

10-4-2017

Game, Set, Match: Conquer Your Library's Content Management Needs with LibGuides CMS

Jeffrey M. Mortimore

Georgia Southern University, jmortimore@georgiasouthern.edu

Ruth L. Baker

Georgia Southern University, rbaker@georgiasouthern.edu

Dawn Nikki Cannon-Rech

Georgia Southern University, dcannonrech@georgiasouthern.edu

Jessica Garner

Georgia Southern University, jgarner@georgiasouthern.edu

Billy Glasco

Georgia Southern University, bglasco@georgiasouthern.edu

See next page for additional authors

Follow this and additional works at: <https://digitalcommons.georgiasouthern.edu/lib-facpresent>



Part of the [Information Literacy Commons](#), [Scholarly Communication Commons](#), and the [Scholarly Publishing Commons](#)

Recommended Citation

Mortimore, Jeffrey M., Ruth L. Baker, Dawn Nikki Cannon-Rech, Jessica Garner, Billy Glasco, Debra G. Skinner. 2017. "Game, Set, Match: Conquer Your Library's Content Management Needs with LibGuides CMS." *Library Faculty Presentations*. Presentation 44. source: https://gla.georgialibraries.org/wp-content/uploads/2017/10/events_GLC_2017_schedule.pdf
<https://digitalcommons.georgiasouthern.edu/lib-facpresent/44>

This presentation is brought to you for free and open access by the Faculty Research and Publications at Digital Commons@Georgia Southern. It has been accepted for inclusion in Library Faculty Presentations by an authorized administrator of Digital Commons@Georgia Southern. For more information, please contact digitalcommons@georgiasouthern.edu.

Authors

Jeffrey M. Mortimore, Ruth L. Baker, Dawn Nikki Cannon-Rech, Jessica Garner, Billy Glasco, and Debra G. Skinner



Game, Set, Match: Conquer Your Library's Content Management Needs with LibGuides CMS

Jeff Mortimore
Ruth Baker
Nikki Cannon-Rech
Jessica Garner
Billy Glasco
Debra Skinner

Zach S. Henderson Library, Georgia Southern University





Agenda

- Introduction to LibGuides CMS
- Example Applications:
 - Intranet Sites:
 - Collection & Resource Services
 - Access Services
 - Course Sites:
 - Literature & Writing Course
 - Digital Humanities Program
 - Event Sites:
 - The Remnant Trust
 - Campus Publications:
 - Wraparound South
 - The Atrium
 - Conference Presentations:
 - GLC Presentation Site
- Nuts & Bolts



Introduction to LibGuides CMS

Expands the functionality of base LibGuides:

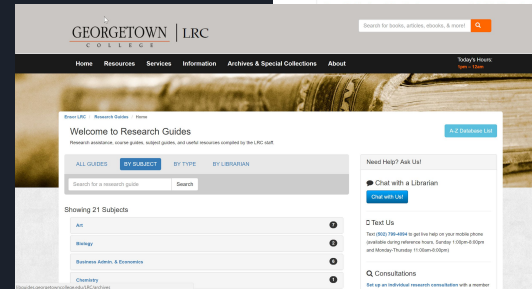
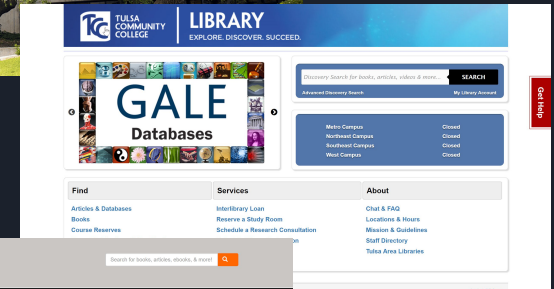
- **Look & Feel**
Create and customize the look & feel of **Groups** of **Guides**, including the style sheet, headers, footers, banners, boxes. Create uniquely-branded mini-sites.
- **Unlimited Templates**
Create unlimited page templates and apply them to **Groups** or individual **Guides**.
- **Access Controls**
Apply access controls at the **Group** or **Guide**-level, including passwords and IP ranges.
- **User Permissions**
Apply fine-tuned user permissions at the **Group** or **Guide**-level. Extend editorial rights to faculty, staff, and students without risk of page or asset loss or overwrites.
- **LibWizard Lite**
Includes integrated forms & surveys builder.

