RILINK Schools LibGuides Policy  
Effective 11/01/2016  
Updated 07/01/2018

The RILINK Schools LibGuides Policy defines **Owner, Guide Ownership, Assets, and Site Access**; and establishes the process of transferring the "site ownership" of a RILINK member library LibGuides site. The policy applies to changes within and between RILINK member school districts.

**Transfer of Ownership**

**Owner** is defined as the school library media specialist who currently is assigned to the RILINK member school. When the library has more than one librarian, the primary librarian (as determined by the district/school) will be the designated **Owner**. If the district/school has not designated a primary librarian, RILINK staff will work with library staff to make that determination. **Only one person per site can be a designated site Owner.**

**Guide Ownership** coincides with school locations, not with individuals. Therefore, as individuals move from one school to another, **Guide Ownership** will not follow them; instead, **Guide Ownership** will be reassigned to the incoming SLMS at that school.

As a result of personnel changes within or between districts

- all **Guides** related to the **Group Assignment** will be transferred to the new **Owner**.
- previous **Owner** can reuse content including Pages, Boxes, and Assets. Guides can be copied.
- previous **Owner** at the discretion of the new **Owner** may be added as **Editors** to **Guides**.
- all **Assets** (documents, links, widgets, etc) will remain owned by the librarian who originally added them to the system.

We also strongly recommend

- no content should be deleted for 90 days after the reassignment of a library home guide
- no guide's status should be changed to "unpublished" as that prevents the reuse of content. Content can be hidden from view through various draft options.
When account holders no longer have positions in a RILINK member school, their accounts will be removed from the system within 30 days. Prior to the account being removed, those account holders may export the content as html as evidence of their work.

**Reuse of Content in RSLG Community & Springshare LibGuides Community**

A strength of the LibGuides community is the ability to share resources. All levels of content including **Assets, Boxes, Pages & Guides** may be reused.

When reusing a guide, the following message will appear.

⚠️ The owner of the selected guide will be notified you used their guide as a template, so please obtain permission from the guide owner before you continue!

This is Springshare's way of reminding users to request permission **before** reusing guide content. This message occurs when reusing a guide from **Local Guides** or the **LibGuides Community**.

In addition, RILINK Schools users are asked to request permission to reuse Boxes and Pages as well.

Appropriate attribution should be provided for all borrowed content.

**Site Access**

LibGuides collaboration is encouraged. However, interns, volunteers, faculty, and other possible collaborators must be added as Editors. **Please do not share your RILINK Schools login as it grants access as a Regular user.** This level of access is limited to RILINK Schools librarians.

Step by step directions on how to add an Editor level account to a guide are available on the RILINK Schools LibGuides CMS Users Guide.

The option to password protect Guides is also available. Please do not use this option on the home guide for your school library. The intent of the home guide is to communicate the work of RILINK libraries with the school community as a whole.