Minutes

Library Guides Committee notes:

2010 April 27
Attending: Lance, Susan, Matt, Camille

- Lance handed out Laura's notes from the forum. People did not like the idea of a black banner. They would like it if the banner was less obtrusive and the guides URL larger. A way to go into presentation mode was requested. It would be nice to have one guide with lots of formatting and features that other authors could borrow for their own guides.
- Susan will contact Springshare regarding a trial for LibAnswers.
- Lance will contact Springshare to find out about the costs for CampusGuides. It seems like a no-brainer to get this system. Lance and Susan will demonstrate CampusGuides at our next meeting.
- Matt will look into our usability study possibilities and schedule.
- Angela Horne asked us to look into LibAnswers and this page http://libguidesfaq.com/a.php?qid=1928&m=p. Susan will look into LibAnswers. The second link, the FAQ, is actually in reference to the add on module which we subscribe to. It covers hosting images, XML exports, and Guide backups.

2010 January 19

1. Recap the training session, plan/ schedule next training opportunities
   - Training went well and approximately 21-25 people attended.
   - Interest in having a more advanced session later this semester.
   - We should have a refresher session before the start of each semester.
   - Laura will work on a LibGuide using Lynn's workshop guide and Lance and Chris's old best practices guide. The new guide will act as a 'how-to' manual for CUL LibGuide authors.
2. Course Help - Review changes on the CUL homepage
   - Matt will look into problems with course guides coming up in search however this might be delayed as he is currently working on a number of high priority library Web page issues.
   - "Library Guides" does not make sense to our users and so they don't follow this link. Because the link goes to subject as well as course guides, "Course Guides" would not work. One suggestion was "Recommended Resources".
3. Campus Guides - postoned. Lance and Susan have accounts and will demo.
4. Housekeeping chores
   - LibGuide Author list - Susan will remove authors no longer at Cornell and look for guides that may be eligible to be removed from published status.
   - Managing our listserv - Lynn will update the list and add new users.
   - LibGuides banner options - Laura will create mock up images of guides with a gray or black Cornell banner. We can show these to authors to see if they would be interested in changing the banner color. Currently the red limits color options of the guides.

2009 July 1

- Review our charge
- Share and review our current LibGuide experience(s): Susie will send the group a description of the process the Management Library uses for group-authored guides. Lance will contact Springshare to find out when we can test the CampusGuides.
- Review LibGuide Naming Conventions: Each team member will do this on their own and send the group their feedback.
- Discuss Library Guide subject categories: The subject categories are from the Find Databases/Webfeat categories.
- Next meeting: Due to vacations and conferences we will not meet again until August.

LibGuides Implementation Team notes:

Moving Forward - Plan for Spring and Summer 2008

Looking ahead, our team's plans for the spring and summer are to: * Create a community of "early adopters" who will actively use LibGuides in courses or on websites in the spring 2008 semester. This will be our first step towards gathering user data about what works well / doesn't.

- Help units ramp up to use LibGuides by using a "train the trainer" approach. By having in-unit experts, we will be able to support LibGuide adoption more quickly and effectively. Heads of instruction and reference will be contacted soon to determine if they would like to nominate someone to join the "train the trainers" team.
- Create guides during spring 2008. Some will be new and some will be conversions from existing guides/other materials. Individuals will receive as much help as they need to make LibGuides meet their particular guide needs.
- Share best practices through online (yes, it will be in a LibGuide format!) and in-person information-sharing sessions. Our goal is to bring together the LibGuides community in "open mic" sessions as often as desired in order to learn from each other.
- Tentatively plan for a "soft launch" for the June 2008 summer session, followed by a full roll-out in August for the fall 2008 semester.

LibGuides Implementation Team Meetings
Tuesday September 18 10:30-12 Olin 703
Monday September 24 8:30-10 Ives 237
Tuesday October 2 3-4:30 Mann 270
Monday October 8 3-4:30 Ives 237
Wednesday October 17 3-4:30 Sage (Angela’s Office)

**Action items from yesterday’s meeting include:**

- Chris to add our meetings to wiki
- Everyone to watch the training videos
- As we think of issues, add to the wiki
- As we work through the process/timeline, add to wiki
- Start work on sample guides:
  - Chris ? Labour Law, using an existing ILR guide as model
  - Lance ? course guide, using existing guide as model
  - Michael ? something science-y
  - Angela ? company research, using bits and pieces from existing Mann, Mgmt and other guides
- Team name (LG4?) (Fab Four?) (? ?)

Next meeting: Tuesday, October 2nd, 8:30-10am, Mann 270

**Key decision points / public meetings:**

(The detailed action plan will be uploaded as an attachment.)

Oct 4 -- AA session
Oct 24 -- PSEC (tentative)
Nov 13 -- R&O Forum
December -- go / no from CAT
June 25 -- beta launch for summer session
August -- actual launch

**Technical Considerations**

Our standard domain, included in the base license would be cornell.libguides.com. However, if we'd like our LibGuides system to have a cornell.edu domain (e.g. libguides.cornell.edu, or anything.cornell.edu) it would cost extra (no quote given - we need to get this figure from Slaven).

We would have to host it on our own server and provide the bandwidth/connectivity.

Support issues. To quote Slaven, Springshare will "support the system in terms of providing all bug fixes, feature releases and we'd provide you with free upgrades, but your staff would be responsible for installing the patches. Every time we release a new code update and upgrade our production servers at the hosting facility, we'd make the same update available to you for download and install."

LibGuides runs on Apache/MySql/php platform.