GODORT Technology Committee Meeting

September 20, 2022: 2PM-3PM EST
Attendance: Samantha Hager, Ben Chiewphasa, Daniel Cornwall, Suzanne Reinman, Jenny Groome (guest)

Committee Member updates (Any concerns? News?)
- Ben will update the Chairs page of the GODORT. He also updated minutes via Samantha.
- Suzanne updated minutes via Samantha.
- Daniel is updating the state local documents page. Daniel checked gmail a couple of times too.

Update from GODORT Steering
- Samantha sent an email to Steering, asking them to look at their websites and check their minutes to see if anything is missing or can get updated. According to a recent Steering meeting discussion last week, it was brought to the attention that a lot of the Steering messages were going into a junk folder: so we might be getting more action/messages from folks just now reviewing their websites
- Steering also asked Samantha if we could set up a Google Drive place where people can place their minutes; Samantha did that for the GODORT Technology account; as a result there are now general membership meeting minutes and Steering community minutes. Here is the link: https://drive.google.com/drive/folders/1JS2jjFj-eCtNjsecGEDbJViCTwDEV9tr?usp=sharing.
- The Education Committee is in the midst of updating their guides… (for Elections Kit). So they hope to do a splash promotion. Expect them to request a slide in the near future.
- The Cataloging Committee says their toolbox is almost ready (they are finalizing stuff related to State documents).

Best Practice LibGuide:
- *Review template-- Is there anything missing?*
- *Existing GIC efforts (any best practices we can use?)*
- *Assignments*
- Discussion points:
    - Relevant Notes Documents:

- - **Best Practices for GODORT LibGuides Working Doc:** https://docs.google.com/document/d/1kv8wk7g5rAH0QKrPJ3K ZlSaZdVQggkiNxE6jfHH3sl0/edit
  - **Link with questions from Jenny Groome:** https://docs.google.com/document/d/1R0pGee2Vy0rcKcvlNzv MNsz_h2jHQB2x/edit
- Best Practices and Templates
  - Groome: There are currently no best practices in place for GIC. GIS is waiting to see what the Technology committee is doing. The State agencies and GIC have lots of volunteers who aren't official members. Think that GIC can be a test guinea pig for templates that Technology creates, especially since GIC does almost everything by template.
  - Hager: Not sure if we want to force people to use templates. Maybe we can give examples, but it's going to depend on the project. The State Agency Projects database, for example, relies on tabs but GODORT relies on sidebars.
  - Cornwall: With the State Agencies Databases guide, the main reason there are tabs across the top is reflective of how they were set up (n=50). Thinks that the sidebar navigation is more the standard, so maybe this is something that we should bring up with State Agencies folks.
  - Groome: Heard that "best practice" suggests that there should be no more than 5 tabs; if there's more than 5, then you go with sidebars.
  - Cornwall: The more general point is that it's probably fine to let committees decide whether or not they want to use LibGuide templates or not. We can give advice on what to determine what makes sense on a template.
  - Groome: Some groups are really content heavy… if we had a guide that relied on best practices, then it can be used as a standard… it would help reduce the work. There are some folks that are not tech savvy that even making step-by-step videos is difficult.
  - Groome: Assets in GODORT Libguides are currently incredibly messy and the cleanup doesn't happen too often if at all.
  - Hager: Might be worth compiling multiple best practices and choosing certain pieces that make sense versus those that don't. Maybe this is homework for next time.
  - Groome: Has gone through and thought about reusing assets. The problem is that folks sometimes can't edit old links so they end up making new links.
  - Groome: Resources for GIC members has training videos (you need to be logged into LibApps for that)
- LibApps Credentials

- ○ Hager: Last year GODORT Chair was in charge of giving LibApps credentials, but now Technology is in charge. The people that are managing projects might need to talk to Technology to get the initial admin privileges but then be able to add or remove people as it makes sense.
- Tags and Subjects
  - ○ Hager asked about the differences between how subject and tags work. Should we make different thesaurus for subjects?
  - ○ Groome: If you make a subject, someone can filter guides by a particular subject. Only Admins can be the one that creates subjects. At current workplace in CT, there's a whole procedure for adding a subject. It's hard to find things on GODORT because there are sub-guides from the main guides… which makes it difficult for users to find content.
  - ○ Hager: Subjects might involve the name of conferences or name of conferences. But would we want to control tags as well?
  - ○ Cornwall: When working on state agency database, pretty sure that that project didn't use tags and subjects. The big challenge we were worried about was subject guides vs. clas guides vs. etc.
  - ○ Groome: One reason to use subjects is if/when you have an A-Z database list. Having a way to pull things and filter things would help people who do cleanup work as well as connecting with folks who use our sites and we can filter.
  - ○ Hager: We don't have a guide that talks about the things to think about (i.e., assets). Need to come up with naming conventions for the guide themselves… recommend a custom URL, for example, is there an organizational scheme for URLs.
  - ○ Cornwall: Found out that there's currently 22 subjects as part of the State Agency Database project: they were assigned during the initial stages. But it looks like we can create new ones. Maybe across committee groups we can ask them.
  - ○ Daniel: How to create/edit subjects: Under *Admin*, there's "metadata and URLs" which is where we can work out on subjects.
  - ○ Hager: Do you know what happens if we get rid of existing subjects?
  - ○ Cornwall: If you click on a subject, you can find the number of guides that it is associated with.
  - ○ Cornwall demonstrated the use of the "metadata and URL" functionality where you can manage the subjects.
  - ○ Question from Groome: When is it a tag and when is it a subject? Subjects can only be applied to assets
  - ○ Groome's opinion: "I do think states should be a subject. OR state vs federal vs local." Perhaps STATES could be tags and then you can have a widget with tags. But you cannot put tags on widgets.

- Lingering question: Who handles broken links?

Actions Items

- Groome: Will let Technology know if GIC has any subjects that they would like to add in LibApps.
- All in Technology: Review best practices guides associated with other organizations and institutions. We will then go through the list of best practices and delegate the drafting of content on our "best practices" guide/template.