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## Getting Onboard the Intranet

Wilhelmina Randtke

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GEORGIA  
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# Getting Onboard the Intranet

Wilhelmina Randtke, Head of Libraries Technologies and Systems, Georgia Southern University Libraries  
*SpringyCamp virtual conference, August 10, 2023.*

# Benefits of an Intranet

# Benefits of an intranet

- Provides **instructions** to all employees.
- Find **information** without looking in email.
- Use **feedback** (can **improve instructions** each time a question comes in).
- **Workplace culture**
  - **Transparency** by allowing any employee to find key information.
  - **Onboarding** - new employees get all existing information.

# Intranet Overview

# Intranet Overview

Three parts:

- 1) LibGuides **intranet** for instructions and links
- 2) LibCal internal **equipment reservation system**
- 3) LibCal internal **planning calendar** to “save the date” and coordinate library events



# GS Libraries Employee Intranet

## Introduction

## Administration

## Committees - General Information

## Technology Instructions

## Teams

## Departments

## Policies

## Introduction

This guide is the home page for the Georgia Southern Libraries staff intranet. The intranet is designed as a place to group LibGuides that are for internal use only. Access is currently restricted to employees at the Georgia Southern University Libraries. All full time salaried employees are added to the intranet by systems as part of on-boarding. Student employees and part time employees are not added, unless the supervisor specifically requests.

The design of this guide is a work in process and subject to change as we go along.

To add a new guide to the intranet, go to edit the guide, then click along the top of the guide to edit the "Type/Group" and change the settings to Type=Internal guide and Group=Staff Intranet.

## FAQs / How to use the LibGuides intranet

### Who can see the LibGuides intranet?

All full time libraries employees can log in and see pages on the LibGuides intranet. No one can see materials without being specifically added in LibGuides. This permissions and access change went through in Summer 2022. Previously, instructions said that the intranet was limited to libraries employees, but anyone in the Georgia Southern community could login. Going forward, permissions have been checked, revised, and tested.

It is still possible for a LibGuide owner to add anyone else as an editor on the LibGuide, even if they are not a libraries employee. In the case of this libraries intranet, this is discouraged. If you need to do this, please contact the Libraries Website Committee at [libwebsite-l-group@georgiasouthern.edu](mailto:libwebsite-l-group@georgiasouthern.edu) and explain the situation, so that this can be accounted for in big picture planning.

Library Committee and Events Items (Henderson) is a private category and can only be viewed at this URL. If you leave this category, you'll need to use the URL to return to it.  
[View public categories at this location.](#)

Search for equipment...

Search

Showing 28 result(s)



35 rolling chairs

[Availability](#) [More details](#)

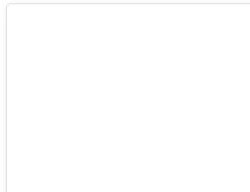
4 large dark blue Georgia Southern University branded tablecloths

[Availability](#) [More details](#)

Easel, DaLite H321 (poster display, gold anodized)

[Availability](#) [More details](#)

Easel, Ghent (poster display, black plastic)

[Availability](#) [More details](#)

Easel, Quartet aluminum (poster display, silver, old model)

[Availability](#) [More details](#)

Easel, Quartet E50 (poster display, silver)

[Availability](#) [More details](#)

Easel, Quartet E51 (poster display, black)

[Availability](#) [More details](#)

Four Desktop Covid Shields

[Availability](#) [More details](#)

# LibCal

## Equipment Reservation System





# University Libraries / LibCal / Libraries Internal Planning Calendar

To be used for planning events and general scheduling; does not appear publicly nor populate other calendars [ie, Eagle Engage]. To be used only as a supplemental tool.