Introduction to LibGuides CMS

Expands the functionality of base LibGuides:

- Publishing controls
- Write APIs
- Discussion boards
- Database management
- Etc.

While CMS *enhances* what you can do, it may not be necessary for many projects...



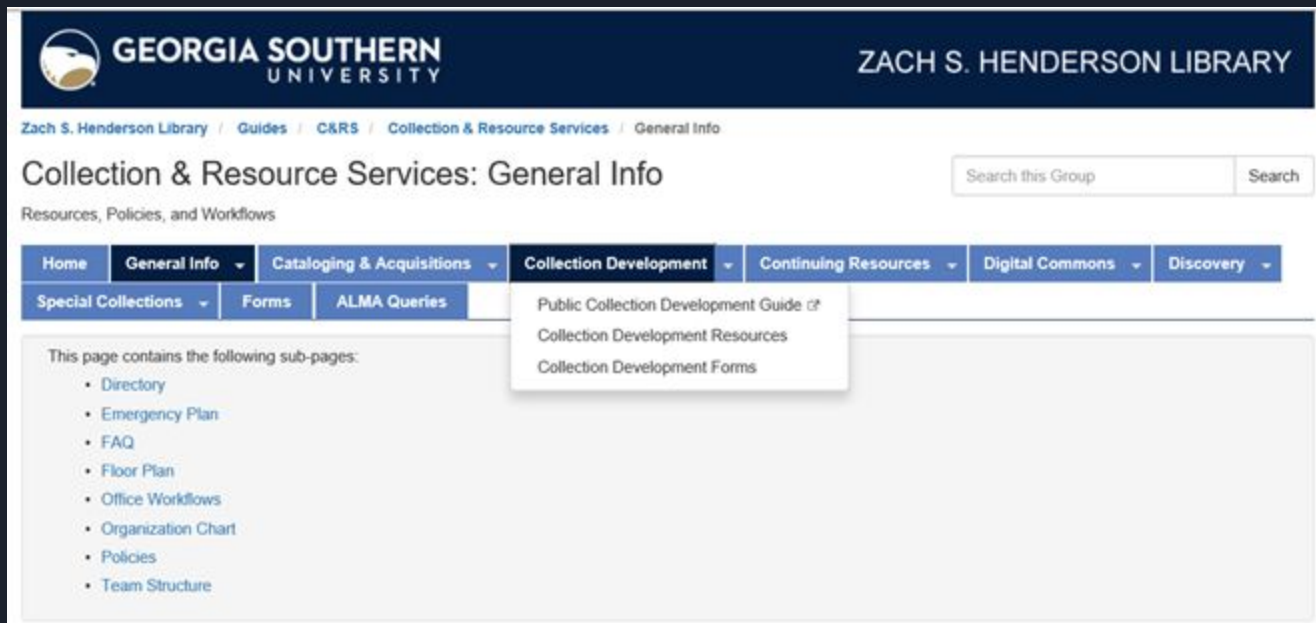


Intranet Site - Collection and Resource Services

Departmental Procedures Manual

- Not flashy but practical!
- Flexible format allows creative and useful organization of information
- Impetus was ALMA implementation & need for new documentation to replace outdated wiki
- Department made of 5 teams
 - Cataloging, Continuing Resources, Digital Commons (IR) , Special Collections, & Discovery
 - Central location for all procedures, policies, workflows, departmental information
 - Information that applies to everyone as well as team specific documents
- Advantages
 - Everyone knows where to look and what kind of information they will find
 - Allows consistent decision making and reduces on the fly, repetitive and inconsistent decisions
 - Promotes teamwork by involving everyone in documenting for their area
 - Facilitates both information private to the department and public information

Intranet Site - Collection and Resource Services



GEORGIA SOUTHERN UNIVERSITY ZACH S. HENDERSON LIBRARY

Zach S. Henderson Library / Guides / C&RS / Collection & Resource Services / General Info

Collection & Resource Services: General Info

Resources, Policies, and Workflows

Home General Info Cataloging & Acquisitions **Collection Development** Continuing Resources Digital Commons Discovery

Special Collections Forms ALMA Queries

- Public Collection Development Guide
- Collection Development Resources
- Collection Development Forms

This page contains the following sub-pages:

- Directory
- Emergency Plan
- FAQ
- Floor Plan
- Office Workflows
- Organization Chart
- Policies
- Team Structure

