BSC Library How-to Guides – in Practical Terms

About LibGuides
The Library has subscribed to LibGuides, a product from SpringShare, since December 2010:
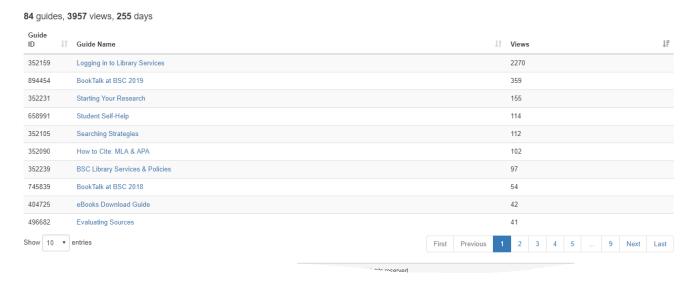
> "LibGuides is an easy-to-use content management system deployed at thousands of libraries worldwide. Librarians use it to curate knowledge and share information, organize class and subject specific resources, and to create and manage websites. Increase the usage of your library's resources and content by showcasing them in LibGuides."

We use the A-Z Database feature (http://bsc.libguides.com/az.php) to help our users find the best library databases for their research. We also use LibGuides to highlight "What's New" in our collections.

Using LibGuides (which we have dubbed "How-To Guides" on our website), we create subject and topic guides as part of our information literacy efforts. Online guides are especially useful because they can be accessed by users 24/7 and can readily be updated. Since many other libraries use LibGuides, we can take advantage of the expertise of the LibGuides community and see how others have done guides, then reuse/share guides or parts of guides (e.g., links, content, pages, templates). A few libraries have contacted the "owner" (creator) of some of our guides seeking permission to use our guide as a model for their own versions. 500,000+ guides available in the LibGuides community.

Our Library currently has guides in 50 topic/subject areas. Users can pull up lists of all guides as well as lists by subject, by type, or by owner.

We can run system-wide usage statistics and detailed statistics for all of our guides. This screen shot shows the 10 most used guides from July 1, 2018 through March 11, 2019:

84 guides, **3957** views, **255** days

Guide ID	Guide Name	Views
352159	Logging in to Library Services	2270
894454	BookTalk at BSC 2019	359
352231	Starting Your Research	155
658991	Student Self-Help	114
352105	Searching Strategies	112
352090	How to Cite: MLA & APA	102
352239	BSC Library Services & Policies	97
745839	BookTalk at BSC 2018	54
404725	eBooks Download Guide	42
496682	Evaluating Sources	41

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Our Process
- Three BSC librarians create and manage our LibGuides content. Guide owners (creators) are Sandi Bates, Reference & Instructional Librarian; Liz Mason, Technical Services Librarian; and Marlene Anderson, Director of Library Services.
- We create guides in response to frequently asked questions, topics of interest, and suggestions.
- Our process is informal. Typically, a guide owner will note the need for a guide on a particular subject/topic, there is consensus to do so, and the person who brought it up is willing to create the guide.
- Typically, we have rights to edit/update each other's guides. Over time, things can change (e.g., URLs); guide owners make an effort to regularly review their guides and update them as needed. If a guide becomes obsolete, we delete it.