

# Welcome to LibGuides v2

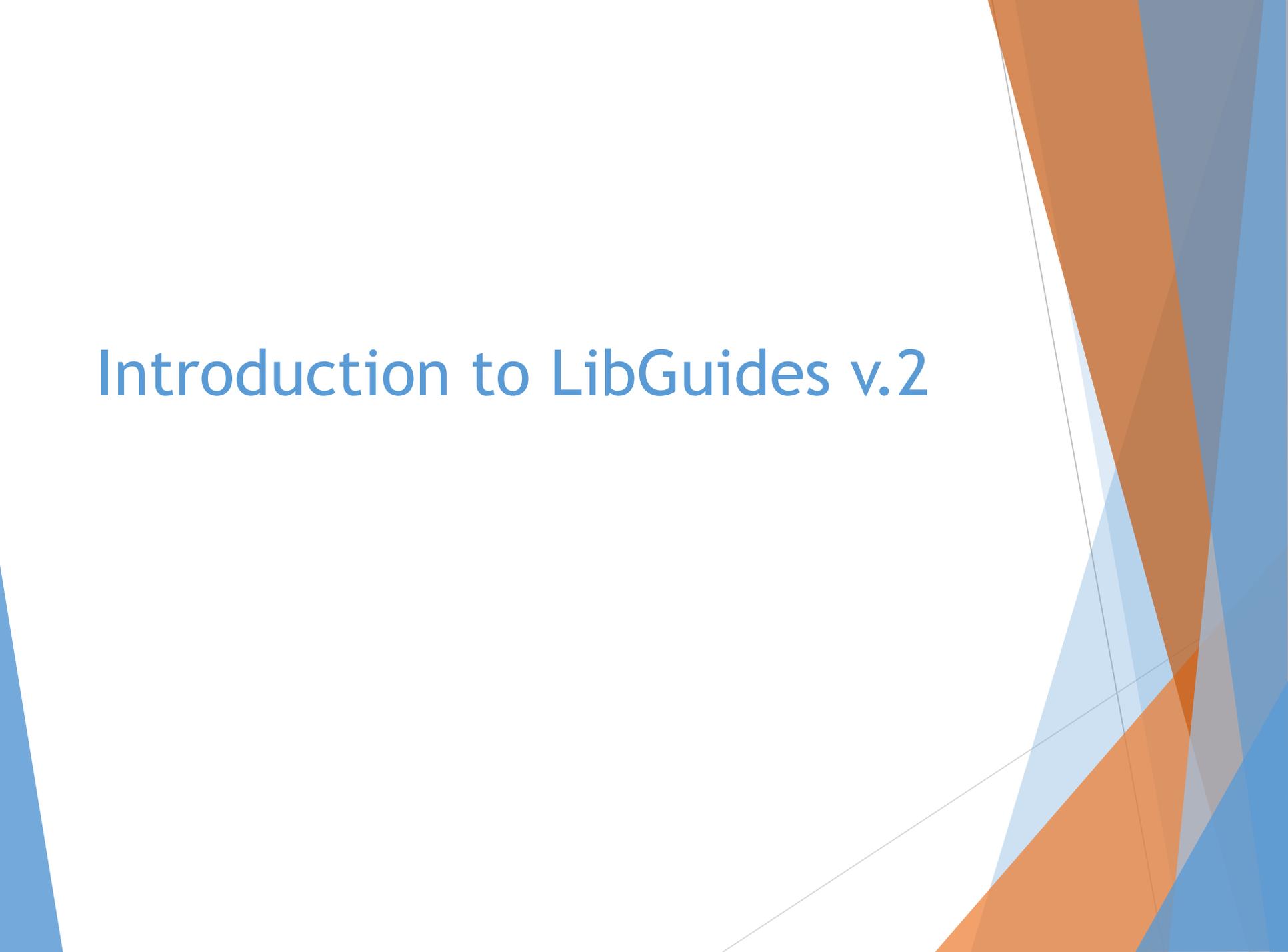
LibGuides Working Group

April 30, 2015

# What will we accomplish today?

- ▶ Introduction to LibGuides v.2
  - ▶ Preview of LibGuides v.2
  - ▶ Assets
  - ▶ Box types
  - ▶ Training
  - ▶ Practice
- ▶ Migration
  - ▶ Schedule
  - ▶ Preparation for migration
  - ▶ Clean-up time
- ▶ Q&A

# Introduction to LibGuides v.2

The background features abstract geometric shapes in shades of blue and orange. A large, semi-transparent orange shape is positioned on the right side, overlapping with several blue shapes of varying opacities. The overall design is clean and modern, with a white background.

