

Overarching Goal: effectiveness and consistency for the user

1. The web master will determine the common CSS design features for the header.
 - a. All non-essential information will be suppressed, including “Share”, “Latest update”, “print page” and the search box .
 - b. “Comments and “Rate resources” options will be disabled.
 - c. The librarian profile boxes will be suppressed
 - d. Guides will have a “Title”, but no Description.
2. Use the template provided by the web master as the model for guide creation, so that common linked boxes (such as the Help box in the left column of each page) will be globally changeable.
3. Do not change common linked boxes. If more information is required (such as on the citing sources page), add another box below it.
4. All subject guides will have the following tabs.
 - a. Start Research
 - Will include subject specific GVRL and the discovery search boxes
 - b. Find Articles & Journals
 - Use simple web link boxes for mouse-over descriptions
 - No more than three links for the “best databases” top box
 - c. Find Books & Media
 - d. Citing Sources
 - e. Sub-topics (as necessary for a given discipline. Use sparingly)
 - f. Your Course
5. The left column on each page will be a commonly linked Help box.
6. Resources in a given box will be listed in priority, not alphabetical, order. Where the resources contain a list of paid and free services, intermingle them based on priority; do not separate them based on access status. Where there is no priority, list alphabetically.
7. Sub-topics tabs will be determined by the nature of the discipline. In general, subject categories are preferred to format categories.
8. Other guidelines:
 - a. Less is more.
 - b. Material that would be found with a simple free web search should be excluded.
 - c. For lists of resources, use the “Simple Web Links” box format that allows descriptions in pop-up balloons with 256 char. max. Introductory explanatory text may be added at the top of the list only if required. Use two boxes if you need another header for the next group of links.
 - d. Use list boxes that allow use statistics to be logged.
 - e. Always copy the link for paid resources from the master list – do not recreate
 - f. Add illustrations where appropriate to enliven page as long as it does not disrupt the structure/architecture of the page – esp. on the opening page.
 - g. Use the LibGuides link checker regularly to check for broken links (but it will not find broken inks behind our proxy server or links that successfully redirect).
 - h. Additional boxes may be added on pages as long as they are page appropriate.
 - i. Pages may be created and linked in the correct “my course” subject subpage by any librarian for any specific individual class including and in addition to those that have had a library session. These are intended to assist the librarians help the students, even if the faculty member has not requested a class.