Dear all,

As you may have heard in the last VPC meeting, the LibGuides Management Cross Team was approved to manage the LibGuides software. Our charge reads:

*The LibGuides Management Team (LGMT) will be in charge of recommending tools and establishing best practice and guidelines for instructional content provided through the LibGuides Content Management System. The LGMT will define the purpose of the instructional content as well as creating standards for presentation and content that will ensure the overall success of LibGuides as a key tool for unmediated delivery of information literacy instruction.*

The LGMT group met last week to start the process of establishing policies, best practices, and a publishing workflow for new guides and next steps for the migration. As we develop these documents, we will periodically send emails to everyone to ask for feedback as appropriate. We hope to have one more Town Hall meeting before migrating all our LibGuides from v1 to v2, if not, we will send another information email like this one explaining the process, etc. When appropriate, we will also do workshops/presentations regarding creating/revising guides using the new guidelines/best practices, workflow and new policy.

We hope that we will have the new policy, workflow and guidelines/best practices documents ready before we migrate. During the week of July 25-29 I will start the process to get us ready for migration, so I ask that no one create new guides or make additions to old guides since I will be working on centralizing all links, databases or resources links, into the LibGuides new central index.

After migrating to the v2 Beta site, the old guides will still available in v1. While you are working in revising/updating and making them compliant to the new guidelines/best practices, our users can still access our guides in v1 so there will not be a disruption in services. We do ask you not to add new guides in v1 because they cannot be migrated (migration is an all or nothing process for Springshare).

**If you need new guides for the Fall,** please create them this month in v1 (we recommend that you follow the Best Practices documentation for v2 available in the LibApps site since our future guidelines will follow many of those recommendations). If you must create a new guide in v1 after the migration, be advice that you need to recreate your new guide in v2 since new guides in v1 cannot be migrated. You can create new guides in v2 after migration for the Spring semester.

If you have questions, feel free to contact us anytime.

To give you an idea of what we hope to accomplish in the coming months, here is a timeline of the process:

- **July**
  - Development of policies, guides publishing workflow and guidelines/best practices
- Get approval from VPC for all new policy and guidelines, etc.…
  - Centralization of all database links into Database Assets Index and of all resources links (non-database links) into a Link Assets Index
  - Acquiring new URL for LibGuides v2 site from ITS
  - Call to create new guides for the Fall to be done by or before Sunday, July 24.
  - End of July (July 25-31): Migration of all LibGuides to v2 Beta site
- August-Dec. (Fall Semester)
  - Moratorium of new guides in v1
  - All LibGuides owners will revise/update their published guides to comply with new policy, guidelines/best practices
    - There will be one week “retreat” where LibGuides owners can focus on reviewing/revising/updating all their guides (although priority should be for published guides first and private guides second).
    - New guides can be created in v2 but they will not be made live until Spring 2017
    - If approve, we will establish a publishing/revision workflow so all guides can be revised by designated reviewers before publishing to help everyone to make sure that all guides are in compliance to the new guidelines. [This a new workflow and we will ask for feedback before implementing it]
- January-Feb. (Winter Break)
  - Turn on v2 Beta site into Live site!
  - Turn off of v1 site
  - Send announcement to university community about new LibGuides v2 site
  - New guides can be created using the new guidelines/best practices

Long term goals for the LGMT is to help everyone to transform LibGuides from pathfinders and/or links aggregators pages to actual learning objects and educational tools that facilitate unmediated teaching and learning, either as standalone guides or as objects that can be added and/or use by faculty through HUSKY CT. These very ambitious goals will take more than a year to accomplish. That is the reason that we created this cross team group to help all of you to re-imaging and re-engineer our use of LibGuides at UConn.

We welcome your questions and feedback anytime, so feel free to contact any member of the team.

Cordially,

Marisol Ramos (LGMT chair)
Rick Sarvas (WGW liaison)
Holly Phillips (VPC liaison)
Kate Fuller (Learning and Curriculum Services Team liaison)
Shelley Goldstein (Regionals liaison)
Marissa Gauthier (Health liaison)
Michael Rodriguez (Licensing & Acquisitions liaison)