# Introduction to LibGuides v.2

- ▶ LibApps account
  - ▶ Your LibApps account provides access to all products you subscribe to, e.g. LibGuides, LibAnswers, LibCal etc. You may access all products you subscribe to from the LibApps Dashboard.
  - ▶ Profile applies to all products; image library may be used across all products
  - ▶ If you are participating in LibAnswers you will have a LibApps account but will still need a beta account for LibGuides v.2
  - ▶ <https://ucalgary.libapps.com/libguides/>

# Introduction to LibGuides v.2

- ▶ Only 4 box types but retain the same content formats!
  - ▶ Profile box
  - ▶ Standard
  - ▶ Tabbed
  - ▶ Gallery
- ▶ Mix and match formats within the same box
- ▶ Ability to re-use most types of content

# LibGuides v.2 - Assets

## ▶ Assets

- ▶ Personal assets “library”
- ▶ Value of assets is their **re-usability**
- ▶ **Content Assets:**
  - ▶ Books
  - ▶ Videos
  - ▶ Links
  - ▶ Widgets
  - ▶ RSS feeds
  - ▶ Documents or files
- ▶ **Database Assets:**
  - ▶ A-Z Database List has been created in LibGuides Version1 which will be migrated to Version 2 to simplify adding databases to your LibGuides
- ▶ **Resource icons**

# What does LibGuides v.2 look like?

[https://ucalgary.libapps.com/libapps/login.php?site\\_id=546](https://ucalgary.libapps.com/libapps/login.php?site_id=546)

# Welcome page

<http://ucalgary.beta.libguides.com/>

# Guide examples

LibGuides v.1 (Career Services LibGuide)

<http://libguides.ucalgary.ca/career-services>

Test Version 2: (Career services LibGuide)

<http://ucalgary.beta.libguides.com/c.php?g=224462>

Example 2 Version 2 (Leadership LibGuide)

<http://ucalgary.beta.libguides.com/c.php?g=2181>

# Training for LibGuides v.2

- <http://support.springshare.com/libguides/training>
- or
- login to LibApps and click the “Help” tab

LibGuides Training & Videos

Enter Search Words Search

Training Calendar

Training Calendar

Training Calendar

VIDEOS: LibGuides Basics 1 & 2

VIDEO: Best Practices for Building Guides

VIDEO: Springy Products in Library Instruction

VIDEOS: LibGuides Admin 1, 2 & 3

VIDEO: Quick Help: Inspect Element

VIDEO: LibGuides v2 Advanced CSS

VIDEO: Intro to LibSurveys

VIDEO: Migrating from v1 to v2

VIDEO: LibApps Overview

All times listed are  
**U.S. Eastern Time**

[Time Zone Converter](#)

(Use U.S.A. - New York - New York as the location to convert from.)

Session Key

LibGuides/LibGuides CMS

LibAnswers

LibCal v2

LibAnalytics

LibAnalytics Insight

Cross Product Sessions

LibStaffer

LibSurveys

< > Today April 2015 Agenda Day Week Month

Mon	Tue	Wed	Thu	Fri
30 2pm Best Practices For Building Guides	31 2pm LibSurveys: Forms & Surveys	1 2pm E-Reserves	2 2pm LibGuides v2 Advanced CSS	3
6 10am Migrating to LibGuidesv2	7 11:30am LibGuides Basics 2: Reusability & Publishing	8 11:30am LibGuides Admin 1: Setup & Organization	9 11:30am LibGuides Admin 2: Customizing & Styling	10
11:30am LibGuides Basics 1: Building a Guide		2pm E-Reserves		
13 11:30am LibGuides Admin 3: Customizing Layout Templates	14 1pm LibAnswers v2: What's Different and New in v2	15	16 1pm Springy Products in Library Instruction	17
20 12:30pm Migrating to LibGuidesv2	21 2pm LibGuides Basics 2: Reusability &	22 11:30am Best Practices For Building Guides	23 2pm LibGuides Admin 2: Customizing &	24 2pm LibGuides Admin 3: Customizing

# LibGuides V.2 Sandbox

- ▶ Let's take half an hour or so to “play” in Version 2
- ▶ Create a new guide
- ▶ Add some assets to your “asset library”
- ▶ Add some images to your “image manager”
- ▶ Customize your profile

# Migration

The background features a series of overlapping, semi-transparent geometric shapes, primarily triangles, in shades of blue and orange. These shapes are positioned on the right side of the frame, creating a dynamic, layered effect against the white background.

# Timeline

DATE	ACTIVITY
April 7-10	Clean Up Time – Try to do some tidying of your guides
April 24	NO CHANGES to version 1 after this date (if you do make changes they will NOT be migrated over to version 2).
April 24	Drop-in day! Swing by the TFDL for a drop-in refresh session on version 2. Bring your questions.
April 30	Migration Day! Springshare will migrate over all your content and account information into version 2.
May 5, 6	Libguides Working Group and IT staff assess the migration. No changes please!
May 7,8	Libguides clean up days! Clean up your own guides in version 2!
May 18-23	Libguides in person training. Join us for a brainstorm and discussion on making your version 2 guide great. Exact dates TBA!
May 19	Final debrief for Libguide Migration Team
May 25	GO LIVE with version 2
May, June, July	Access to version 1 still available but only to view internally.
July 30	Version 1 is gone and no longer available for you to view.

# Migration

- ▶ **Migration happens once.**
- ▶ After migration takes place, both LibGuides v.1 and LibGuides v.2 will be accessible until May 25.
- ▶ After migration, you will need to make changes in both versions if you plan to continue using version 1
- ▶ “Go live” date is May 25 - after this date LG1 no longer available to patrons and can be viewed internally only.

Will be Migrated	Will Not be Migrated
All User Accounts	System / Group Banner Images
All Guides / Most Guide Content (See Will Not be Migrated list for content that will not be migrated.)	System / Group Custom HEAD Code
Statistics ( <i>happens just before going live</i> )	System / Group Custom Header Code
Images in the Image Manager	System / Group Custom Footer Code
Subjects	Printer Friendly Custom HEAD Code
Tags	Printer Friendly Custom Header Code
Friendly URLs	Printer Friendly Custom Footer Code
Groups (LibGuides CMS Only)	Tab / Box Color Choices
Resource Icons	Custom Analytics Code
Access Rules (LibGuides CMS Only)	System / Group Homepage Options
Language Options	Admin Alert Box Content
E-Reserves	<p>These Box Types:</p> <ul style="list-style-type: none"> <li>• Table of Contents (Switch to side nav template post migration.)</li> <li>• LibAnswers (Will be a LibGuides v2 content type, but only for LibAnswers v2; manual addition of LibAnswers v1 widgets will need to happen.)</li> <li>• Surveys (Will be a LibGuides v2 content type, but only for CMS clients, just like in v1)</li> <li>• Events (No equivalent in v2; if you have LibCal, add LibCal widgets via the Media / Widget content item.)</li> <li>• Delicious (Integrate Delicious widgets via Media / Widget content item post migration.)</li> <li>• User Link Submission (No equivalent in v2.)</li> <li>• Feedback (No equivalent in v2.)</li> </ul>
Remote Scripts <ul style="list-style-type: none"> <li>• will become widget assets</li> <li>• an iFrame tag will point to the original script URL</li> </ul>	Comments / Discussion Boards We are working on how to add these to the v2 system. Use of this functionality was about 0.25% (yes, a quarter of 1 percent) or less, so we're discussing alternate functionality.
	Forms & Surveys (being replaced with LibSurveys)
	Images from Deleted v1 Account Image Libraries (Accounts deleted at any point prior to migration.)