## Internal Planning Calendar

« 2023 »

Jan Feb Mar Apr

May Jun Jul Aug

Sep Oct Nov Dec

Search for event... Search

Calendar \*

Libraries Internal Planning Calendar

Filter by

Category

Filter by Category: X

- Armstrong
- Internal Only
- Liberty
- Online
- Ready to Appear on Library Homepage
- Statesboro
- Tentative

## Libraries Internal Planning Calendar - August - 2023



Time Zone: Eastern Time - US & Canada (change)



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 30	Jul 31	Aug 1	Aug 2	Aug 3	Aug 4	Aug 5
		SOAR Statesboro Campus 8:00am				
Aug 6	Aug 7	Aug 8	Aug 9	Aug 10	Aug 11	Aug 12
				SOAR Browse Armstrong Campus 8:00am	Pop Up: Find your new Book BFF (At Operation Move-In) Armstrong Campus 9:00am	
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	Aug 14	Aug 15	Aug 16	Aug 17	Aug 18	Aug 19
	Eagle Experience: Academic Department Showcase Armstrong Campus 12:00pm	Lane Library Open House - Armstrong Campus Lane Library, Learning Commons (Armstrong) 3:00pm	Whats Up Wednesday Armstrong Campus 11:00am	Henderson Open House Henderson Library 3:00pm		FSL Low Country Boil Festival Armstrong Campus 12:00pm
			Learning Commons Game Night featuring Morningstar Games Learning Commons (Armstrong) 5:00pm			

# LibGuides Intranet



# GS Libraries Employee Intranet

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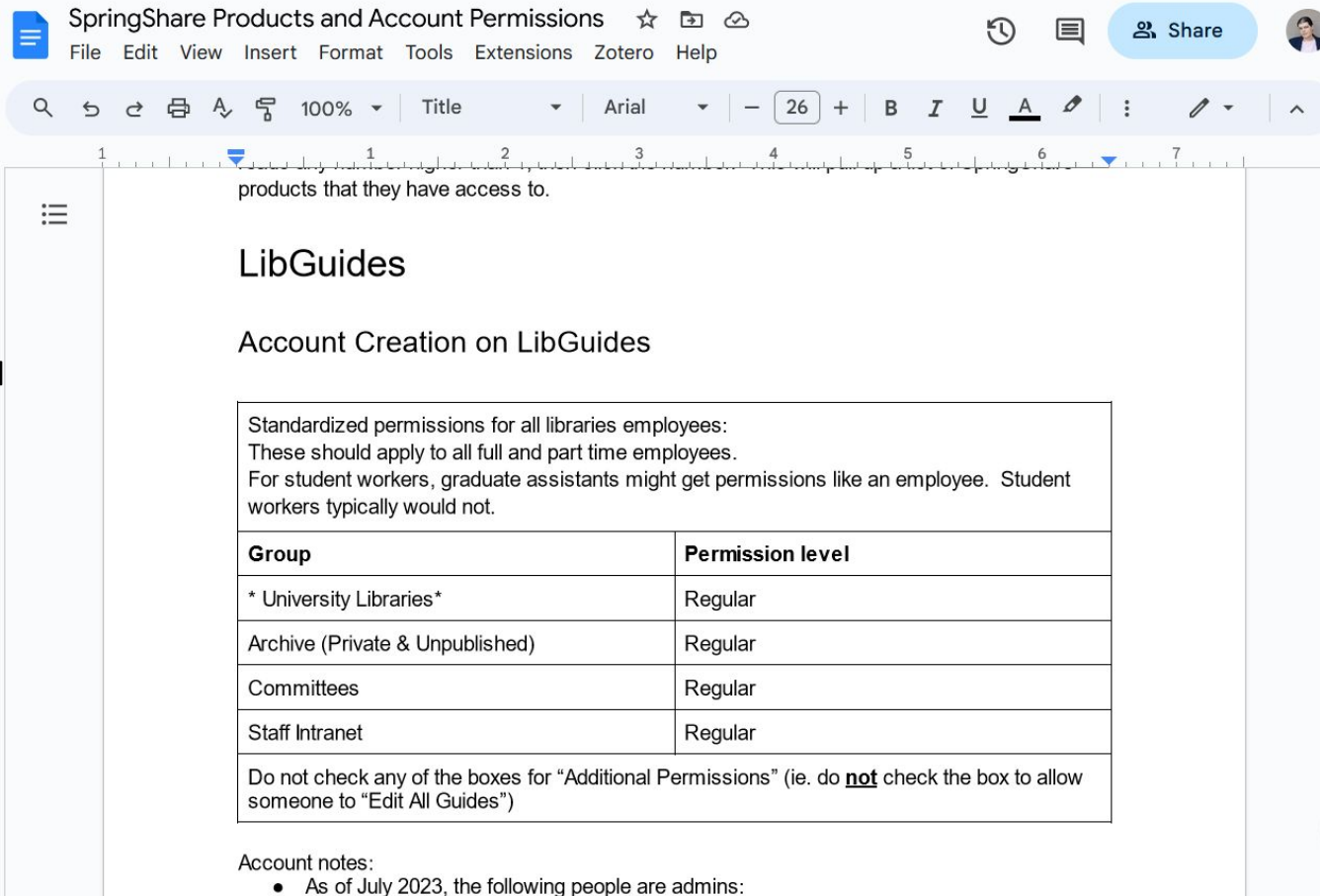
# Prelaunch: Standardize User Settings