<http://georgiasouthern.libguides.com/crs/home>

Intranet Site - Access Services

Henderson Library

- 24 Hours
- 4 Shifts (Day, Evening, Weekend, & Overnight)

Access Services Department resources

- Department information
- Emergency Procedures
- Workflows



Intranet Site - Access Services

ALMA Workflows

- Adding Proxy User
<http://georgiasouthern.libguides.com/access>

Automated Retrieval Collection

- ARC Request Instructions

The screenshot displays the intranet interface for the ZACH S. HENDERSON LIBRARY at Georgia Southern University. The page title is 'Access Services' and the breadcrumb trail is 'Zach S. Henderson Library / Guides / Access Services / Access Services / Adding Proxy Users'. A search bar is located in the top right corner.

On the left side, there is a navigation menu with the following items: Home, General Information, Zach S. Henderson Library Hours, Alma Workflows, Adding Proxy Users (highlighted), ILL, GR. Express, and ARC. The main content area shows the 'Adding Proxy Users' workflow page, which includes the following text:

Adding Proxy Users
rev 6/11/2017 JCG

Author: Christina Waugh

Verified by: Dana Drager, Thomas Newman
Approved: Jessica C. Garner

Below this is a section titled 'Adding Proxy Users' with the following text:

You can define a proxy user that can perform loans on behalf of a patron; (usually a graduate student is a proxy for a faculty member). A proxy cannot perform requests.

Below the text is a form titled 'HENDERSON LIBRARY FACULTY AUTHORIZATION FORM'. The form includes the following fields:

HENDERSON LIBRARY
GEORGIA SOUTHERN UNIVERSITY
P.O. BOX 8070
STATE COLLEGE, GA 31787

FACULTY AUTHORIZATION FORM

ARE YOU THE AUTHORIZED USER? (Please check the box) YES NO
 I understand that I AM RESPONSIBLE for the library materials that I borrow, including payment for any fees or charges incurred.

FACULTY NAME: _____
 FACULTY ID NO.: _____
 FACULTY SIGNATURE: _____
 P.O. BOX: _____

Course Sites - Mystory Visual Essays (Engl 1102)

Students as Content Creators were able to:

- Synthesize personal, reflexive writing with analytical writing;
- Manipulate images and text in LibGuides CMS ; and
- Shorten their learning curves for optimum engagement.

GEORGIA SOUTHERN UNIVERSITY

ZACH S. HENDERSON LIBRARY

Zach S. Henderson Library / Guides / Engl1102group / Mystory / Home

Mystory

Home

NEW! Working with Text in Word

Quick Start Guide

From Your Course Librarians

Chat with a librarian

Mystory

Kuhn 8

Stanton 8

Seaton 8

Jelks C.

Whitman C.

Yates 8

Conner 8

Yates 8

Reichard F

Hay F

Watts 8

NEW! Working with Text in Word

Have you noticed that when you paste text from a word document into your boxes, that strange things happen to the formatting of the text? There is an easy solution! Just pass your text through the Word Filter in the upper right portion of the Rich Text editing box first.

your boxes, that strange things happen to the formatting of the d Filter in the upper right portion of the Rich Text editing box first.

Just paste your text into the box that pops up and click OK. This will clean up a lot of the code in the background in Word documents and give you text a much cleaner appearance. Give it a whirl!

Paste from Word

Because of your browser security settings, the editor is not able to access your clipboard data directly. You are required to paste it again in this window.

Please paste inside the following box using the keyboard

Course Sites - Mystory Visual Essays (Engl 1102) cont'd

Library faculty were able to:

- Provide password protected pages to address privacy concerns;
- and
- Assist students as 'guides-on-the-side' (with tutorials and f2f classes); integrated with the ACRL Framework for Information Literacy.

Quick Start Guide

- Quick Start Guide for Mystory Pages

TIP FOR WORKING WITH PHOTO LAYOUT IN YOUR MYSTORY PAGES

As you have probably discovered, LibGuides doesn't offer a huge number of options for formatting your photo layout. However, here is one thing you can do: If you do your layout in a program like Microsoft PowerPoint, you can arrange the photos or other graphics as you'd like and save slides as images (usually .jpg). Then, all you have to do is locate the saved image using the picture tool and upload the image from your computer or storage device to your page.

Here's a video (1:57) to show you how: <https://youtu.be/mgoW214pGTI>

Feb 6, 2017

From Your Course Librarians

Hello again ENGL 1102 Students! It's Ruth Baker again, one of your Personal Librarians for this course.

