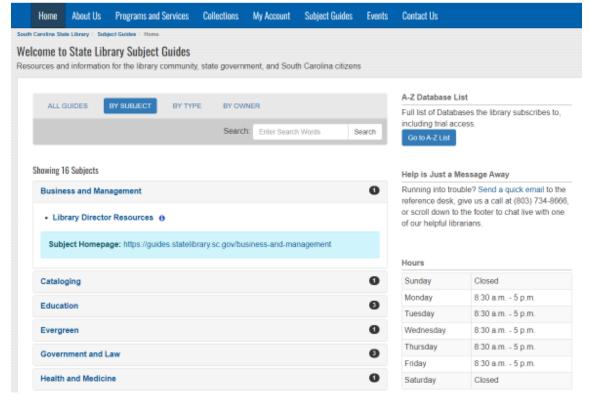
Approval Process: Website Research Guides

State Library staff create research guides applicable to their subject area of expertise. These guides are then posted online.

Research guides are created on a variety of topics intended for different audiences: libraries, the general public, state employees/state agencies, etc. These resource guides are created because we have received multiple requests for information about a certain topic or the topic is an emerging issue.





What is the process?

Who can come up with the idea for a research guide?

- Any staff member. They may...
 - receive requests from customers (i.e., other libraries in the state, members of state government, general public) for information about certain topics;
 - Determine a particular topic has been frequently asked about; or
 - Identify an emerging issue (e.g., How to preserve items damaged in a flood)

Who approves moving forward with creating one?

 The applicable department manager, based on the proposed topic of the guide

Who has authority to create a research guide?

 Each department determines the appropriate person within the department that will create the guide

Who has access to publish the research guide online?

- Librarians; and
- Webmaster