LibGuides Best Practice

**Do**

Use the side-navigation layout for Subject and Resource Guides.

Wherever possible, repurpose a box or asset by mapping it to your guide.

Add any subscription resources available via Library Search as a database asset.

Use the pre-set paragraph formatting within the text editor to emphasise text, headers or section divisions.

Use the Link Asset type to create links to webpages and subject resources.

Always include alt text information on all images used on guides.

Use simple language, which is written for the customer perspective.

Edit any embed codes (YouTube videos etc.) to dimension width 871 height 490.

Ensure all tabs have a consistent, friendly url.

Test your guide out in mobile view as well as on Internet Explorer and Chrome.

**Don’t**

Use a large number of grey framed boxes and blue headers. Try adding sub-pages for areas with lots of additional content.

Forget to delete any unmapped assets removed from your guide.

Use generic database descriptions, write custom descriptions tailored to your audience.

Use text size, all capital letters, bold or underlined fonts as headers.

Use hyperlinks in the text, never use ‘click here’

Upload new images to your personal library. Save to the shared library, so they can be reused and edited.

Use overly formal language, lengthy chunks of text and acronyms.

Use media content without providing captions or transcriptions.

Name your welcome page ‘Home’ unless creating a Subject Guide.

Create a LibGuide, without considering whether it is the best tool to use. There are many software options available in Office 365 which may be more appropriate.