## Prelaunch: Establishing Standard Permissions

- 1) Determine a set of baseline permissions for all employees.
- 2) Standardize permissions on existing accounts.
- 3) Make new accounts with the standardized permissions.

# Prelaunch: Establishing Standard Permissions

- Written notes document with standardized permissions in LibGuides.
- Standardized permissions ensure that instructions and training work for all employees.



SpringShare Products and Account Permissions

File Edit View Insert Format Tools Extensions Zotero Help

products that they have access to.

## LibGuides

### Account Creation on LibGuides

Standardized permissions for all libraries employees: These should apply to all full and part time employees. For student workers, graduate assistants might get permissions like an employee. Student workers typically would not.	
Group	Permission level
* University Libraries*	Regular
Archive (Private & Unpublished)	Regular
Committees	Regular
Staff Intranet	Regular
Do not check any of the boxes for "Additional Permissions" (ie. do <b>not</b> check the box to allow someone to "Edit All Guides")	

Account notes:

- As of July 2023, the following people are admins:

# Launch: Intranet Onboarding

# Intranet Onboarding: Training

- Approximately 15 minute canned presentation.
- Delivered by the Libraries Website Committee.
- Presented to each department at a departmental meeting.
- LibGuides intranet onboarding training delivered to all new hires going forward.

## LibGuides Intranet Onboarding

Background: The Libraries Website Committee has a scorecard goal for 2022 to do training for LibGuides and Springshare. To start off with, let's do a basic LibGuides intranet onboarding for all Libraries employees. This helps to solidify intranet launch, so follows summer activity, and it's a concise training to get started with and possibly get added to the Libraries' New Employee Checklist in the future.

We can structure it like this:

1. Email before hand.
  - Text for the email:  
"Hello, We are scheduled to meet up on XXXXX(date)XXXX at XXXX(time)XXXX to go over the Libraries's LibGuides Intranet. This should take about 30 minutes, with a tour and then to answer any questions or assist with any issues."
2. Training with screen sharing (time up front to have them log in, then approximately 15 minutes presentation, then time to ask questions; aim for 15 minute tour/presentation and 15 minutes everything else with logging in and them asking questions):
  - a. Start at <https://georgiasouthern.libguides.com/intranet> . Have the person log in. Explain about the login, and it being slightly clunky due to the intranet being available only to Libraries employees.
  - b. Show where to find various things:
    - i. Committee guides
      1. Every committee has a guide. You can find committee members listed, and the email to be able to contact the committee.
      2. Committees should post important documents, and each committee is set up to edit and update its committee guide.
    - ii. Technology instructions
      1. LibGuides instructions



# Intranet Onboarding: Training



## Tech Instructions: LibGuides Instructions

- The Intranet Onboarding presentation includes:
  - Tour of the LibGuides instructions
  - Follow up email with a link to the instructions.

