

LibGuides Life-Cycle Assessment Checklist

Part 1: teaching / course relevance

Relevance	Things to consider	Guide still relevant Y/N	Reason for decision	Date
Branch teaching responsibilities	Is the guide still valid for in curriculum teaching purposes?			
College structure & major degree programs	Have there been any substantial changes to offerings in this area, do they impact on the value of keeping the guide or developing a new guide			
Is guide still used in teaching	Are courses still running, any change in content/direction			
Are Lecturers/Course Convenors linking to the guide?	Have lecturers/course convenors been notified/reminded of these guides to include in Wattle			

Part 2: content review

Content checks	Things to consider	Updates required Y/N	Details of edits / reason for no changes	Date
Welcome	Resource withdrawals – any substantial cancellations that need to be removed from guide?			
Reference sources				
Books & eBooks				
Journals				
Databases				
Official Documents				

Content checks	Things to consider	Updates required Y/N	Details of edits / reason for no changes	Date
Theses	<p>Resource additions – any substantial new subscriptions that need to be added?</p> <p>Note that several tabs likely need more regular checking for broken links, etc. (Websites, blogs, news etc.)</p>			
Audio Visual				
News				
Magazines				
Images				
Open access				
Websites				
Writing & referencing				
Blogs				
Archives				
Training	<p>Do you link to relevant training courses?</p> <p>ql.anu.edu.au/cal</p> <p>Are listed courses still running?</p> <p>Have new courses been added?</p>			
Contact us	Are contact details current?			
Assets	<p>Are assets functioning correctly?</p> <p>Check RSS feeds</p>			
	Does the asset require editing of code? particularly if the teaching and/or content checks have identified change/s to the guide			
Widgets	Review current and add any new widgets			

Part 3: layout/design review

Layout/design checks	Completed Y/N	Comments	Date
Link check			
Spelling and grammar mistakes			
Formatting			
Image sizes & placement			
Test in multiple browsers: IE Firefox Google Chrome			
Test on multiple screen types: Tablets Phones Monitors			

Authorised by University Librarian



17 March 2017

Signature

Date