



# Wikipedia for Libraries: Guide & Template

## Getting Started

### Overview

Anyone can edit Wikipedia and that includes *you*. Engaging with Wikipedia as a content author or editor is simple. Libraries have two options for engaging with Wikipedia depending on what is already there (or isn't): **Creating a page that doesn't yet exist** or **updating content on an existing page**. For both of those options, Wikipedia [provides guides](#) and [tutorials](#). Below are simplified versions of those steps.

You do not need to create an account to create a page or edit existing pages. However, creating an account [affords you some benefits](#). It is important to note that while anyone *can* create and update content to Wikipedia, changes can also be undone by other Wikipedia contributors and [administrators](#). Wikipedia is an encyclopedia and content must reflect the scope and type that would be included in a traditional encyclopedia entry. For example, simply listing the address of a library on a city page may be removed by an administrator with the reasoning that Wikipedia is “not a directory.”

### Updating an Existing Page

**This is the easiest way to engage with Wikipedia.** There are many reasons you may want to update an existing page.

- Correcting wrong or out of date information
- Linking to external sites
- Adding references
- Uploading images or logos
- Including content on services or resources
- Updating retrieval/ accessed dates on external websites and sources listed in references

If your library has a page you might also want to expand upon content. You might find that your library has a Wikipedia page that has very little information related to your services or doesn't have direct links to your library's website. Adding to an existing page can keep it relevant for visitors and expand the reach of your collections and services.

You can also update pages that are *not* your library's page, but would benefit from the inclusion of content about your library. **It is recommended that you *first* ensure your library has an existing Wikipedia page before you add information about your library to a non-library page.** Simply linking to external pages of your library may not be sufficient for Wikipedia's administrators and editors.

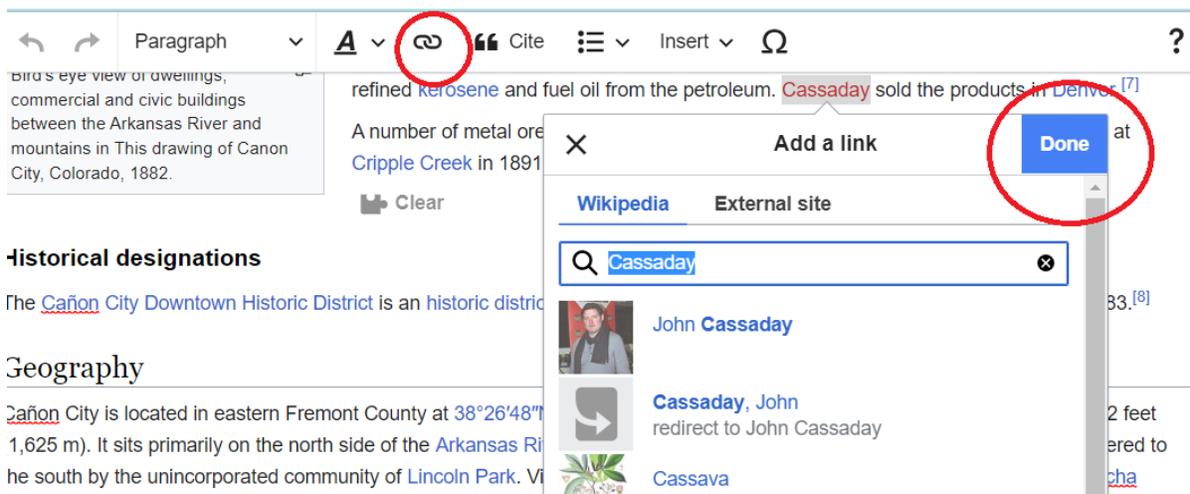
## Red Links

Alternatively, you may find your library *named* in another Wikipedia entry. If you would like a Wikipedia page to be created *for* your library, but you do not want to create it yourself at the moment, you may create a **red link** out of your library's name where it appears in another page. This red link lets readers know that the linked content has been identified as content that *should* have its own entry on Wikipedia.

**To create a red link**, edit the page from the Edit tab on the top right hand corner of the entry you'd like to edit. Highlight the text you want to create a **red link** for and click the link icon in the visual editor. (See image below for where to switch the editor from HTML to visual editor.)



You will see all the possible Wikipedia pages that you can link to the text. If there is *no* corresponding page, leave your search term as-is in the search box and select the "Done" button. You have now successfully created a **red link**.



If you do not want to create a page *or* **create a red link**, but feel that your library should have a page, you may [request that someone create a page](#) for you. There is currently a [list of libraries](#) awaiting creation of Wikipedia pages.

## Creating a New Entry/ Page

First, search Wikipedia for your library at <https://www.wikipedia.org/> If a page does not exist, you will be promoted to create one with the following message in italics above the search results of existing pages:

*The page "[your library name]" does not exist. You can [create a draft and submit it for review](#), but consider checking the search results below to see whether the topic is already covered.*

Follow the Wikipedia Article Wizard for creating your page. The content template recommended below is based on existing library pages and includes reference information in the style and within the scope of a Wikipedia page.

### Pueblo City-County Library District

From Wikipedia, the free encyclopedia

The **Pueblo City-County Library District** is a **public library** system serving **Pueblo County, Colorado**. The main branch, the Robert Hoag Rawlings Public Library, is located in the Mesa Junction neighborhood of the City of **Pueblo, