

2021

USF Libraries LibGuides Task Force Report 2020-2021

USF Libraries

Follow this and additional works at: https://scholarcommons.usf.edu/usf_lda_data

Scholar Commons Citation

USF Libraries, "USF Libraries LibGuides Task Force Report 2020-2021" (2021). *All Assessment Data*. 88.
https://scholarcommons.usf.edu/usf_lda_data/88

This USF Libraries is brought to you for free and open access by the USF Libraries Data and Assessment at Scholar Commons. It has been accepted for inclusion in All Assessment Data by an authorized administrator of Scholar Commons. For more information, please contact scholarcommons@usf.edu.

USF Libraries LibGuides 2020-2021 Task Force Report

Members of the USF Libraries LibGuides Task Force:

Matt Torrence (Tampa)
Emily Mann (St. Petersburg)
Susan Silver (Tampa)
Gary Austin (St. Petersburg)
Barbara Lewis (Tampa)
Jessica Szempruch (Sarasota-Manatee)
Berrie Watson (St. Petersburg)

February 2021



UNIVERSITY of
SOUTH FLORIDA
Libraries

Introduction:

The purpose of the LibGuides Consolidation Task Force was to bring together LibGuides experience, knowledge, and expertise from the USF Libraries in Sarasota, St. Petersburg, and Tampa. The primary function was to review and establish best practices that uniformly distributed, applied, and used to merge content to avoid unnecessary redundancy and confusion for guide users.

Charge:

The LibGuides Consolidation Task Force was charged with reviewing LibGuides for the Tampa, St. Petersburg, and Sarasota Libraries to streamline and merge duplicated content **by October 15, 2021**. This includes providing the following deliverables to the larger LibGuides Work Group and Associate Deans Kaya Van Beynen and Carol Ann Davis:

- Make sure list of LibGuides was comprehensive and identify duplicates. Remove outdated content as needed.
- Identify content necessary to fill in gaps and include contact information for relevant people from each library on appropriate guides.
- Create a cohesive subject and course guides list.
- Classify the LibGuides by type according to the Decision Matrix.
- Document a set of principles for collaboratively merging or cross-linking content that reflects libraries on all 3 USF campuses.
- Explore options for segmenting the LibGuides account(s) and creating groupings in the LibGuides account.
- Determine what content should be on LibGuides versus WordPress.

Synthesize input for Decision Makers per the attached Decision Matrix, referring points of disagreement to Associate Deans Kaya Van Beynen and Carol Ann Davis as arbiters when needed.

Goals:

- Merging all subject guides so that there is only one per program
- Reviewing all course guides for future consolidation, but also accepting the uniqueness of these guides
- Merging, reviewing, and updating/deleting all other, or “general” guides that do not fit neatly into the above major categories (ongoing)

Process:

- The Taskforce met semi-monthly for initial communication from September through November, then moved to email communication once tasks were distributed

- General Q&A meetings were also offered for all LibGuides authors in October and November, once the tasks were identified and best practices distributed to the librarians
- Met with, and distributed reminders to, all librarians and communicated need for this project and timetable for cross campus collaboration, communication and completion
- Established USF Libraries Tampa LibGuides account and profiles for St. Petersburg and Sarasota- Manatee librarians
- Librarians met and collaborated in small groups as necessary (by subject or LibGuide)
- Developed set of standards that evolved over process
 - Listing of subject liaisons available as appendix at the bottom of this document
 -

To do this, the Task Force will provide the following information:

- An updated Best Practices LibGuide (with new naming conventions and other tweaks): <https://guides.lib.usf.edu/bestpractices>
- Instructions to Authors
- The taskforce provided librarians with a spreadsheet of subject and course guides and their associated library liaisons. Librarians used these files to identify who they needed to work with to create a single subject guide as well as communicate with the committee when the updates were completed.

A summary of accomplishments and future activities for the LibGuides Task Force:

Subject guides and course guides on the USF Libraries website have been updated, merged, and best practices communicated and implemented to LibGuides authors at all USF Libraries. All of this was completed according to schedule and in preparation for the SACSCOC review. In addition, the USF St. Petersburg and USF Sarasota –Manatee library websites updates with older campus specific subject guides unpublished with links redirected to the corresponding USF Libraries subject guide.

The merging of Course Guides to a single list, on both the libraries site and in Canvas, emerged as a more difficult issue at the end of the initial phase of this project. Through technical investigation, we learned that St. Petersburg and Sarasota-Manatee course guides were found to no longer be linking automatically to associated courses in canvas. This is likely due to Canvas consolidation changes and proved to be problematic, as this created a tiered system of service where Tampa courses in Canvas would have them, while others would not. This will be addressed by copying USFSP and USFSM course guides over to the Tampa instance of LibGuides, thus integrating them back into the custom code options for automatic mapping to the appropriate courses in Canvas.

Although this course guide relocation was not part of the original charge, the changes and the lack of mapping spurred a need to bring them all together. 1st looked at IT solutions to do this:

- In addition, we are still working at, and looking at ideas to, create a set of comprehensive landing pages on the main USF Libraries site for the new consolidated lists of subject, course, and other/general guides
 - The current list of all course guides is available here:
 - <https://guides.lib.usf.edu/allcourseguides> (this pulls published course guides automatically from all three current instances of LibGuides onto this single page)
 - And you can find the current list of (only) the unified subject/all guides list here:
 - https://guides.lib.usf.edu/?group_id=10102
 - Again, we plan to integrate these resources into the site architecture as soon as possible and this will be addressed at the first post-Task Force meeting in February/March of 2021
- There is also more work to be done to ensure custom metadata is mapping these to the new consolidated course list in Canvas/OASIS, once these guides are relocated to the Tampa instance of LibGuides
 - The priority is making things easy for students to access.
 - Also, students are taking courses on all three campuses; less bound by campus, so one centralized location to find R&I resources important

Potential next steps:

The taskforce has completed its initial charge, but has identified several issues that are in need of future discussion regarding how best to organize the remaining and updated USF Libraries LibGuides, as well as to make them more easily accessible to USF students and faculty. In particular, we suggest that:

1. Working to further integrate course, and other/general guides from all USF Libraries and to create updated and intuitive access. USFSP and USFSM librarians decided to move their course and general guides to the USF Libraries LibGuides instance in order to more easily connect their guides to the associated Canvas courses. Additionally, general guides that might have been made in St. Petersburg or Sarasota-Manatee but could be useful to faculty and students on all campuses will be moved so that they can more easily be shared with all of the USF communities.
 - a. This will be accomplished by providing guide authors at USFSP and USFSM instructions on how to copy their course guides to the USF Tampa instance and to map them to the new consolidated version of CANVAS using CSS metadata
 - b. The Task Force will meet work to assign new administrative roles in the unified LibGuides environment and initiate an asset review, following the merge

- c. These actions will ensure that the current LibGuides landing pages include all relevant subject and course guides, further group by tagged “Subjects” within the LibGuides environment (subject to review and modification)
2. As stated above, there is a need to again review existing assets. The addition of St. Petersburg and Sarasota-Manatee content will likely further increase this need. The group will develop a plan and process for this as part of stage 2.
3. General Guides and their groups have also emerged as an issue withing LibGuides and on USF Libraries site. There are currently 41 collections and services guides on the Tampa instance and on St. Pete, many guides of similar form and/or function are listed as general guides. This was also not part of original taskforce charge, but this is another definite project “Stage 2” of the Task Force/Committee.
 - a. Examples these types of groups/areas to areas to review:
 - i. Citations and citation tools
 - ii. Alerting Services
 - iii. Further breakdown of the guides and guide groupings on this page: <https://guides.lib.usf.edu> (specifically, the listings under “By Type” and then “Library Collections & Services”)

There is general consensus that a second iteration, or “Stage 2” of the Task Force should be created with a new charge to address these and other issues that are identified. A charge will be drafted with current members and administration and new body formed and charged.

Liaison Appendix

S-M	Accounting	Muma			Subject Guide	Szempruch, Jessica
TPA	Accounting & Taxation	Muma			Subject Guide	Nash, Maryellen
TPA	Africana Studies	CAS	IGS	Africana Studies	Subject Guide	Silver, Susan
TPA	Aging Studies	CBCS	Aging Studies		Subject Guide	Silver, Susan
S-M	Gerontology and Aging Studies	CBCS	Aging Studies		Subject Guide	Szempruch, Jessica
STP	Anthropology	CAS	Social Sci	Anthropology	Subject Guide	Mann, Emily
TPA	Anthropology & Archaeology	CAS	Social Sci	Anthropology	Subject Guide	Lewis, Barbara
TPA	Applied Anthropology for Undergraduates	CAS	Social Sci	Anthropology	Subject Guide	Lewis, Barbara
STP	Antiracist Reading List	n/a			Subject Guide	Mann, Emily
TPA	Applied Behavior Analysis	CBCS	CFS	ABA	Subject Guide	Silver, Susan
TPA	Architecture	CoTA	Architecture		Subject Guide	Powers, Audrey
TPA	Art & Art History	CoTA	Art/Art History		Subject Guide	Powers, Audrey
TPA	Biographical Sources	n/a			Subject Guide	Jacobs, Stephanie
S-M	Biology	CAS	Natural Sci	Biology	Subject Guide	Szempruch, Jessica
STP	Biology	CAS	Natural Sci	Biology	Subject Guide	Burruss, Theresa
TPA	Biology	CAS	Natural Sci	Biology	Subject Guide	Smith, Drew
TPA	Book Reviews	n/a			Subject Guide	Jacobs, Stephanie
TPA	Business	Muma			Subject Guide	Nash, Maryellen
TPA	Business Analytics/Information Systems	Muma			Subject Guide	Nash, Maryellen
TPA	Business Case	Muma			Subject Guide	Nash, Maryellen
TPA	Competition Resources	Muma			Subject Guide	Nash, Maryellen
TPA	Business Data Sets	Muma			Subject Guide	Nash, Maryellen
STP	Business Resources	Muma			Subject Guide	Austin, Gary
STP	Business Resources A to Z list.	Muma			Subject Guide	Austin, Gary
TPA	Career Workforce Education Research & Resources	EDU			Subject Guide	Ariew, Susan
S-M	Chemistry	CAS	Natural Sci	Chem	Subject Guide	Szempruch, Jessica
STP	Chemistry	CAS	Natural Sci	Chem	Subject Guide	Burruss, Theresa
TPA	Chemistry	CAS	Natural Sci	Chem	Subject Guide	Smith, Drew
TPA	Children's and Young Adult Literature	EDU			Subject Guide	Ariew, Susan
TPA	Children's Mental Health	CBCS	CFS	CABH	Subject Guide	Silver, Susan
TPA	Civic Literacy Library Guide	n/a			Subject Guide	Silver, Susan

TPA	Civil & Environmental Engineering	ENG			Subject Guide	Smith, Drew
TPA	Classics	CAS	Humanities		Subject Guide	Knight, Matt
TPA	Communication	CAS	Humanities	Comm	Subject Guide	Lewis, Barbara
S-M	Communication Sciences & Disorders	CBCS		CSD	Subject Guide	Szempruch, Jessica
TPA	Communication Sciences and Disorders	CBCS		CSD	Subject Guide	Silver, Susan
S-M	Criminology	CBCS		Criminology	Subject Guide	Szempruch, Jessica
STP	Criminology	CBCS		Criminology	Subject Guide	Symulevich, Allison
TPA	Criminology	CBCS		Criminology	Subject Guide	Silver, Susan
TPA	Dance	CoTA	Theater/Dance	Dance	Subject Guide	Powers, Audrey
TPA	Digital Humanities Resources and Toolkits	n/a			Subject Guide	Lewis, Barbara
STP	Digital Scholarship	n/a			Subject Guide	Burruss, Theresa
Health	Drug Information	Health			Subject Guide	Bullers, Krystal
TPA	Economics	CAS	Social Sci	Econ	Subject Guide	Nash, Maryellen
S-M	Education	EDU			Subject Guide	Szempruch, Jessica
STP	Education	EDU			Subject Guide	Van Beynen, Kaya
TPA	Education	EDU			Subject Guide	Ariew, Susan
TPA	Engineering	ENG			Subject Guide	Smith, Drew
S-M	English	CAS	Humanities	English	Subject Guide	Szempruch, Jessica
STP	English	CAS	Humanities	English	Subject Guide	Mann, Emily
TPA	English	CAS	Humanities	English	Subject Guide	Jacobs, Stephanie
STP	Entrepreneurship	Muma			Subject Guide	Austin, Gary
TPA	Entrepreneurship	Muma			Subject Guide	Torrence, Matt
STP	Environmental Science & Policy	CAS	Natural Sci	Geosciences	Subject Guide	Burruss, Theresa
TPA	Environmental Sciences	CAS	Natural Sci	Geosciences	Subject Guide	Torrence, Matt
TPA	Film and New Media Studies	CAS	Humanities	HCS	Subject Guide	Lewis, Barbara
S-M	Finance	Muma			Subject Guide	Szempruch, Jessica
TPA	Finance	Muma			Subject Guide	Nash, Maryellen
TPA	Financial Literacy	n/a			Subject Guide	Jacobs, Stephanie
TPA	Financial Literacy	n/a			Subject Guide	Silver, Susan
STP	Forensic Studies & Justice	CBCS		Criminology	Subject Guide	Symulevich, Allison
TPA	Genealogy and Family History	n/a			Subject Guide	Smith, Drew
S-M	General Business Administration	Muma			Subject Guide	Szempruch, Jessica
STP	Geography	CAS	Natural Sci	Geosciences	Subject Guide	Burruss, Theresa
TPA	Geography	CAS	Natural Sci	Geosciences	Subject Guide	Torrence, Matt
TPA	Geology	CAS	Natural Sci	Geosciences	Subject Guide	Torrence, Matt
TPA	Government Documents	n/a			Subject Guide	Abresch, John

STP	Graphic Design	CoTA	Art/Art History		Subject Guide	Mann, Emily
STP	Health Sciences				Subject Guide	Crampsie, Camielle
S-M	History	CAS	Humanities	History	Subject Guide	Szempruch, Jessica
STP	History	CAS	Humanities	History	Subject Guide	Shedden, David
TPA	History	CAS	Humanities	History	Subject Guide	Lewis, Barbara
S-M	Hospitality Management	Muma			Subject Guide	Szempruch, Jessica
TPA	Humanities and Cultural Studies	CAS	Humanities	HCS	Subject Guide	Lewis, Barbara
TPA	Information Studies	CAS	Information		Subject Guide	Smith, Drew
S-M	Information Technology	ENG	CSE	Info Tech	Subject Guide	Szempruch, Jessica
S-M	Interdisciplinary Social Sciences	CAS	Social Sci	Sociology/ISS	Subject Guide	Szempruch, Jessica
STP	Interdisciplinary Social Sciences	CAS	Social Sci	Sociology/ISS	Subject Guide	Mann, Emily
TPA	Interdisciplinary Social Sciences	CAS	Social Sci	Sociology/ISS	Subject Guide	Silver, Susan
TPA	International Studies	CAS	IGS	Intl Studies	Subject Guide	Silver, Susan
STP	Journalism & Digital Communication	CAS	Mass Comm		Subject Guide	Shedden, David
TPA	K-12 Curriculum Resources	EDU		Education	Subject Guide	Ariew, Susan
TPA	Latin American Literature & Culture	CAS	IGS	LACS	Subject Guide	Silver, Susan
STP	Legal Studies	n/a			Subject Guide	Symulevich, Allison
TPA	Law and Legal Research	n/a			Subject Guide	Silver, Susan
STP	Leadership	Muma			Subject Guide	Austin, Gary
S-M	Leadership Studies	Muma			Subject Guide	Szempruch, Jessica
TPA	Lesbian, Gay, Bisexual, Transgender, Questioning Resources	n/a			Subject Guide	Lewis, Barbara
TPA	Library & Information Science	CAS		SI	Subject Guide	Smith, Drew
S-M	Management & Organization	Muma			Subject Guide	Szempruch, Jessica
STP	Marine Science	MAR			Subject Guide	Burress, Theresa
S-M	Marketing	Muma			Subject Guide	Szempruch, Jessica
TPA	Marketing & Advertising	CAS		Advertising	Subject Guide	Lewis, Barbara
TPA	Mass Communications	CAS	Social Sci	Mass Comm	Subject Guide	Lewis, Barbara
STP	Master Template	n/a			Subject Guide	Burress, Theresa
TPA	Mathematics	CAS	Natural Sci	Math	Subject Guide	Smith, Drew
TPA	Medicine, Health & Consumer Health	????			Subject Guide	Tomlinson, Stephanie
STP	Multidisciplinary Resources	n/a			Subject Guide	Van Beynen, Kaya
STP	Music	CoTA		Music	Subject Guide	Mann, Emily
TPA	Music	CoTA		Music	Subject Guide	Powers, Audrey

