Terms of reference: LibGuides Standards Project Group

Purpose: To review our current LibGuides content and identify areas for improvement.

Objectives:

- Audit all existing ‘published’ LibGuide, identifying and fixing broken content
  (outdated material, empty boxes, broken links time sensitive statements etc.).
- To group and redefine guide types ensuring that purpose of each guide is clear and
  meets the expectations of users.
- Create of a clear list of who is responsible for updating and maintaining individual
  guides.
- Implement a LibGuides maintenance plan for guide owners including policy for
  updating active guides.
- Take steps to ensure consistent style and appearance of all guides across the
  University.
- Improve current LibGuide guidance for editors and guide owners and develop policy
  around the use of images.
- Identify and arrange training for LibGuides editors and guide owners (HTML, Writing
  for the Web etc.)

- Review current standard guide template and propose new guide layout based upon
  best practice and principles of effective website design.

Membership:

Alex Asman (Lead)
Antonella Yarnold
Charlie Thomas
Endang Scanlon
Steve O’Driscoll
Sue Foran

Frequency of Meetings:

Every 4 weeks.

Reports to: Claire Packham – Head of Academic Services