What does that mean exactly? It means we are here to help you demystify the research process and give you assistance in locating and evaluating sources appropriate for your research-related assignments. We're looking forward to working with you!

Click on the group name above to find contact information for me and my colleague, Billy Glasco who will be working with you later this semester.

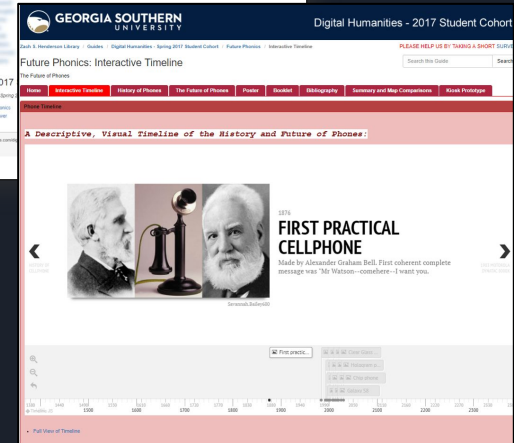
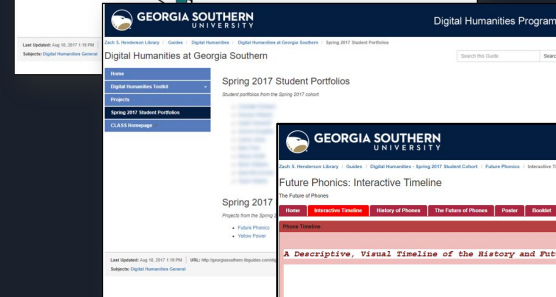
LibGuides Home Content Tools Discussions

Zach S. Henderson Library / Guides / Engl1102group / Mystory / Home

Mystory

Course Sites - Project Portfolios (HUMN 3431)

- Hands-on overview of Digital Humanities theory and practice, including core research, technical, and design skills.
- Students establish online portfolios to learn basic HTML/CSS/JS, and host their capstone project for the minor
- Students retain access to the portfolio following graduation
- Public-facing to encourage reflection on self-representation and branding



Event Sites - The Remnant Trust

LibGuide CMS used as an advertising tool

- Used as official site to promote all Remnant Trust events at Georgia Southern.

Remnant Trust @ Georgia Southern

GEORGIA SOUTHERN UNIVERSITY

Zach S. Henderson Library / Guides / Remnant Trust / Explore the Remnant Trust / Home

Explore the Remnant Trust

The Zach S. Henderson Library has the esteemed pleasure of being the host of several selected works from The Remnant Trust foundation for the spring term of the 2016-2017 academic year. An exhibition of these works will be showcased continuously throughout the semester.

Home
Selected Works by Century
Databases/Articles
Books
Great Minds Lecture Series

Article in Statesboro Magazine

The Remnant Trust was founded in 1997 to focus on the ideas of liberty and dignity and the time period prior to the 20th century. The mission of the Remnant Trust is to enhance the academic standards and public's consciousness of the most important documents that have shaped the United States of America. The Remnant Trust takes pride in continuing to be a first class repository that provides researchers the experience of intellectual freedom through its immense collections of primary resources.

The Zach S. Henderson Library has the esteemed pleasure of being the host of several selected works from The Remnant Trust foundation for the spring term of the 2016-2017 academic year. An exhibition of these works will be showcased continuously throughout the semester on the 2nd floor of the library beginning January 17, 2017.

The library will provide open exhibit sessions for visitors who want to have the experience of handling these rare items. Open exhibit sessions will be available **Tuesdays 9am - 10am** and **Thursdays 1pm - 2pm**. If a class, individual, or group would like to request viewing sessions at other times, please submit a request to specolle@georgiasouthern.edu.

Remnant Trust

The Remnant Trust: An Echo of the Past in the Present

Event Sites - The Remnant Trust

- Used as a research guide for promoting platforms (Discover and Online Catalog) to assist users find library resources related to Remnant Trust items and topics.

The screenshot displays the 'Remnant Trust @ Georgia Southern' website interface. The top navigation bar includes the university logo and the text 'Remnant Trust @ Georgia Southern'. Below this, there are two main sections: 'Explore the Remnant Trust' and 'Discover - Discipline Search'.