TPA	News and Newspapers	n/a			Subject Guide	Silver, Susan
Health	Nursing Library Guide	Health			Subject Guide	Hanson, Ardis
TPA	Patents and Trademarks	n/a			Subject Guide	Silver, Susan
TPA	Philosophy	CAS		Philosophy	Subject Guide	Ariew, Susan
TPA	Physical Education & Exercise Science	EDU?			Subject Guide	Ariew, Susan
Health	Physical Therapy Library Guide	Health			Subject Guide	Chiplock, Amanda
Health	Physician Assistant Library Guide	Health			Subject Guide	Hanson, Ardis
STP	Physics	CAS	Natural Sci	Physics	Subject Guide	Burruss, Theresa
TPA	Physics	CAS	Natural Sci	Physics	Subject Guide	Smith, Drew
STP	Political Science	CAS	IGS	Poli Sci	Subject Guide	Symulevich, Allison
TPA	Political Science	CAS	IGS	Poli Sci	Subject Guide	Silver, Susan
S-M	Professional and Technical Communication	???			Subject Guide	Szempruch, Jessica
S-M	Psychology	CAS	Natural Sci	Psych	Subject Guide	Szempruch, Jessica
STP	Psychology	CAS	Natural Sci	Psych	Subject Guide	Crampsie, Camielle
TPA	Psychology	CAS	Natural Sci	Psych	Subject Guide	Silver, Susan
TPA	Public Administration	CAS	Public Affairs	Public Admin	Subject Guide	Silver, Susan
Health	Public Health Library Guide	Health			Subject Guide	Howard, Allison
TPA	Real Estate	Muma			Subject Guide	Nash, Maryellen
TPA	Reference Sources	n/a			Subject Guide	Torrence, Matt
TPA	Rehabilitation and Mental Health Counseling	CBCS	CFS	RMHC	Subject Guide	Silver, Susan
TPA	Religious Studies	CAS	Humanities	Religious Studies	Subject Guide	Ariew, Susan
TPA	Rhetoric and Composition	CAS	English		Subject Guide	Jacobs, Stephanie
STP	S Austin Do Not Publish Gallery Guide	n/a			Subject Guide	Watson, Berrie
TPA	Science	CAS	Natural Sci		Subject Guide	Smith, Drew
S-M	Social Work	CBCS	Social Work		Subject Guide	Szempruch, Jessica
TPA	Social Work	CBCS	Social Work		Subject Guide	Silver, Susan
TPA	Sociology	CAS	Sociology		Subject Guide	Silver, Susan
TPA	Soft Skills for Business Students	Muma	n/a		Subject Guide	Nash, Maryellen
TPA	Suicide Prevention	CBCS	Mental Health		Subject Guide	Silver, Susan
TPA	Sustainability	Patel			Subject Guide	Torrence, Matt
Health	Taneja College of Pharmacy Library Guide	Health			Subject Guide	Bullers, Krystal
TPA	Theatre	CoTA	Theater/Dance	Theater	Subject Guide	Powers, Audrey
TPA	Traumatology	CBCS			Subject Guide	Silver, Susan
TPA	Veteran Services	n/a			Subject Guide	Smith, Drew

TPA	Women's and Gender Studies	CAS	Humanities	WGS	Subject Guide	Lewis, Barbara
TPA	Women's Health	n/a			Subject Guide	Lewis, Barbara
STP	World Languages & Cultures	CAS	Humanities	World Languages	Subject Guide	Van Beynen, Kaya
TPA	Language and Linguistics	CAS	Humanities	World Languages	Subject Guide	Lewis, Barbara