

## Patty's steps for starting a LibGuide

- How do you choose a topic?
  - Results from partnerships (Caregiving, Allen McLane)
  - Hot topics (Addressing child sexual abuse, Bullying)
  - Timely topics (Punkin Chunkin, State Fair, Kennedy Assassination)
  - Perceived gaps with existing guides (World Religions, Arts)
  - Suggestions, feedback (Biographies)
- If topics are timely, does Springshare have a way to schedule a LibGuide to be live and removed?
  - No, Admins determine "featured" guides and their placement on the page
- Do you reuse others' LibGuides? Any thoughts about that? What if it needed editing?
  - We do have access to the guides of the wider community. I generally don't look at these until the guide is almost complete for 2 reasons:
    - Don't want to be influenced
    - Final check to see if I've captured everything
- What is the very first step you take after you decide to start a particular LibGuide (after logging in)?
  - The first step is actually on paper, before logging in. Determine the structure and scope of the guide. What are the main topics? Will all main topics be pages/tabs? What are the areas the should be covered in each page (i.e. boxes).
- How many steps are there from start to finish (roughly)?
  - Determine structure
  - Set up basic structure online
  - Search for, evaluate content, and add content
  - Proof
  - Publish
- How long does the average LibGuide take you once you start creating it?
  - That's very difficult to estimate. If it's a 1 page guide, a few hours (4-6?)
  - It it's multiple pages and I'm searching for content, it could be 6 hours a page.
- There are various areas to a LibGuide – what are these areas?
  - Not sure exactly what you mean:
  - There are areas in each LibGuide that need to be "completed" i.e. description, tags, boxes, etc. For the DDL LibGuides, we have established a template for the Home page so that all have a common look and feel. These include: Dewey graphic, Table of contents, Partners, Other LibGuides on related topics, Delaware Resources, etc.
- List the next basic steps you usually do to create a LibGuide.

This is pretty much the same as the steps listed in the previous question.

- Copyright issues for images, media - how do you address copyright? What are your tips? Our guides are not heavily laden with graphics. Dewey graphics come from Christine and she gets them from a commercial source. Book covers come from Syndetics. Other than that, YouTube videos are selected if there are no restrictions.
- Keywords, Topics (tagging) – how do you determine what keywords to use? (We should follow your standard.)  
I approach it the same way you would for classification. What are the topics? Are there alternate spellings? etc.

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