LibGuides Steering Committee Charge

The LibGuides Steering Committee had its initial meeting on March 31, 2015 to discuss the transition of LibGuides administrative duties from Twila Camp to the Committee. Kristal Boulden has been named Chair of the Committee and will lead Committee activities and meetings. The Steering Committee will manage how LibGuides is used at OU Libraries and develop and implement strategies to improve the user experience with the platform.

LibGuides is used to create subject-based or topic-based research guides as well as course-specific guides for university students, faculty and staff. The platform is essential to providing reference and instruction services both in person and online. LibGuides is also an integral part of the Libraries’ website.

The Libraries’ new website will be launched in August 2015. On the site, the “Resources by Subject” links will connect directly to LibGuides assigned to that subject. Updating the LibGuides will have a direct impact on what information is accessible from the library website. To ensure that LibGuides works seamlessly with the new website, the Committee is tasked with administering technical aspects of the platform including subjects, assets and content. The specific tasks are outlined below in the Charge.

The work of the LibGuides Steering Committee is ongoing. The Committee will meet as necessary to identify action items and complete tasks.

Membership

The Steering Committee includes: Kristal Boulden, Chair
Christy Kulp
Tamara Means
Mary Ellen Spencer, Administrative Liaison

Pat Hawthorne is the library administrator overseeing the Committee. Twila Camp will be considered a resource person to the Committee and may be called on to consult with the group on an as needed basis.

Charge

The LibGuides Steering Committee is charged to do the following:

- Conduct a literature review of how LibGuides are being used in academic research libraries (May 2015)
- Create a LibGuide for the Steering Committee detailing its purpose and goals (May 2015)
- Develop template guidelines for course guides and subject guides to be used for current and new guides (June 2015)
- Develop guidelines for naming LibGuides (June 2015)
- Determine what subjects should be listed on the platform and what guides should be assigned to those subjects (June 2015)
- Identify and develop content to be included in the Reusable Content Guide (July 2015)
- Ensure all LibGuides content is accessible before launch of new library website (July 2015)
- Create and publish topic guides for special projects
- Develop and update content for the LibGuides homepage
- Provide individual and group training on LibGuides to library staff as necessary
- Maintain LibGuides listserv

*Developed by Kristal Boulden – 22 April 2015*