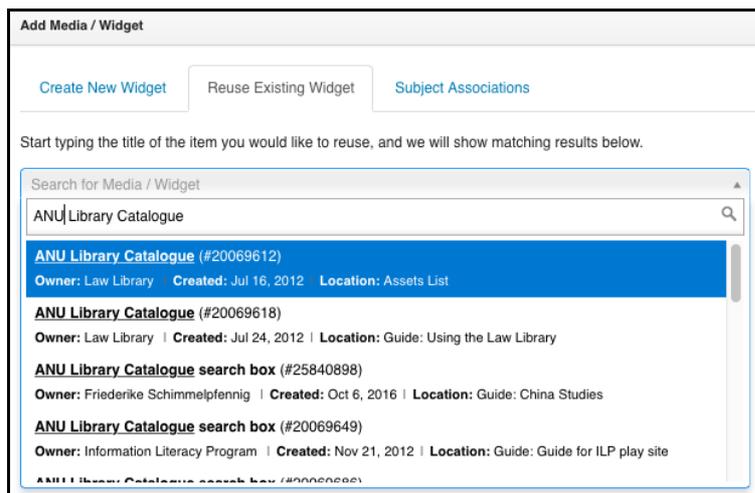
4. Select where you want the widget positioned and then select **Save**.

Example 2—ANU Library catalogue

1. In your guide, select the **Add/Reorder** dropdown menu in the relevant box and then **Media/Widget**.



2. Select the **Reuse an existing widget** tab and search for **ANU Library catalogue**. Select the relevant option.



NOTE: You will need to decide if you want to map to the original (any change to the original will affect your widget) or copy the widget (changes to the original will not affect your widget).

3. Select where you want the widget positioned and then select **Save**

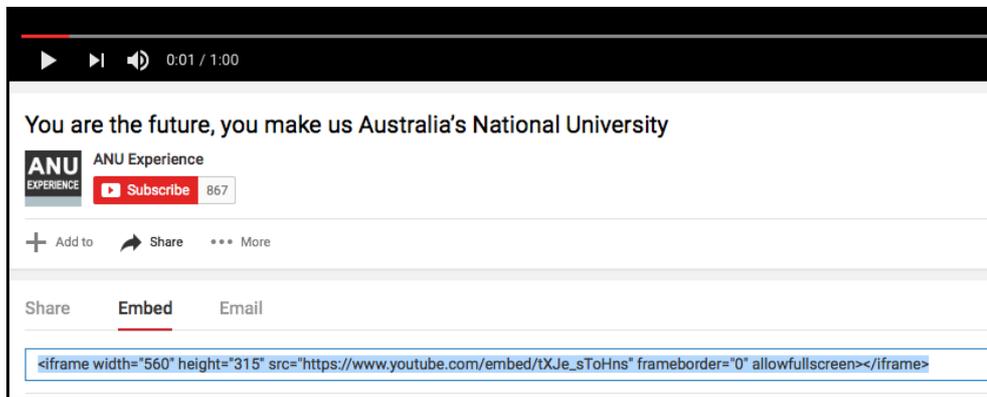
Videos

Videos can be embedded from a variety of sources, such as:

- > YouTube
- > Vimeo
- > Alexander Street Press
- >

Example 1—YouTube

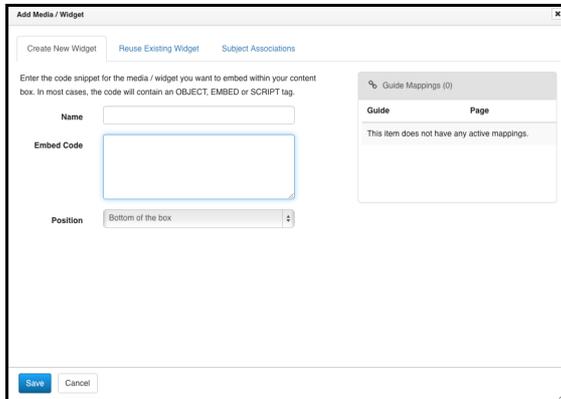
1. Select Embed underneath the video and copy the code which appears in the box.



2. In your guide, select the Add/Reorder dropdown menu in the relevant box and then Media/Widget.



3. **Paste your copied code in to the Embed Code field and select where you want it positioned from the Position dropdown.**



Add Media / Widget

Create New Widget Reuse Existing Widget Subject Associations

Enter the code snippet for the media / widget you want to embed within your content box. In most cases, the code will contain an OBJECT, EMBED or SCRIPT tag.

Name

Embed Code

Position

Guide Mappings (0)

Guide	Page
This item does not have any active mappings.	