### Common Tasks in LibGuides

[Creating a New LibGuide](#)[Add someone else as an Editor on your LibGuide](#)[How to Get Added to a LibGuide, or request a change to LibGuide when you are not editor](#)[Launch a new guide to the public on the LibGuides homepage](#)[Password protecting a LibGuide or a document uploaded to LibGuides](#)

### Creating a New LibGuide

How to create a new LibGuide:

- Login and go to <https://georgiasouthern.libapps.com/libguides/>
- In the top navigation, click to "Content", then "Guides".
- Click "Create Guide".
- Under "Choose Layout or Reuse", select "Copy content/layout from an existing guide".
- In the "Select a Guide" box, type the word "template". This will pull up the "Subject Guides Template".
  - Choose "Subject Guides Template".
    - Change the "Guide Name" box.
    - Select a "Guide Type".
      - Don't use template.
      - For intranet or internal committee materials, choose "internal".
    - Select a "Group Assignment". The following 4 groups are used for most guides:
      - "University Libraries": Used for LibGuides that are published and either posted to the homepage, or not posted on the homepage but currently in use and available directly by the URL. Guides in other groups can also be made available by direct URL, but putting the guide in this group is to help with big picture record keeping and to ensure consistent behavior. So if a guide is intended to be currently in use, put it in this group. Normally, you would not create a new blank guide in this category, and instead would create it into "Archive (Private and Unpublished)", then later change the group to "University Libraries" when you are ready to go live.
      - Archive (Private and Unpublished): Intended for LibGuides that are in progress and not yet launched to the public, or for guides that are retired but retained for some reason. It's technologically possible for these to be viewable by the public direct by URL, and guides in this group can be indexed in Google or another search engine, such that someone might find them. That may change in the future, but not for a while. Essentially, if something is prelaunch while you build it, or it's been taken down but retained for some reason, then put it here.
      - Committees: Committee guides. This is intended to be for internal use only and in the near fu-

# LibGuides Intranet Overview: Tech Settings

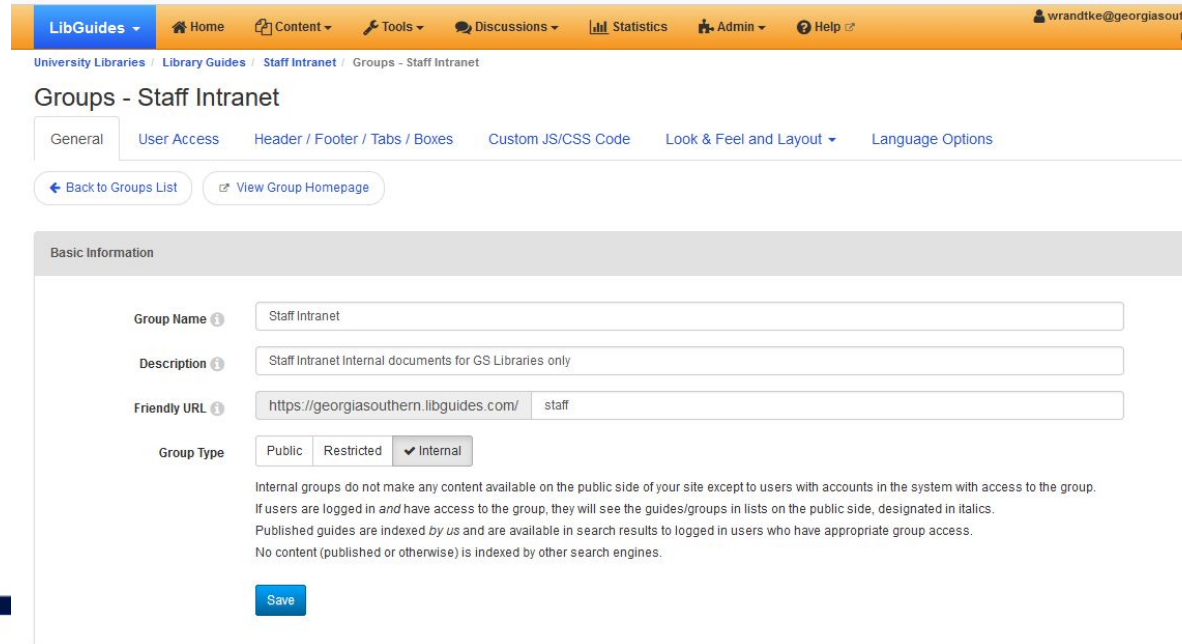
# Georgia Southern's LibGuides intranet

- All Libraries employees have access with a standard baseline set of permissions.
- Standard permissions make it possible to post training and instructions which work for **all** accounts.
- Areas for:
  - Library committees
  - Library departments
  - Technology instructions

