Creating a LibGuide

Register for an Account:

Register for an account or for a group account by emailing a member of the Library Guides Committee. Currently Susan Kendrick is responsible for adding and removing authors in the LibGuides system.

Creating a New Guide:

- In the My Admin section, click Create New Guide. If it is a course guide be sure to follow the naming guidelines.
- Create a new guide (from scratch or from template). You can use any guide in the Cornell system or beyond as a base to your new guide. It may be advisable to create a somewhat standardized template (e.g. color scheme, layouts, core tabs that should be on each guide) for your library/department that can be used for all guides.

Required Elements

All published Cornell LibGuides guides must:

- Be student/faculty oriented only. Not for internal library staff departmental information.
- Include designation as Subject or Course guide. See Naming Conventions & Subject Categories
- Be named or titled using Course Naming Conventions.
- A individual or team profile on at least one tab of the guide. This should include an image and contact information.
- Use tags, as many as are applicable, but no more than are truly relevant. Three tags are typical.

Embedding Content

Catalog Search Box:

Images:

Video:

From Youtube, there is code on each video's page that can be copied to 'embed' the video. Copy this code and paste it into a Libguides Embedded Video box (where it says edit video link).

From eClips:

1. Find your clip.
2. In the web browser menu go to View > Page Source.
3. In the source code, use the 'Find' command in the 'Edit' menu to locate the second "embed" in the code. The line of code should resemble: embed src="http://eclips.cornell.edu/images/swf...." , and ends with "/"
4. Copy and paste that code into a Libguides Embedded Video box (where it says edit video link)
5. Include eClips logo and reference information.

Examples:

Best practices

- If possible, limit the number of tabs on a guide to one row.
- You can make a guide appear less "boxy" by going to Guide Settings > Change Layout/Colors and then setting the borders and the content background the same color. e.g. Borders (hex): #ffffff Content Backgr. (hex): #ffffff
- Break up large blocks of text with images, icons, space, color, et cetera (e.g. Bloomberg Guide), but be sure not to go over the top with images and font changes.

What not to do - Tips and tricks for designing your guide.

LibGuide Makeover - A content rich guide given a makeover with the help of Adobe Illustrator and some HTML.

More Tips:

- Use the comment feature to elicit feedback. See Lance's in-class assignment.
- Consolidate key tips in one box. See Wendy's left-hand "Useful Tips" box.
- Quiz students after instruction to see how much they retained. See Jill's use of a post-training session quiz.