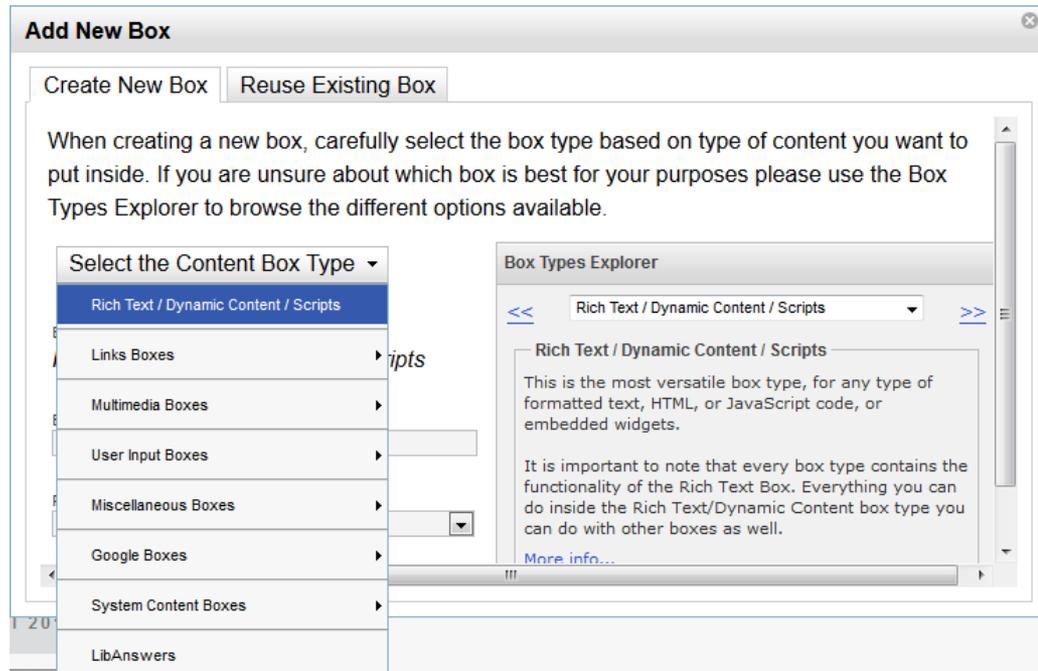
# Migration

- ▶ Content types are the same in LibGuides v.1 and LibGuides v.2
  - ▶ Rich-text
  - ▶ Links (in Links box types)
  - ▶ Documents and files
  - ▶ Books from the catalogue
  - ▶ Widgets
  - ▶ RSS feeds
  - ▶ Google Search

# Assets

- ▶ Ask yourself: *Do I want this book, link, video, widget, etc. to become part of my asset Library so that I or other people can re-use it in other guides?*

# Rich text



# Rich-text Box Type

CLASSROOM RESOURCES [EDIT](#)

[Place readings on Reserve in the Business Library](#)

[Create persistent links to articles or books](#)



[Copyright and Fair Dealing at the U of C](#)

[Showing movies in class](#)

[D2L Help for Instructors](#)

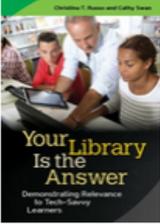
[Make HBS cases available for students in a course](#)

[Multimedia Creation Resource Guide](#)

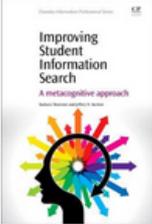
[\(Add / Edit Text\)](#)

[Comments \(0\)](#) | [Disable Box Comments](#)

ELECTRONIC BOOKS [EDIT](#)



[Your library is the answer: Demonstrating relevance to tech-savvy learners \(2015\)](#)



[Improving student information search : a metacognitive approach \(2014\)](#)

[\(Add / Edit Text\)](#)

[Comments \(0\)](#) | [Disable Box Comments](#)

STUDENT GUIDES/TUTORIALS [EDIT](#)

[How to find and use the Business Library from home](#)



A brief powerpoint in pdf format.

[Citing your sources](#)

Student guide for citing and referencing business resources in APA and Journal of Marketing styles. Includes basic information, handouts, examples, links to additional resources and more.

[Research guides by subject](#)

The Business Library provides comprehensive research guides for many business subject areas. Students are guided to relevant books, journals, electronic databases, web resources and other material specific to the subject area.

[Tutorials and handouts](#)

Access tutorials and handouts to guide students in using research databases and other library resources.

[How to find an article when you have a specific reference](#)

This pdf document illustrates how to locate an article when you have a citation or reference to a specific article.

[How to find an online journal](#)

This tutorial provides a step-by-step guide to locating an online journal in the University library.

[\(Add / Edit Text\)](#)

[Comments \(0\)](#) | [Disable Box Comments](#)

CONTINUED [EDIT](#)

[D2L help for students](#)

Everything a student needs to know about using D2L - logging in, account information, using discussion boards etc.

[Evaluating Web Resources](#) (UC Berkeley - Teaching Library Internet Workshops)

Find out how to critically evaluate the credibility and reliability of the information that you retrieve from the Internet.

