

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.

A screenshot of the South Carolina State Library's Subject Guides website. The page has a blue navigation bar with links for Home, About Us, Programs and Services, Collections, My Account, Subject Guides, Events, and Contact Us. Below the navigation bar, there's a search bar with the text "Enter Search Words" and a "Search" button. To the right of the search bar is a link for "A-Z Database List". The main content area shows a list of subjects, with "Business and Management" selected. Under "Business and Management", there is a sub-link for "Library Director Resources" and a "Subject Homepage" link. Other subjects listed include Cataloging, Education, Evergreen, Government and Law, and Health and Medicine. To the right of the subject list, there is a "Help is Just a Message Away" section with contact information and a "Hours" table.

Hours	
Sunday	Closed
Monday	8:30 a.m. - 5 p.m.
Tuesday	8:30 a.m. - 5 p.m.
Wednesday	8:30 a.m. - 5 p.m.
Thursday	8:30 a.m. - 5 p.m.
Friday	8:30 a.m. - 5 p.m.
Saturday	Closed

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