LibGuides “under the hood”

Assets, Subjects and Tags
This session

Assets

Subjects

Tags
Poll: Rate your experience level with respect to LibGuides
What are assets?
Adding an asset:
Click the Add/Reorder button > Click “Create New ...”
• This creates an asset from scratch AND places it in the Asset Library

Removing an asset:
Click the pencil icon > click “remove”
• This removes the asset from the box BUT NOT from the Asset Library
Removing an asset from a guide does not delete it from the system!
Where are all the assets? In the Asset Library!
The book, Patti Smith's Horses is still in the Assets Library, but not on a guide.
Removed an asset and want to place it elsewhere in your guides? Reuse the asset instead

This prevents “orphan” assets

IF you would like to create an additional copy in the Asset Library, click the “Copy” box
Delete an asset from the Asset Library

This deletes an asset permanently from the system AND from ALL guides that it is on.

SpringShare help

Delete an asset from your system ask.springshare.com/libguides/faq/892
Use the Asset Library to edit the asset in ALL of your guides at once

Editing in the Asset Library also saves you from having to figure out where the asset was placed originally.

- Editing the asset here will change it in all three guides.
- Deleting the asset here will delete it from ALL guides that it is on, and from the system.
- Click this to see which guides this asset is on.
Subjects

“Controlled vocabulary”
• Samanage ticket

Add subjects to your guides to display them on the “Research Guides” landing page (library.ucalgary.ca/guides/?b=s&group_id=14748)
Demo – add a subject and verify that it appears on the landing page

SpringShare help
Assigning subject categories to a guide
ask.springshare.com/libguides/faq/791
Tags

“Keywords”, “hashtag”
   User-defined
   “Primarily used to weight and filter search results”

Tags with multiple words
   Separate with a space, then hit enter
   Do you have multiple-word tags with underscores? Do you have outdated tags?

Considerations
   Three tags per guide?
   How would your users search?
Search examples

SCIE311

APA – click the “See More” link to see the tags
Demo – add tags

SpringShare help
Assigning tags to a guide (ask.springshare.com/libguides/faq/792)
Reminders

Best Practice Guide for LibGuides [library.ucalgary.ca/guides/bestpractice](library.ucalgary.ca/guides/bestpractice)

SpringShare’s LibGuides help: login to LibGuides first
Are you interested in...

... other Training Tuesdays? Let me or Renee know

... emails and announcements from SpringShare?

Let me know!
Questions / Discussion

Jennifer Lee
jelee@ucalgary.ca