Explore the Remnant Trust

This section is designated for the researcher to explore several databases relating to themes associated with the selected works from The Remnant Trust at Georgia Southern.

Discover - Discipline Search

SEARCH FOR:

SEARCH BY: Catalog Search Online (Full Text) Only Scholarly/Peer-Reviewed

DISCOVER — Discipline Search

SELECT DISCIPLINE (Use 'All' for multiple)

- Agriculture & Agribusiness
- Arts & Humanities
- Business
- Education
- Engineering & Technology
- Health Sciences
- Life Sciences
- Mathematics & Statistics
- Natural Sciences
- Physical Sciences
- Public Health
- Social & Behavioral Sciences
- The Arts
- Unlabeled

ADVANCED SEARCH • HELP

Featured Books

- A Student's Guide to History** by Julie R. Benjamin
ISBN: 9781252522515
Publication Date: 2009-09-15
- Research and the Manuscript Tradition** by Frank O. Burtis
ISBN: 9781032454444
Publication Date: 1997-11-20
- Digital Research in the Study of Classical Antiquity** by Gabriel...

Remnant Trust @ Georgia Southern

Explore the Remnant Trust

SEARCH FOR:

SEARCH BY: Catalog Search Online (Full Text) Only Scholarly/Peer-Reviewed

Discover - Discipline Search

SELECT DISCIPLINE (Use 'All' for multiple)

- Agriculture & Agribusiness
- Arts & Humanities
- Business
- Education
- Engineering & Technology
- Health Sciences
- Life Sciences
- Mathematics & Statistics
- Natural Sciences
- Physical Sciences
- Public Health
- Social & Behavioral Sciences
- The Arts
- Unlabeled

Featured Special Collections Materials

- William Wines and Early Women's Suffrage: Women's Rights from 1792 to 2010***
Jan 30
- Robert Baskin, Ph.D., Dept. of History**
"Hanson Dreams: Labor Conflicts and the Making of the Low Country"
March 7
- Das Fische, Ph.D., Dept. of Literature and Philosophy**
"Why is the Bible a Text?"
March 21
- Johnathan O'Neill, Ph.D., Dept. of History**
"The Civil War and American Liberty"
April 5
- Tim Whelan, Ph.D., Dept. of Literature and Philosophy**
"Thomas Edwards, Andrew Fuller, and the Beginning of Calvinism in Fuller's The Gospel Ministry of A.D. A.D. 1781"
April 19

Featured Lecture

Das Fische, Ph.D., Dept. of Literature and Philosophy
"Why is the Bible a Text: Memory, Creativity, and the Birth of Prose Literature"
March 23, 2024

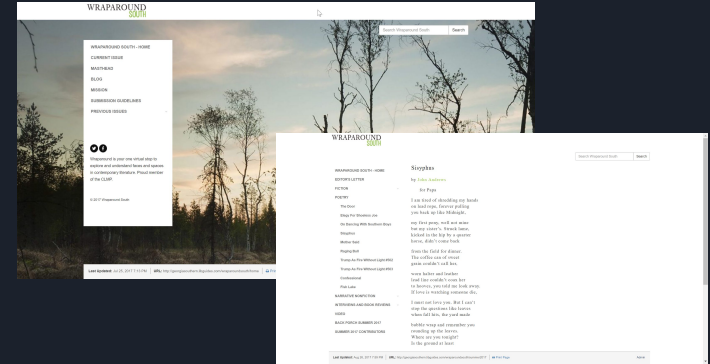
One of the great mysteries of the Hebrew Bible is how its stories about the past came to be. This question is made more difficult at the outset by the fact that the ancient Hebrew writers who composed these texts took no credit for them, but instead were writing with no discernible authorial voice. But the biblical narrators are also puzzling because they were formed in an ancient society in which few could afford to write down common and even lower class oral stories. The focus of this lecture, accordingly, is to ask the question why the Bible's text was so important to be by becoming the possible early audiences of these writings, what factors led to their composition, and how prose writing emerged from an oral, oral, and scribal tradition in ancient Israel.

