Transcript

LibGuides Tutorial 5: Adding Subjects to a LibGuide

You will want to add subjects to your LibGuide so that it can be categorized within the LibGuides site. Therefore, a patron will be able to locate your LibGuide by selecting it from a list under the particular subjects you have selected on the main IUP LibGuides page. Let’s begin. On your LibGuide, click on the pencil icon next to subjects.

You can select your subjects from a list that has been generated by administrators. If you need a subject that is not included in the list, you will need to contact an admin if you are not an admin yourself. Select your subjects from the dropdown list by clicking on the subject. You can select multiple subjects. I am going to select “Political Science” and “Government” from the dropdown list. Also I would like to add “Constitutional Law,” however in this case Constitutional Law is not already among the subjects available.

As an administrator, which most of you are, you can add subjects. Since I would like to add Constitutional Law, I will click on the Admin button on the control panel. From there I will click on Subjects, Tags, & URLs. Next I will click on the + Add Subject button and I will type in “Constitutional Law” and then click on save.

If you added a subject, you will need to return to the LibGuide you were working on. You can return to your LibGuide by first clicking on the blue tab that says LibGuides on the control menu bar and then click on LibGuides on the dropdown menu that appears under the tab.

Next, click on the dropdown menu next to Edit Existing Guide and select the name of the Guide you were working on. In this case, I will select “Library Resources for Political Science and Pre-Law Majors.” I will be returned to that particular Guide.

Now when I click on the pencil icon next to the subjects, the subjects that I had entered will be included in the selection list, which means I can now select “Constitutional Law.”

After you have selected one subject you can add another subject by clicking in a blank area of the subject field next to your first subject and the dropdown menu will appear again. Continue to select subjects until you have selected all of the subjects that your Guide addresses. I am going to add Political Science, Government, and Constitutional Law. If you would like to remove a subject, click on the X in the box that contains the subject you would like to delete.

Once you have selected all of your subjects, click on OK. Now you can see that your subjects have been added to your LibGuide.