The Mother of All LibGuides

Carol A. Leibiger & Alan W. Aldrich
University Libraries, University of South Dakota

Creating a "Mother" LibGuide to store content that can be used across multiple LibGuides allow for rapid updating of content (URL links, new databases, etc.) across all the LibGuides that are connected to the Mother LibGuide.

Content can be shared at the page level (all material on that page is copied) or at the box level (only material in the specific box is copied).

To reuse an entire page….

Step 1: Log into My Admin, then open the LibGuide you wish to link to the Mother LibGuide page content.

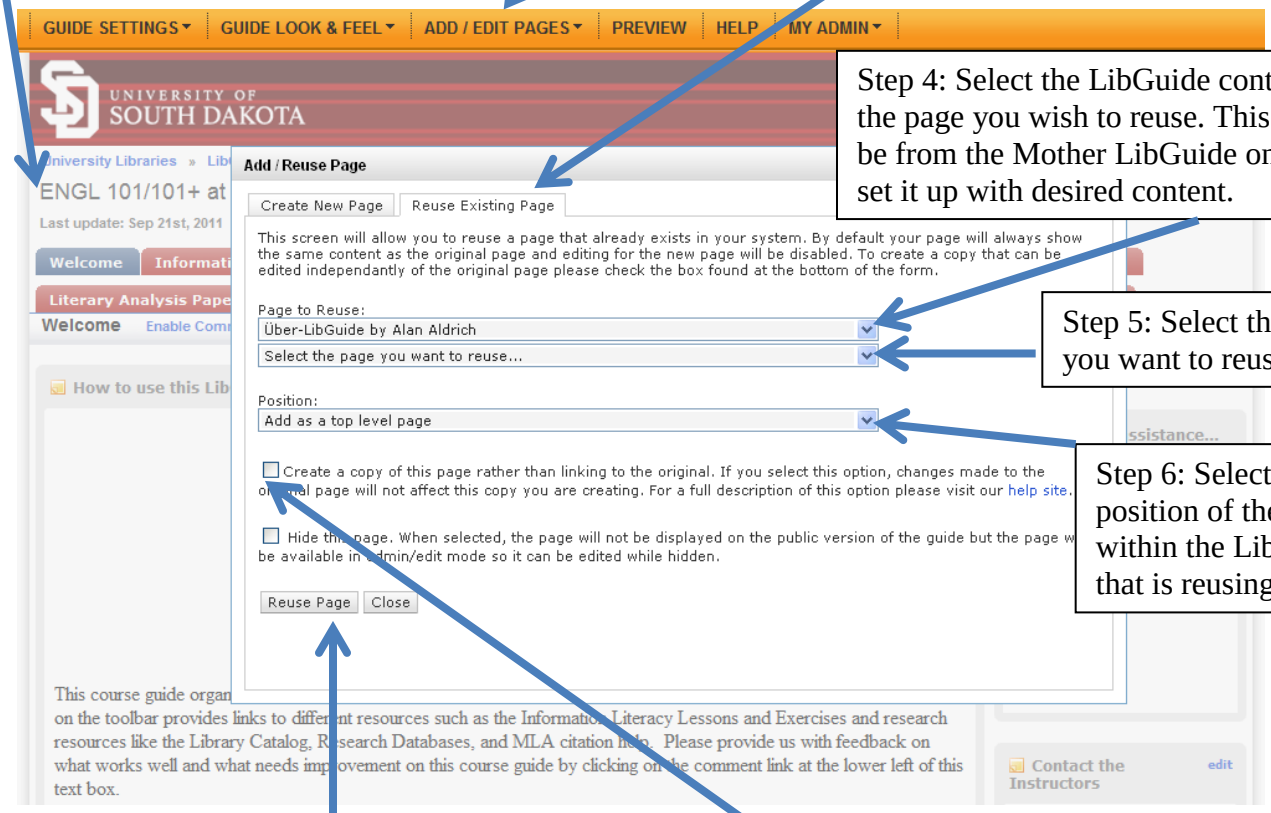
Step 2: Click on the ***Add/Edit Pages*** tab.

Step 3: Select ***Reuse Existing Page***.

Step 4: Select the LibGuide containing the page you wish to reuse. This should be from the Mother LibGuide once you set it up with desired content.

Step 5: Select the page you want to reuse.

Step 6: Select the position of the page within the LibGuide that is reusing it.



Step 7: DO NOT check this box if you want to have updates transfer from the Mother LibGuide to your LibGuides that are reusing pages.