Remnant Trust Works: *Scripture Scroll: Covenant with Abraham from Genesis 15:4-17:23

Campus Publications - Wraparound South & The Atrium

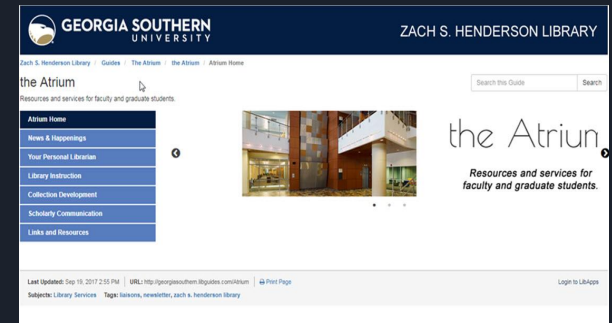
Wraparound South

- Faculty-curated regional literary journal
- Previously hosted on 3rd-party Wordpress site, but costly and difficult to customize



The Atrium

- Replacing liaison newsletter to faculty
- Ability to offer targeted information to all or specific groups of faculty
 - Easily updated
 - More dynamic than original format



Conference Presentation Sites - Displays & ACRL Framework

Displays & ACRL Framework

- Bundles everything together
 - One stop for participants
- Creates great visual walk-through for participants
 - Helps guide presentation

The screenshot shows a webpage from Georgia Southern University's Zach S. Henderson Library. The page title is "Using Library Exhibits to Meet ACRL Framework" and it is a guide built to support presentation to InfoLit Conference, 2017. The page features a navigation menu with "Home", "Survey", "Presentation", "Break Out Session", and "Further Reading". A "Look Here!" section highlights "Engaging the Senses & the ACRL Framework with Library Displays". The text explains that library displays have long been a staple product of the library environment and that innovations in content management technology allow librarians to reach larger audiences and digital additions allow engagement and learning in multiple contexts. A "Have questions? Let us know!" section provides contact information for Nikki, Billy, and Autumn. The footer includes the last updated date (Sep 15, 2017 2:10 PM), the URL, and tags: acrl framework, assessment, library displays, student engagement.

GEORGIA SOUTHERN UNIVERSITY ZACH S. HENDERSON LIBRARY

Zach S. Henderson Library / Guides / Research Guides / Using Library Exhibits to Meet ACRL Framework / Home

PLEASE HELP US BY TAKING A SHORT SURVEY

Using Library Exhibits to Meet ACRL Framework

Guide built to support presentation to InfoLit Conference, 2017

Search this Guide Search

Home

Survey

Presentation

Break Out Session

Further Reading

Look Here!

Engaging the Senses & the ACRL Framework with Library Displays

Library Displays have long been a staple product of the library environment. With thought and a little extra planning, a display can target special population pockets, providing the gateway to conversation and understanding. Innovations in content management technology allow librarians to reach larger audiences and digital additions allow engagement and learning in multiple contexts; providing platforms for instruction, curriculum building, and outreach. These displays also support the ACRL Framework, by providing the foundation for scholarly conversation.

Have questions? Let us know!

Presentation and materials will be shared @ georgiasouthern.libguides.com/displays

Contact Us:

- Nikki @ dcannonrech@georgiasouthern.edu
- Billy @ tblasco@georgiasouthern.edu
- Autumn @ johnsona@savannahstate.edu

Last Updated: Sep 15, 2017 2:10 PM | URL: <http://georgiasouthern.libguides.com/displays> | Print Page

Tags: acrl framework, assessment, library displays, student engagement

Login to LibApps

Nuts & Bolts

Implementation

- Projects are developed as a **Group of Guides** in **LibGuides CMS**.
- Individual **Guides** can be added or removed from a **Group** at any time.
- Each **Group** may be uniquely styled/branded with it's own **Look & Feel** and **Layout** settings.
- **Group** and **Guide** visibility can be controlled on the **LibGuides Homepage**.
- The library retains administrative access to all **Groups** and associated **Guides**.

LibGuides - Home Content Tools Discussions Statistics Admin Help

Zach S. Henderson Library / Guides / Groups

Groups

Create, customize and manage your LibGuides CMS Groups.