# Technical settings

- All intranet LibGuides are in a LibGuides Group called “Staff Intranet”.
- All employees are added as “Regular” level users to that group.
- Group type = “internal”

From LibGuides: “Internal groups do not make any content available on the public side of your site except to users with accounts in the system with access to the group.”



The screenshot displays the LibGuides interface for configuring a group. The top navigation bar includes 'LibGuides', 'Home', 'Content', 'Tools', 'Discussions', 'Statistics', 'Admin', and 'Help'. The breadcrumb trail shows 'University Libraries / Library Guides / Staff Intranet / Groups - Staff Intranet'. The main heading is 'Groups - Staff Intranet'. Below the heading are tabs for 'General', 'User Access', 'Header / Footer / Tabs / Boxes', 'Custom JS/CSS Code', 'Look & Feel and Layout', and 'Language Options'. There are two buttons: 'Back to Groups List' and 'View Group Homepage'. The 'Basic Information' section contains the following fields:

- Group Name:** Staff Intranet
- Description:** Staff Intranet Internal documents for GS Libraries only
- Friendly URL:** https://georgiasouthern.libguides.com/ staff
- Group Type:** Public, Restricted, **Internal** (selected)

Below the fields, there is explanatory text: "Internal groups do not make any content available on the public side of your site except to users with accounts in the system with access to the group. If users are logged in *and* have access to the group, they will see the guides/groups in lists on the public side, designated in italics. Published guides are indexed by us and are available in search results to logged in users who have appropriate group access. No content (published or otherwise) is indexed by other search engines." A blue 'Save' button is located at the bottom of the form.

# LibCal Equipment Reservation System

Library Committee and Events Items (Henderson) is a private category and can only be viewed at this URL. If you leave this category, you'll need to use the URL to return to it.  
[View public categories at this location.](#)



Showing 28 result(s)



35 rolling chairs


4 large dark blue Georgia Southern University branded tablecloths


Easel, DaLite H321 (poster display, gold anodized)


Easel, Ghent (poster display, black plastic)

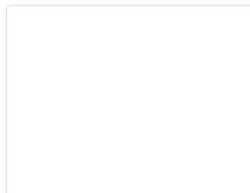
 

# Benefits

- Easy to know what equipment is available.
- Easy to reserve equipment.

# Training

- Posted instructions on the LibGuides intranet.
- People began using the LibCal system.
- No formal training - only written instructions launched this.



Easel, Quartet aluminum (poster display, silver, old model)


Easel, Quartet E50 (poster display, silver)


Easel, Quartet E51 (poster display, black)


Four Desktop Covid Shields



- We posted instructions on the LibGuides intranet.
- People began using the LibCal system without in person training.

## Instructions to committees: How to reserve libraries equipment for events

Reserving Libraries  
Committees Equipment

Updating and Adding  
Equipment

### Committee Equipment reservations (Statesboro and Armstrong)

These are instructions for reserving equipment for use by libraries committees or for events. This is the reservation form for Henderson Library. If you are plan to use the equipment on another campus, add extra time for transporting the equipment.

To view and reserve equipment:

1) On the Statesboro campus, visit <https://georgiasouthern.libcal.com/reserve/Hendersonlibraryeventsequipment> . To view and reserve equipment on the Armstrong Campus, visit <https://georgiasouthern.libcal.com/reserve/LaneLibraryEventsEquipment> . Each URL will show you a list of equipment you can reserve for events at the libraries in that specific city.

2) Click to the item you want to reserve. Look at the calendar bar for the item that you want to reserve. Green means the item is not yet reserved. Red means that someone else has reserved it.

