Wiki What? Documenting Cataloging Processes in Wiki Format

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The Basics:
- A wiki is a website that allows people to collaboratively create, edit & organize content
- It’s searchable, flexible, and accessible from anywhere
- It maintains a record of changes made to your documentation
- Anyone can add to or change the documentation – no HTML code required

How Will You Wiki?
- Hosted wiki or open source software?
- Who will have access? (Cataloging staff? All library staff? The world?)
- Which procedures will you document?
- Who will start adding content? (They’ll need some time set aside to get started!)
- Who will serve in training/mentoring role?
- Do you want to use more advanced organization methods (e.g. Categories, naming conventions)?
- Which stakeholders need to be involved? (Library administrators, cataloging staff, IT staff?)

Links:
- Wikis in Plain English, by Commoncraft: http://www.youtube.com/watch?v=-dnL00TdmLY
- WikiMatrix (compare different sites and software you could use to build your wiki): http://www.wikimatrix.org/
- MediaWiki (sample open source wiki): http://www.mediawiki.org/
- PBwiki (sample hosted wiki): http://www.pbwiki.com/
<table>
<thead>
<tr>
<th>WikiText Formatting Tips</th>
<th>What It Looks Like When You Type the Page</th>
<th>What It Looks Like After You Save the Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Heading:</strong> put equals signs at the beginning and end of the heading. One equals sign at each end makes the biggest heading, two equals signs makes a slightly smaller heading, and so on.</td>
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<tr>
<td><strong>Numbered List:</strong> Put a pound sign at the beginning of each numbered item.</td>
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<tr>
<td><strong>Bullet Points:</strong> Put an asterisk at the beginning of each item.</td>
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<tr>
<td><strong>Bold:</strong> put three apostrophes at the beginning and end of the text that you want to be in bold.</td>
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<td><strong>Italic:</strong> put two apostrophes at the beginning and end of the text that you want to be in italic.</td>
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<tr>
<td><strong>Link to another page in the wiki:</strong> put the name of the page in two sets of brackets.</td>
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<tr>
<td><strong>Link to a page outside the wiki:</strong> just type the URL of the page. OR, type the URL of the page, a space, and the link text that you want, enclosing the whole thing in single brackets.</td>
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<tr>
<th>How To Write a Research Paper</th>
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<tr>
<td>It's very important to go to the library before you write your research paper. Don't just search Google.</td>
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</tbody>
</table>

**Steps in the research process:**

1. Choose a topic.
2. Search the library catalog.
3. Search article databases.
4. Type your paper.
5. Proofread your paper.

**More tips:**
- Ask your **professor** for help in choosing a topic.
- Ask a **librarian** for help in finding more resources.
- **Start your research early!**

See also the Wiki page on **[Searching Databases]**.

To search the library catalog, go to [http://alice.library.ohiou.edu/](http://alice.library.ohiou.edu/)

Here's another link to [http://alice.library.ohiou.edu/the library catalog].