LDLC Department Content Management Plan for Self-Help Documentation, FY13

- The LDLC Leadership Team will coordinate LDLC’s compliance with the Self-Help Documentation Plan.
- Kick-off effort for updating self-help documentation at November LDLC meeting. Cover recommendations, LDLC’s plan, content review checklists, location of supporting documentation.
  - Status: complete, November 2012
- Liaisons check the inventory for ownership changes
  - Status: complete, December 2012
- Starting with December meetings, Tracy will talk about updating libguides with each liaison, with an aim of completing this work by end of the academic year, June 2013.
  - Status: in progress, will be complete by end of February 2013
- Communities of Practice will have a series of discussions about self-help documentation related to the Content Review Checklist, discussing gaps, overlaps, standards for and consistency of guides.
  - Status: in progress, will be complete by the end of the academic year
- LDLC will send inventory updates regularly as needed.
- New self-help guides will be publicized via a blog story and email to targeted communities
  - Status: in progress,
- Liaisons plan for and implement updates to their guides according to self-help guidelines and practices determined in LDLC.
  - Status: in progress, will be complete by the end of the academic year
- Tracy will track completion rate of self-help documentation update for LDLC-owned items.
  - Status: to be started in March 2013
- During one of the summer LDLC staff meetings, discuss process for previous year and make adjustments for an FY14 plan.