3) Click on the green bar at the time you want your reservation to start. A menu will open up for you to select when you want to return the item. Use the drop down to pick a return time. Once you have a time range selected, click "Add to Cart".

Note: At this time, reservations are for a maximum of 2 weeks. If you need a longer reservation, make a two week reservation, then go right back and make a reservation after that ends and stack the reservations to make a longer time block.

4) To finalize the reservation, look in the top right corner for the button for cart, and click to "item / Checkout". This shows you a summary of your cart. You can remove any reservations you no longer need. If you are satisfied with your reservations, click to "Continue". Fill out your information and click "Submit my Booking".

How to check who else has reserved equipment:

# Technical settings

## Managing Equipment Booking

Learn day-to-day management of bookings in Equipment, including checking out and in of items.

### Course Home

[About the Course](#)

[You'll Learn](#)

[Course Content](#)

### Booking Spaces & Items on the Admin Side

[Working with Booked Items](#)

[Mediating Space & Equipment Bookings](#)

[Checking Out Equipment](#)

[Checking In Equipment & Collecting Fines](#)

[Managing Overdue Items & Equipment Fines](#)

[Reviewing Equipment Statistics](#)

## About the Course

In this course, you'll learn day-to-day management of bookings in the Equipment module. As a LibCal user, you'll have the ability to make bookings on the admin side for internal use, or for patrons as needed. Additionally, you'll discover how to find, view, edit, or cancel any booked items and mediate those set up to require staff approval. The course will cover checking out and in of items through the LibCal interface, as well as recording payments and fines.

### Complete In:

-  27 minutes
-  7 steps

## You'll Learn

1. How to make bookings on the admin side, and ways they differ from public-side bookings
2. To find and view additional information about bookings
3. Ways to edit or cancel bookings
4. Where and how to mediate bookings
5. To check in and out items
6. How to record fine payments
7. To review Equipment statistics

### Prerequisites

-  [LibCal Site Tour](#)

## Course Content

1. Watch 7 Videos
2. Complete 14 Tasks
3. Take 7 Quizzes



# LibCal: Event Planning Calendar

To be used for planning events and general scheduling; does not appear publicly nor populate other calendars [ie, Eagle Engage]. To be used only as a supplemental tool.

# Benefits

- Easily plan a date, and “save the date” for events.
- Easy to ensure all libraries employees get set up on the calendar.

# Training

- Posted instructions on the LibGuides intranet.
- Worked closely with the Communications and Marketing Committee.

« 2023 »

Jan Feb Mar Apr

May Jun Jul Aug

Sep Oct Nov Dec

**Calendar \***

**Filter by**

Filter by Category: x

- Armstrong
- Internal Only
- Liberty
- Online
- Ready to Appear on Library Homepage
- Statesboro
- Tentative

**Libraries Internal Planning Calendar - August - 2023**

Time Zone: Eastern Time - US & Canada (change)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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	Eagle Experience: Academic Department Showcase Armstrong Campus 12:00pm	Lane Library Open House - Armstrong Campus Lane Library, Learning Commons (Armstrong) 3:00pm	Whats Up Wednesday Armstrong Campus 11:00am	Henderson Open House Henderson Library 3:00pm		FSL Low Country Boil Festival Armstrong Campus 12:00pm
			Learning Commons Game Night featuring Morningstar Games Learning Commons (Armstrong) 5:00pm			

# Training

- Posted instructions on the LibGuides intranet.
- Worked closely with the Communications and Marketing Committee to build out the best tool in LibCal.



## Library Calendar Instructions: Home

Home

Embedded Calendar

### Overview

This library calendar is set up in LibCal, and designed for library coordination and planning. By working together to keep this calendar updated with events - locked-in or still in the planning phases - it should support our ability to avoid conflicting/overlapping events and also spread them out when possible, preventing a feast-or-famine cycle for students. Do note that it does not "share" information out to other calendars, or notify committees. You will still need to contact the [Communications & Marketing Committee](#) to have events advertised, or manually submit to the [official university calendar](#) and/or [Eagle Engage](#).

