**Libguides tydlyn**

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| **Mylpaal** | **Verantwoordelik** | **Datum afgehandel** |
| **DNS inskrywing**  "IMPORTANT: If you are getting the custom domain mapping, your IT folks in charge of your domain need to create an A record (internal and external DNS) for your custom domain and point it to 174.132.16.38 (or, they can create a CNAME alias for your custom domain and point it to [www.libguides.com](http://www.libguides.com)).  ALSO IMPORTANT: If getting the custom domain, please make sure it is live before returning this form to us. You will know it is live if you type its URL in your browser and get the LibGuides Community site. Unless you are using LibGuides as your library website, do not pick library.yourinstitution.edu (or .org) for your custom domain. Your custom domain cannot contain any “/” characters. It has to be in the following format: something.yourdomain.edu (or .org/.net/.com, depending on your institution’s domain)." | Hilton | 26 Augustus 2011 |
| **Verkenningsgesprek** om vertroud te raak met Libguides, minimum indelings vir vakgidse te bespreek, besluite te neem oor terminologie, look and feel, ens. | FBs, Elbie, Ingrid & Delene | 26 Augustus |
| **Teken van lisensie-ooreenkoms en voltooing van Libguides Order Form en e-pos aan: sales@springshare.com** | Elda & Renee & Ilse/ Samantha | 7 September |
| **Springshare system building** (“Once we receive your signed license agreement and order form give us a couple of days to build your system. When it's ready, your system administrator will receive a "Welcome" email with the login info to your brand new system!”) | Springshare | 7 September |
| **Opvolg verkenningsgesprek oor customization besluite wat geneem moet word (in e-klaskamer, 9:00-10:30)** | FBs en alle belanghebbendes | 29 September |
| **Admin training (Springshare online session)** | Delene & Marleen | 6 Oktober |
| **Customization**   * create a custom banner * style sheet * homepage * A-Z resource list | Delene, Marleen & Hilton | 30 Oktober |
| **Opleiding van fakulteits- en takbibliotekarisse en studente-assistent, 1st en 2de sessie (Springshare online session)** | F&TBs, Elbie, Lorne, Delene | Okt datums nog nie bekend nie – hopelik na LA – versoek is deur gestuur vir week van 31 Okt |
| **Skep van vakgidse** | FBs | 23 Desember 2011 |