

GODORT Technology Committee  
Minutes  
Virtual LibLearnX  
January 18, 2023 @ 12PM-1PM EST

Committee members and guest representatives in attendance: Samantha Hager (chair), Ben Chiewphasa, Daniel Cornwall, Jenny Groome (GIC representative), Suzanne Reinman

**Note: Links in this minutes document are active/unbroken as of 1/24/2023**

- Welcome and Introductions
- Updates from GODORT Steering
  - New emerging leaders highlighted: Laura Tadena, Amanda He, Jennifer Castle
  - Setting up programming with PPIRS (Politics, Policy and International Relations Section) to put together a lecture series to honor Kenya Flash
- LibGuides
  - Have been developing best practices guideline.
  - Populated some sections for review this meeting
- Guidelines for Best Practices  
(<https://godort.libguides.com/c.php?g=1198666&p=8766863>)
  - Jenny Groome: “I dropped the ball with GIC Best Practices. We will put everything in our document that isn't in Tech Comm doc and remove if you all add to general best practices.”
    - <https://docs.google.com/document/d/1Gnm3fTly60Dzz-nOF38e2FEXiqQY5ssuWIURasFVO0M/edit?usp=sharing> (email jenny dot groome @ ct dot gov if you can't see it)
  - “Creating a New Guide”  
(<https://godort.libguides.com/c.php?g=1198666&p=9471842>)
    - All guides should be assigned a group (i.e., GIC, Cataloging)
    - Right now, as a committee starts a LibGuide project, someone creates a group for them in the LibGuide.
    - Additional groups that are formal committees: “Voting & Elections,” “Conferences”
    - Groome : You have to be a member of a specific group to contribute things like “Subjects”
    - Hager: Groups are more about assigning edit privileges and subjects make things more searchable.
    - Groome: Would group admins (i.e., GIC) would they be able to add members or go through Samantha?
      - Hager : No it goes through the committee chairs. Technology Can help with administrators.
  - Simon Healey: “I am really fighting PC / Zoom / Access Tech today ... but Andrea asked me if I had talked / given you guys any info / text for ADA accessibility guidelines for LibGuides”

- “Content” (<https://godort.libguides.com/c.php?g=1198666&p=9471838>)
  - Groome : “It might be a good idea to add some screenshots in.”
  - Hager: “Yes, that’s probably a good idea.”
  - Groome : Images should be shared in groups. Some images might be shared for all accounts (GODORT logo, etc).
    - Action item: Ben will add related directions in the “Content” guide.
  - Simon Healey: Asked about whether images added in share folder would save alternative tags
    - Groome : Unsure
    - Hager: Technology should experiment
  - Groome : Recommendation: “Reach out to Group Admin if things need to be updated and changed → for example, Assets might not be able to be updated”
- “Assets” (<https://godort.libguides.com/c.php?g=1198666&p=9105968>)
  - “Reusing Link”: The hope is that when people use links, they’ll get a popup tag where there’s “new,” “reuse,” and a third tab. The point of this section is pointing people to do a search... and if they don’t, they can make it up from scratch.
  - Groome in chat: “Daniel, you may have missed it - I made quick & dirty videos for GIC members to reuse assets. I am happy to share - or have someone rework it <https://godort.libguides.com/GIC/Members>”
    - Cornwall: Will look at the videos and see if we want to add. Groome prefers that they are private if they are used for internal users.
  - Groome: “Reusing other assets”: Just linked to Springshare resource
  - Groome: “Maintaining Assets”: Didn’t know if we want to be this prescriptive.
    - If you’ve got a set of assets that you want to make available, you can park them on an unpublished/template guide... and then the mapping count will be 1. Mapping count tells us whether or not an asset is being used or is irrelevant.
    - Agreed that we should make it a habit of checking assets at least once a Year. Groome suggests “Quarterly is better. Esp since LinkChecker doesn’t work as well as it used to”
- Groome in chat: “Oh - Kian gave me permission to delete some duplicate Voting assets with zero mapping - but I meant to get screen shots”
- Hager: “LibGuide Maintenance” (<https://godort.libguides.com/c.php?g=1198666&p=9106487>)
  - Suggested twice a year: make sure that screen shots are up-to-date, instructions, and so forth.
  - Hager heard through a GIC meeting that there have been issues with the link checker.
  - “Another trouble is that redirects aren’t treated like broken links.”
  - Deleting things that are no longer useful.

- Hager action item: Will map asset management section to the LibGuide maintenance section.
    - Groome : “Do we archive guides before they undergo major revision?”
      - Hager: “Not sure if the archivist is interested. May need to print?”
      - Hager will follow-up
- Guidelines for Slide Show content on the home page
  - No updates.
- Action items:
  - Chiewphasa:
    - In “Content”: Create instructions re: images and group settings
    - In “Content”: Add screenshots that would help with directions
  - Cornwall:
    - Explore whether it makes sense to incorporate Groome’s instructional videos on assets in LibGuide.
    - Work on guidelines for slide show content on the home page
  - Hager:
    - Map asset management section in “LibGuide Maintenance”
    - Reach out to archivist to gauge interest/importance of analog/web archiving of GODORT LibGuide guidelines/best practices.
  - Committee-at-large:
    - Experiment to see whether images added in share folder would save alternative tags
    - Continue to work on LibGuide