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


- 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/1Gnm3fTlTy60Dzz-nOF38e2FEXiqQY5suyW1URasFVO0M/edit?usp=sharing (email jenny dot groome @ ct dot gov if you can’t see it)
  - 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”

  ■ “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”
    ■ 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