

# The Mother of All LibGuides

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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 has a navigation bar at the top with 'GUIDE SETTINGS', 'GUIDE LOOK & FEEL', 'ADD / EDIT PAGES', 'PREVIEW', 'HELP', and 'MY ADMIN'. The main content area includes a 'Page to Reuse:' section with a dropdown menu set to 'Über-LibGuide by Alan Aldrich' and a 'Select the page you want to reuse...' dropdown. Below this is a 'Position:' section with a dropdown set to 'Add as a top level page'. There are two checkboxes: 'Create a copy of this page rather than linking to the original...' (unchecked) and 'Hide this page...' (unchecked). At the bottom are 'Reuse Page' and 'Close' buttons. The background shows a sidebar with 'University Libraries' and 'ENGL 101/101+' and a main content area with 'Literary Analysis Page' and 'How to use this Lib'.

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 block: '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.' The 'Box To Reuse' section has two dropdown menus: the first is set to 'Über-LibGuide by Alan Aldrich' and the second is set to 'Environment and technology'. The 'Box Title' field contains 'Environment and technology'. The 'Position' dropdown is set to '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.'