

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!

The screenshot shows the 'Add / Reuse Page' form in the LibGuide Admin interface. The form includes a navigation bar with 'GUIDE SETTINGS', 'GUIDE LOOK & FEEL', 'ADD / EDIT PAGES', 'PREVIEW', 'HELP', and 'MY ADMIN'. The main content area has a 'Create New Page' and 'Reuse Existing Page' tab. Below the tabs, there is a text box explaining the reuse options. The form fields include: 'Page to Reuse:' with a dropdown menu showing 'Über-LibGuide by Alan Aldrich'; 'Select the page you want to reuse...' with a dropdown menu; 'Position:' with a dropdown menu showing 'Add as a top level page'; and two checkboxes: 'Create a copy of this page rather than linking to the original...' (unchecked) and 'Hide this page...' (unchecked). At the bottom of the form are 'Reuse Page' and 'Close' buttons. The background shows a sidebar with 'University Libraries' and 'ENGL 101/101+ at'.

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!

The screenshot shows the 'Add New Box' interface on the University of South Dakota LibGuide. The page title is 'Engl 205 Business Writing'. The 'Add New Box' section has two tabs: 'Create New Box' and 'Reuse Existing Box'. Below the tabs, there is a text box explaining the process: 'To reuse a box, first select the guide that contains the box you wish to reuse, and then select the box from the new menu that is displayed. Once a box has been selected you can change the Box Title if you wish and also choose between creating a 'linked' version of the box or a stand-alone copy.' There are three dropdown menus: 'Box To Reuse:' (selected: 'Über-LibGuide by Alan Aldrich'), 'Box Title:' (selected: 'Environment and technology'), and 'Position:' (selected: 'after 'General Purpose Databases''). There is a checkbox labeled 'Make a copy of this box rather than mapping to the original...' which is unchecked. At the bottom of the form are 'Reuse Box' and 'Close' buttons. The page footer says 'Powered by Springshare; All rights reserved. Report a tech support issue.'