Thank you for your interest in the Medical Library Association’s Veterinary Medical Library Section veterinary boards exam reading list project. This guide is for librarians interested in copying the template to their local LibGuides 2 instance to customize with local holdings information.

For the purpose of these instructions, some understanding of LibGuides 2 is assumed.

**Copying the templates into your local LibGuides system**

1. Log in to your institution’s LibApps.
2. Select LibGuides.
3. In the LibGuides Dashboard, click “Create Guide.”
4. From Choose Layout or Reuse dropdown, select “Copy content/layout from an existing guide.”
5. In the gray box, select “Community Guides.”
6. Paste or type “Veterinary Specialty Boards Reading Lists Libraries Template 2.0” or its URL (http://guides.osu.edu/VetBoardLists) into the “Search for a guide...” box.
7. Select the guide by Veterinary Information Libraries Section MLA.
8. In Guide Settings, give the new guide a title (“Veterinary Boards List, _your_institution_name here_” and description (you can change these later, if you prefer).

**Choosing the reading lists you want to display**

If there are reading lists in the imported template you don’t want to display, you can delete them.

While logged in to your LibApps:

1. Select the top-level tab for a reading list (for example, the page listed as ACVECC).
2. Click the PAGE drop down right of the Page URL.
3. At the bottom click Delete Page.

This will delete the page, any sub-pages, and all boxes on any of those pages.

**Customizing the lists with your local holdings**

Place your mouse over the page for the boards reading list you would like to customize (for example: ABVP). A drop down will appear. For our ABVP example, we’ll select “ABVP – Canine/Feline,” from the drop down menu. This page has one (tabbed) box in it.
Books
For this example, we’ll select the Topics T-Z tab. To the right of each book’s title line is an icon with a pencil. Click it. Select “Edit.” Place your institution’s call number into the call number field, catalog record permalink into the URL field, or make a note in the description box that your institution does not have those holdings but it can be retrieved through Interlibrary loan services.

Journals/Articles
Similar to books, to the right of each journal’s title or each article’s citation line is an icon with a pencil. Click it. Select “Edit.” Place catalog record permalink into the URL field, or make a note in the description box that your institution does not have those holdings but it can be retrieved through Interlibrary loan services.

Updating your local guides
To receive updates, you may use a service like http://changedetection.com or in the master template, http://guides.osu.edu/VetBoardLists: In “About the Project,” click the blue “email project administrators”. This opens a prepared email request; click send.

Periodically, specialty organizations update their reading lists. The VMLS Information Resource Committee will update the reading list master template and send an email to the updates list. Details about the updates are sent and you may manually update your local copies. If many resources have been updated and you have not customized your holdings, you might consider re-copying the updated guide. Details about the updates are sent and you may manually update your local copies.