The calendar relies on everyone involved to keep it updated. Libcal admins have full ability to make changes to the calendar, as do committee chairs (if they aren't already admins). Otherwise, all library employees with a LibApps account have the ability to add events, and manage those *they* created, but not those created by others. When creating an event, ensure that the following fields are populated:

- Name
- Location (individual library buildings and spaces are available, as are campuses for events taking place outside the library, or "online event" for those fully digital)
- Campus (somewhat duplicated above, but required by the system)
- Categories (this appears somewhat duplicated, but is required to color-code the events in the calendar.)

### Library Website Events

The calendar can now push events to the [main library website](#) (currently only on the development site, pending library approval), in the *Featured News & Events* section above the footer. This enables the library to control displays on our website in-house. In order to push an event to the website, it needs to be in the [Ready to Appear on Library Homepage](#) category within LibCal, and the following are also factors:

- The webpage will not display more than the next six events - in busy months, such as August, October, and

Search this Guide

Search

### Quick Links

The following quick links are provided for ease of access:

- [Calendar \(Admin-side\)](#)
- [Calendar \(Front-end\)](#)

Now powering News & Events on our library homepage.

The screenshot shows a web browser window with the URL <https://library.georgiasouthern.edu>. The page features a dark blue header with navigation arrows labeled "previous" and "next". Below the header, the page is organized into three main columns:

- Quick Links:** A list of links including Accessibility Resources, Course Reserves, Equipment for Checkout, Library Faculty and Staff Directory, Forms, Pay for Lost Items, Policies and Practices, Printing, Reserve a Room, University Directory, Your Library Accounts, FAQs, and Sitemap.
- News & Events:** A list of upcoming events:
  - Aug 11 9am:** Pop Up: Find your new Book BFF (At Operation Move-In) - Armstrong Campus
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  - Aug 17 3pm:** Henderson Open House - Henderson Library
  - Aug 29 6pm:** International Film Series: (Chinese Film) Badges of Fury - Studio M
  - Aug 29 6pm:** International Film Series: (Chinese Film) Badges of Fury - Henderson Library
- Contact Us:** Information for two library locations:
  - Zach S. Henderson Library:** PO Box 8074, 1400 Southern Drive, Statesboro, GA 30458. Phone: 912-478-5647. It is a Federal Depository Library.
  - Lane Library:** 11935 Abercorn St., Savannah, GA 31419. Phone: 912-344-3027.
  - Learning Commons:** 11935 Abercorn St., Savannah, GA 31419. Phone: 912-344-3011. It is a Patent and Trademark Resource Center (PTRC).

At the bottom of the page, there are social media icons for Facebook, Twitter, Instagram, and YouTube, and a link to "Contact the Libraries".

# Technical settings

springshare Help Center Documentation ▾ Tutorials Ask Support

[Springshare Support](#) / [Help Center](#) / [Springboard Tutorials](#)

Text size: - +

## Springboard Tutorials

**Browse:** All Products ▾ Topics ▾

### Create and manage calendars in LibCal

**Topics:** [LibCal](#)

**For these users:** [LibCal Admin](#)

**For these systems:** [LibCal](#)

Calendars allow you to create and share events with your patrons. You can also create internal calendars just for staff use. Although only Admin users can create new calendars, Regular users have the ability to create and edit their own events by default. Specific permissions can be customized calendar by calendar.

Each public calendar has its own page in your LibCal site where patrons can go to browse upcoming events, view an event's details, and (if required) register to attend the event. You can also create several types of calendar widgets, which allow you to display your calendar's events on your library's website, in a LibGuide, or on other webpages.

Patrons can browse and search for events by title and description. They can also filter your events by:

- Date
- Campus (if active—this can also be renamed "Branch" or something else, as you'll learn in this Springboard)

#### In this article

[Calendar management settings](#)

[Create and manage calendars](#)

#### Related links

[Create and manage calendar events](#)



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# Getting Onboard the Intranet

Wilhelmina Randtke, Head of Libraries Technologies and Systems, Georgia Southern University Libraries  
*SpringyCamp virtual conference, August 10, 2023.*