

LibGuides@Atla

Atla has licensed LibGuides by Springshare for use by Interest Groups, Committees, Denominational Groups and Atla staff for the purpose of producing subject resource guides for use by Atla members and other libraries who may have a use for the content to serve their patrons. Atla LibGuides content will be available for reuse by other libraries who use LibGuides; all Atla LibGuides are licensed under a Creative Commons CC-BY-NC 4.0 license.

Requesting Creation of an Atla LibGuide

Before requesting to create a LibGuide, your group should consider the following two questions:

1. Does a comparable, comprehensive and reliable resource already exist? Unless the topic is being presented in a different way or from a different perspective, there is no need to prepare a new resource when others already exist that serve users' needs.
2. Is this information best suited as a LibGuide? Think about whether the content you would put in the guide would be more useful in some other format.

To request creation of a LibGuide, the leader of the group should submit a request to memberrep@atla.com with the name of the LibGuide and the name(s) and email address(es) of the designated group members who should have editorial responsibility for the Guide.

Atla staff will create the LibGuide shell and enroll the designated group members as an Editor(s).

Persons assigned accounts in Atla LibGuides should fill out their individual profiles indicating their institutional affiliation and the Atla group they represent.

LibGuides will be kept hidden until they are completed. When a LibGuide is ready to go live, send a message to memberrep@atla.com notifying us that it is ready, and we make the LibGuide publicly visible. Completed LibGuides should be marketed and maintained according to the guidelines provided below.

Atla LibGuide Content and Maintenance Guidelines

Subject-based LibGuides are excellent tools to address hot topics, drill down on a specific subject, or to highlight archival collections or other resources good to research a particular topic. LibGuides should be developed with a pedagogical or research purpose in mind. LibGuides should not duplicate content that exist in another guide in the system.

Content Guidelines

Alignment with Atla Mission: Atla encourages the creation of LibGuides that support its mission and organizational ends (<https://www.atla.com/about/mission/>). Resources selected for inclusion in Atla LibGuides should reflect the core purpose and core values of the Association (<https://www.atla.com/vision-purpose-values/>) including attention to diversity, innovation, and open access.

Rationale: Content relates to topics that are researched, taught, or are important to theological librarianship and the study and teaching of theology and religious studies.

Purpose: Make sure that the main/home page explains the purpose of the LibGuide to the users and what to expect to find in the guide.

Avoid Duplication and Contextualize the Content of your LibGuide: LibGuides must contextualize the information of the guide with resources and advice on how to research the main subject of the guide or provide the services or utilize the resources that are the subject of the guide.

Shared Content Boxes: Ensure the information is contextualized by pairing shared content boxes with specific advice, examples or resources related to the subject of the guide.

Profile: Individual editor profile boxes are not required for the LibGuide, but you must identify the group that is responsible for creating and maintaining the guide.

LibGuide Page Titles and URLs: LibGuide titles, including individual page titles, should clearly identify the subject matter of the guide. Also, edit the LibGuide URLs to customize them and reflect the subject of the guide or the pages to which they refer.

Organizing Your LibGuide: Place the most important content where users are most likely to read it. Don't include large blocks of text if you are using a one-column format and don't leave empty columns. Guides should have multiple pages; don't have a guide that is only one page of content.

Style Requirements for Atla LibGuides

Colors, fonts and box shapes have been set up according to the Atla Brand and should not be changed.

Reusing Content

- **From within Atla LibGuides** - When identical material is called for in multiple guides at the box or page level, consider re-using entire boxes or pages.
- **From External Sources or Other Institutions' LibGuides** – Whenever content from external sources is incorporated into your guide, proper attribution must be given, including compliance with any terms of use including Creative Commons licenses that may apply to reuse

Maintaining Your LibGuide

- Content included in LibGuides should be regularly evaluated for accuracy, currency, and relevancy.
- Make use of the LibGuides link checker feature twice a year to ensure that all your links are active.
- Groups should implement a plan to review and update their LibGuides twice per year – once in the fall and once in the spring. Seeing a “Last Updated” date at the bottom of the guide that is more than 6 months old may signal to users that a guide is not being maintained. ATLA reserves the right to sunset and remove any guide that has not been updated in more than 12 months.

Accessibility (adapted from ARL Web Accessibility Toolkit - <http://accessibility.arl.org/standards-best-practices/>)

- **Check how your LibGuide renders** across multiple devices with different screen sizes and on different web browsers to ensure that your guide functions well and important content is still on top. Shrinking and expanding your browser window can show a similar effect of how your guide will appear on a smaller or narrower screen.
- **Provide appropriate alternative text for images and other elements.** Alternative text provides a textual alternative to non-text content (such as pictures and images) in web pages. It is especially helpful for people who are blind and rely on a screen reader to have the content of the website read to them.
- **Provide appropriate document structure.** Headings, lists, and other structural elements provide meaning and structure to web pages. They can also facilitate keyboard navigation within the page.
- **Provide headers for data tables.** Tables are used online for layout and to organize data. Tables that are used to organize tabular data should have appropriate table headers. Data cells should be associated with their appropriate headers, making it easier for screen reader users to navigate and understand the data table.
- **Ensure links make sense out of context.** Every link should make sense if the link text is read by itself. Screen reader users may choose to read only the links on a web page. Certain phrases like “click here” and “more” must be avoided.

Further Reading

For an excellent and thorough tutorial on creating LibGuides, see this Guide from Boston College <https://libguides.bc.edu/libguidesintro> as well as Boston College’s Best Practices Guide <https://libguides.bc.edu/guidestandards>.

For additional Tips and Tricks, please see this Springshare guide: <https://buzz.springshare.com/springynews/news-30/tips>

Sharing Your Atla LibGuide

Groups who create an Atla LibGuide should consider the following steps to share and promote their guide to Atla members and other potential users:

- Send message to members of the group that the LibGuide exists and request suggestions for additional resources.
- Collaborate with other Atla groups to create a LibGuide or promote your LibGuide to other Atla groups where the content would be of interest to that group’s members
- Write an article for the Atla Newsletter announcing your guide upon its initial completion and whenever there are significant updates to the guide. Atla will use your Newsletter article to further promote your guide through social media.
- Share the guide with your colleagues.