Showing 1 to 25 of 25 entries

ID	Name	Description	Type	Guide Count	Actions
13876	Access Services		Internal	1	CF X
13371	CARS	Technical services policies, workflows, and reference materials	Public	10	CF X
12284	Digital Humanities	Digital Humanities Program			
12715	Digital Humanities - Fullan Trader Curriculum				
13908	Digital Humanities - Pacific Routes Project				
13911	Digital Humanities - Project 10				
12714	Digital Humanities - Project 5				
13907	Digital Humanities - Project 6		Internal	2	CF X
13909	Digital Humanities - Project 8		Internal	2	CF X
13910	Digital Humanities - Project 9		Public	2	CF X
12720	Digital Humanities - Golden Mile Atlas		Internal	3	CF X
13404	Digital Humanities - Spring 2017 Student Cohort	Digital Humanities - Spring 2017 Student Cohort	Public	16	CF X
12710	Digital Humanities - Vidua Welcome		Internal		CF X

Digital Humanities 2017 Student Cohort Group

Student guides published in the Cohort Group

Show Associated Guides

Group: Digital Humanities - Spring 2017 Student Cohort (id: 13404)

Unpublished Guides

2017 Group C

2017 Group D

2Test

Published Guide(s)

Close

Nuts & Bolts

Access Control - Groups

- **Public Groups** make published content available to everyone on the public side of your site.
- **Restricted Groups** restrict access to the content via password or IP range.
- **Internal Groups** restrict access to specific users.

The screenshot shows the 'Groups - Engl1102group' settings page in LibGuides. The 'Basic Information' section is visible, with the following details:

- Group Name:** Engl1102group
- Description:** Aron Pease's English 1102 Course, Spring 2017
- Friendly URL:** http://georgiasouthern.libguides.com/

The 'Group Type' section is highlighted with a red box and contains the following information:

- Group Type:** Public Restricted Internal
- About This Type:** Restricted groups link and index all published content on the public side, but restricts access to the content via password and/or IP restrictions set at the group level.
- Password:** [Empty text field]
- Access Rules:** A table with columns: ID, Starting IP, Ending IP, Notes, Actions. Below the table, it states 'No access rules have been defined.' and includes an '+ Add Rule' button.

A blue callout bubble with the text 'Access controls in Group Settings' points to the 'Group Type' section.

Nuts & Bolts

Access Control - Guides

- **Unpublished Guides** are visible only to logged-in users.
- **Private Guides** are visible to anyone with the link.
- **Published Guides** are visible to anyone via the homepage, and search or browse.
- Similar to **Groups**, individual **Guides** can further be restricted by password or IP range.

The screenshot shows the LibGuides interface for a guide titled "What is Digital Humanities?". A blue callout box points to the "Access Controls" link in the top right corner. Below it, a red-bordered window titled "Access Restrictions" is open, showing the "Password" tab. The window contains a warning message and a table for defining access rules.

Access Restrictions

Access Rules Password

Before creating any guide-level rules you may want to add a rule for your own IP address (141.165.225.8) to avoid locking yourself out of the guide.

ID	Starting IP	Ending IP	Notes	Actions
No access rules have been defined.				

+ Add Rule

Save Cancel

Nuts & Bolts

Permissions

- Project partners may be provided permissions for one or more **Groups** or **Guides**.
- In this example, the instructor owns the **Guide**, and the student is granted editor status.
- Neither the instructor nor the student can delete **Assets**, or edit the library's other **Guides**.

The screenshot shows the LibGuides interface for a guide titled "Digital Humanities - Spring 2017 Student Cohort". A dropdown menu is open, showing "Guide Metadata" and "Guide Editors" (highlighted with a red box). A red arrow points from this box to the "Guide Editors" modal window. The modal contains the following text:

Guide editors are allowed to create and edit content on the guide, for example the guide properties, excluding the Guide Status.

ⓘ Don't see a name in the list, but know they have an account?
Admin level users can edit all guides by default, as they are not listed in the dropdown.

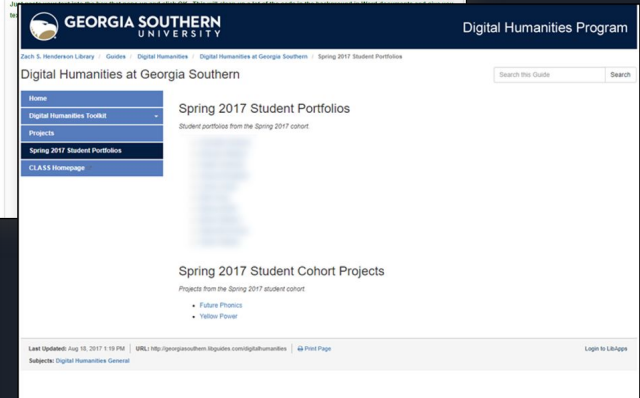
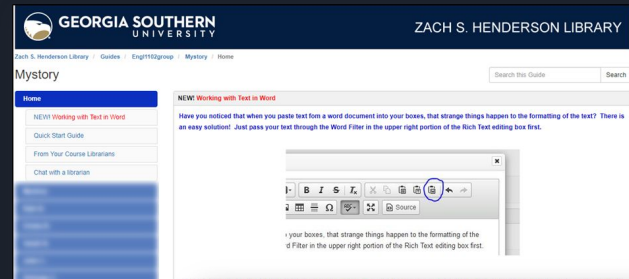
Don't see your editor in the above list? You can create a new editor-level account.