[\(Add / Edit Text\)](#)

[Comments \(0\)](#) | [Disable Box Comments](#)

# Links and Lists Box Type

### CLASSROOM RESOURCES

(Add / Edit Text)

- Reserve Readings in the Business Library
- Persistent links
- Copyright and Fair Dealing at the U of C
- Movies in class
- D2L for Instructors
- HBS Cases Available to Class
- Multimedia Creation Resource Guide

[Add New Link](#) | [Reorder Links](#)

[Comments \(0\)](#) | [Disable Box Comments](#)



### ELECTRONIC BOOKS

(Add / Edit Text)

**Your Library Is the Answer: Demonstrating Relevance to Tech-Savvy Learners** - Christina T. Russo; Cathy Swan

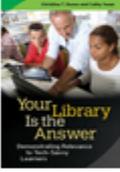
Call Number: Electronic book  
ISBN: 9781598849349  
Publication Date: 2015-01-22

**Improving Student Information Search: A metacognitive approach** - Barbara Blummer

Call Number: Electronic book  
ISBN: 9781780634623  
Publication Date: 2014-10-21

[Add New Book](#) | [Reorder Books](#)

[Comments \(0\)](#) | [Disable Box Comments](#)



### HASKAYNE ALUMNI - BUSINESS INFORMATION AFTER GRADUATION

(Add / Edit Text)

**Information Sources for Haskayne Alumni**

[Add New Document](#)

[Comments \(0\)](#) | [Disable Box Comments](#)



### STUDENTS GUIDES & TUTORIALS

(Add / Edit Text)

- Find and use the Business Library from home  
A brief powerpoint in pdf format.
- Citing and Referencing for Business  
This research guide was created by the Business Library and provides extensive resources to help with citation and referencing for business. Includes access to examples of citing many business resources in APA and JOM styles.
- Research guides for Business  
The Business Library provides comprehensive research guides for many business subject areas, courses and projects. Students are guided to relevant books, journals, electronic databases, web resources and other material specific to the subject area.
- Tutorials and handouts  
Access tutorials and handouts to guide students in using research databases and other library resources.
- How to find an article when you have a specific reference  
This pdf document illustrates how to locate an article when you have a citation or reference to a specific article.
- Find an online journal  
This tutorial provides a step-by-step guide to locating an online journal in the University library.
- D2L help for students  
Everything a student needs to know about using D2L - logging in, account information, using discussion boards etc.
- Evaluating Web Resources (UC Berkeley)  
(UC Berkeley - Teaching Library Internet Workshops)  
Find out how to critically evaluate the credibility and reliability of the information that you retrieve from the Internet.

[Add New Link](#) | [Reorder Links](#)

[Comments \(0\)](#) | [Disable Box Comments](#)



[Add New Box](#)

# Preparation for migration “Moving House!”



# Preparation and clean up for migration - a two-step process

- ▶ Any preparation and cleanup performed before migration will make the migration of your guides seamless.
- ▶ Of course there will also be post-migration work to be done too!
- ▶ Two-step process
  - ▶ 1. Delete/unpublish guides that are no longer relevant and update course guide titles
  - ▶ 2. When you are ready - go through the preparation checklist that has been posted to the Best Practices Guide (<http://libguides.ucalgary.ca/migration>)

# LibGuide Cleanup

- ▶ There are some things that can be done quickly and easily to remove unneeded information from your LibGuides
- ▶ In Version 1 go to your Dashboard page
- ▶ Guides >> All Guides Index
- ▶ Select guides you own, co-own, edit etc.
- ▶ Sort on any column
- ▶ Look at unpublished guides
- ▶ Look for test or practice guides
- ▶ Link checker - look at broken links
- ▶ Look at Guide statistics
- ▶ Image manager

# LibGuides V.1 Cleanup

- ▶ Let's take half an hour or so to cleanup guides in Version 1
- ▶ Delete guides that are no longer relevant
- ▶ Clean up image manager
- ▶ Start building your asset library by changing content in rich-text boxes to link & lists boxes, books from the catalogue boxes etc.
- ▶ Start going through the preparation and cleanup checklist

# LibGuides Working Group

- ▶ Leeanne Morrow (Chair) - [leeanne.morrow@ucalgary.ca](mailto:leeanne.morrow@ucalgary.ca)
- ▶ Justin Anders (Technical/design consultant) - [justin.anders@ucalgary.ca](mailto:justin.anders@ucalgary.ca)
- ▶ Doug McDonnell (Technical consultant) - [dmcdonne@ucalgary.ca](mailto:dmcdonne@ucalgary.ca)
- ▶ Alix Hayden - [ahayden@ucalgary.ca](mailto:ahayden@ucalgary.ca)
- ▶ Katrina Montgomery - [kmontgom@ucalgary.ca](mailto:kmontgom@ucalgary.ca)
- ▶ Leslie Potter - [ljpotter@ucalgary.ca](mailto:ljpotter@ucalgary.ca)
- ▶ Caitlin McClurg - [csmcclur@ucalgary.ca](mailto:csmcclur@ucalgary.ca) (on leave)