

SPRINGY CLEANING: LIBGUIDES

Summer is a great time to check in on your guides and do a little maintenance! With this handy infographic and the tools available in your LibGuides system, you'll be ready for the new school year in no time.

→ Evaluate Homepage

- Review current layout.
- Update/Add new information.
- Refresh images.
- Check contact info.
- Update hours.
- Check header/footer for relevant info & broken links.



How do I get there? Orange Command Bar > Admin > Look & Feel > Page Layout > Homepage

Review Statistics ←

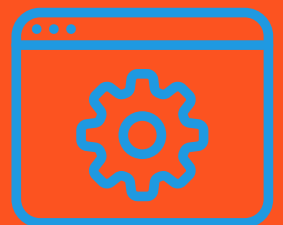


- Start with the Content Summary to get your bearings.
- View Homepage Stats.
- Should you add more / different metadata to guides?
- Databases: Should alt names / keywords be added to database assets?

How do I get there? Orange Command Bar > Statistics

→ Review Published Guides

- Run a Guides Statistics report to look for low use guides.
- For each guide, decide if it should be updated, published, archived, or deleted.
- Review any Blogs or Discussion Boards (CMS Only)
- it might be time to retire a few.



How do I get there? Orange Command Bar > Content > Guides & Orange Command Bar > Statistics

Check Links ←



- Fix broken links & dismiss from report.
- Add false positives to the exclusion list so they do not appear in the report in the future.

How do I get there? Orange Command Bar > Tools > Link Checker

[Click here](#) for a PDF checklist with even more recommendations, plus links to help documentation, training sessions, and SpringyU courses!