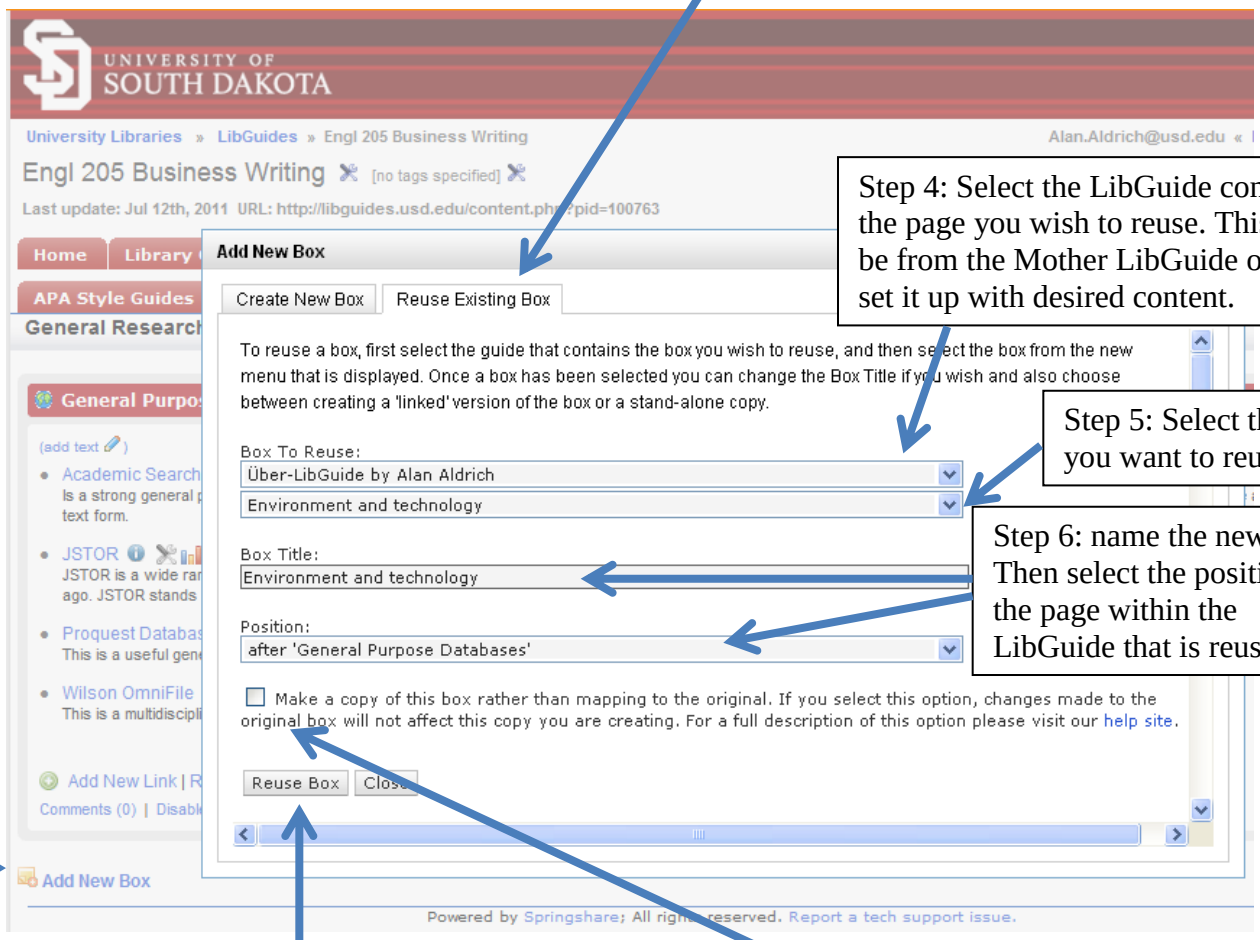
Step 8: Once your selections are made, click on Reuse Page and you are done!

To reuse a box from a page…

Step 1: Log into ***My Admin***, then open the LibGuide you wish to link to the Mother LibGuide page content.

Step 2: Click on ***Add New Box*** in the section where you wish to reuse content.

Step 3: Select ***Reuse Existing Box***.



Step 4: Select the LibGuide containing the page you wish to reuse. This should be from the Mother LibGuide once you set it up with desired content.

Step 5: Select the page you want to reuse.

Step 6: name the new box. Then select the position of the page within the LibGuide that is reusing it.

Step 7: DO NOT check this box if you want to have updates transfer from the Mother LibGuide to your LibGuides that are reusing pages.

Step 8: Once your selections are made, click on Reuse Page and you are done!

Carol A. Leibiger (c.leibiger@usd.edu) & Alan W. Aldrich (aaldrich@usd.edu)