Save Cancel

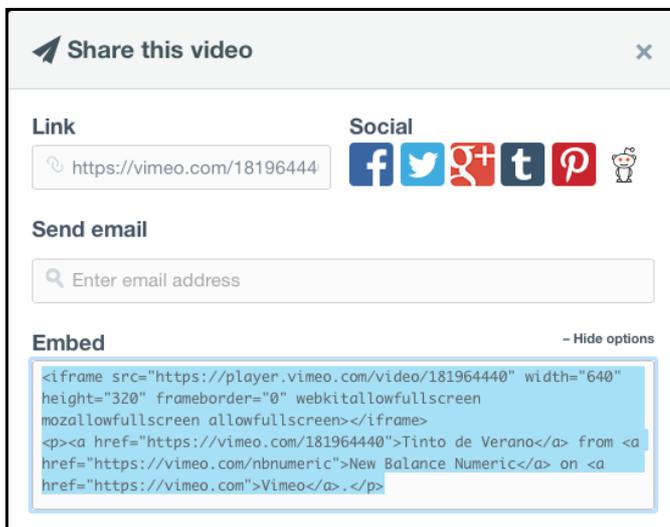
4. **Select Save. Your video should now appear in the relevant box.**

Example 2—Vimeo

1. Select the paper plane icon on the right hand side of your chosen video.

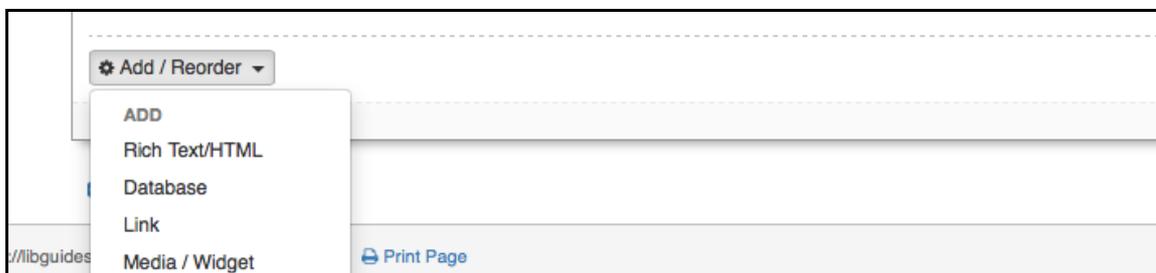


2. In the pop up window, copy the Embed code.

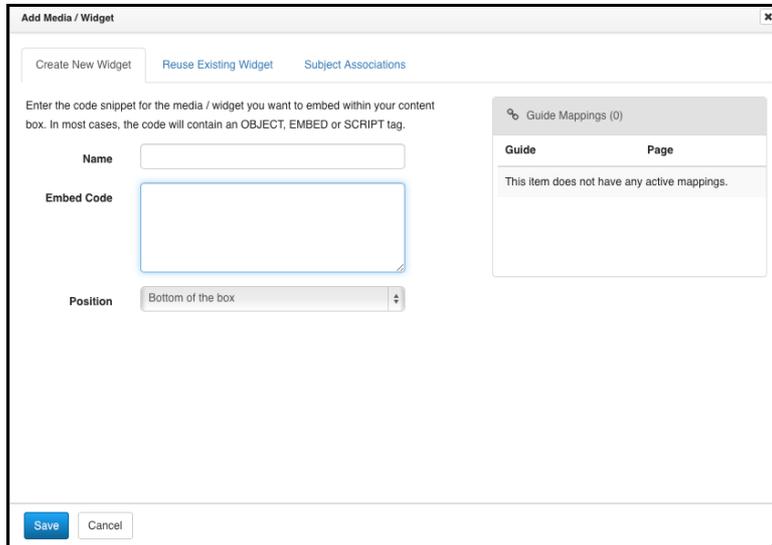


NOTE: You can also expand the window by selecting show options. This allows you to choose sizing and other options such as auto play and looping for your embedded video.

3. In your guide, select the Add/Reorder dropdown menu in the relevant box and then Media/Widget.



4. **Paste your copied code in to the Embed Code field and select where you want it positioned from the Position dropdown.**



Add Media / Widget

Create New Widget Reuse Existing Widget Subject Associations

Enter the code snippet for the media / widget you want to embed within your content box. In most cases, the code will contain an OBJECT, EMBED or SCRIPT tag.

Name

Embed Code

Position Bottom of the box

Guide Mappings (0)

Guide	Page
This item does not have any active mappings.	

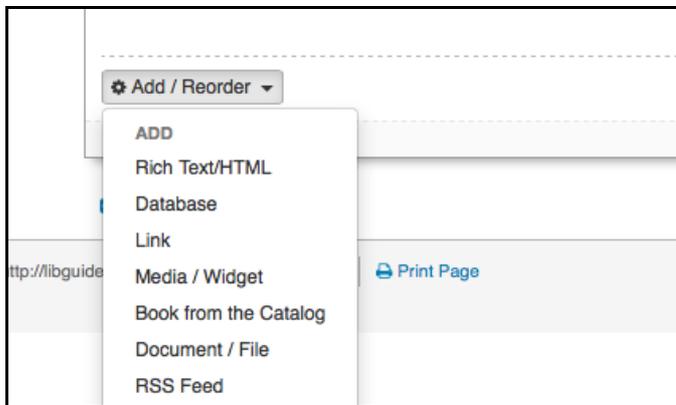
Save Cancel

5. **Select Save. Your video should now appear in the relevant box.**

RSS feeds

RSS feeds can be added to any content box within a guide. Below you will find steps to add an RSS feed using ABC as an example.

1. Go to the [RSS feed webpage on the ABC site](#).
2. Copy the URL alongside the feed you want to include.
3. In your guide, select the Add/Reorder dropdown at the bottom of the relevant box and choose RSS Feed.



4. In the Add RSS feed pop up window, paste the copied URL into the Feed URL box and then enter the name of the feed, the number of items you wish to display and set the description to display beneath the item.
5. Select Save.