At the bottom of the modal are "Save" and "Cancel" buttons. A blue callout box with a white background and a blue border contains the text "Instructor owns the Guide, student is added as editor." and points to the modal.

Nuts & Bolts

Privacy

- **Groups and Group-affiliated Guides** can be suppressed from the homepage and site-level search.
- Passwords are supported for **Groups or Guides**, allowing cohort or student-level privacy.
- IP-based access rules support location-specific access.
- Students should know in advance just how “public” their work will be!



Nuts & Bolts

Information Ethics & Use

- Especially for public and/or persistent student-created content, set expectations for copyright, reuse licensing, and citation.
- What policies might be needed?
 - Disclaimers
 - Monetization
 - Indemnification
 - Takedowns
 - Preservation
 - ?

GEORGIA SOUTHERN UNIVERSITY

Digital Humanities - 2017 Student Cohort

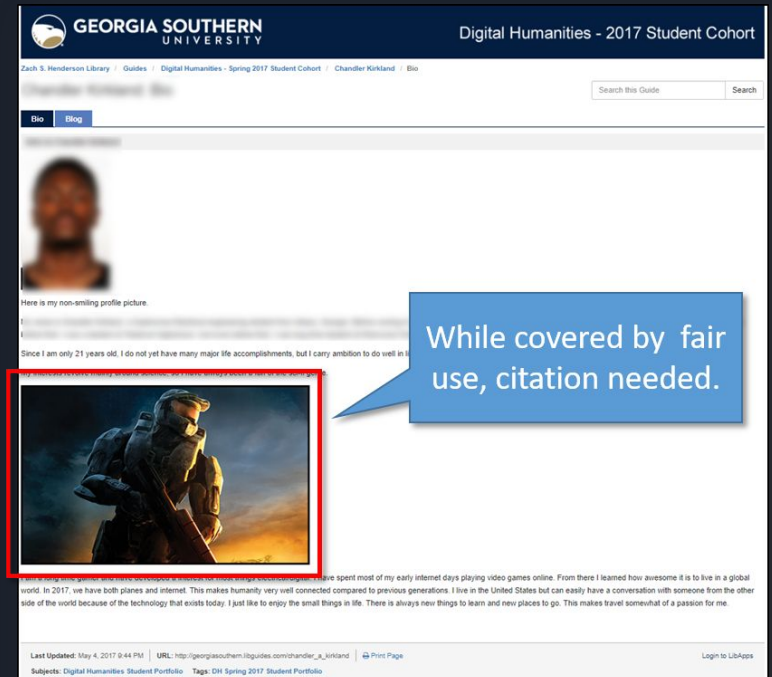
Zach S. Henderson Library / Guides / Digital Humanities - Spring 2017 Student Cohort / Chandler Kirkland / Bio

Search this Guide Search

Bio Blog

Here is my non-smiling profile picture

Since I am only 21 years old, I do not yet have many major life accomplishments, but I carry ambition to do well in life.



While covered by fair use, citation needed.

Last Updated: May 4, 2017 @ 4:44 PM | URL: http://georgiasouthern.libguides.com/inlander_chandler_kirkland | Print Page

Subjects: Digital Humanities Student Portfolio | Tags: DH Spring 2017 Student Portfolio

Login to LibApps



Thank You!

Contacts

- Jeff Mortimore, jmortimore@georgiasouthern.edu
- Ruth Baker, rbaker@georgiasouthern.edu
- Nikki Cannon-Rech, dcannonrech@georgiasouthern.edu
- Jessica Garner, jgarner@georgiasouthern.edu
- Billy Glasco, bglasco@georgiasouthern.edu
- Debra Skinner, dskinner@georgiasouthern.edu

Zach S. Henderson Library, Georgia Southern University



GEORGIA SOUTHERN
UNIVERSITY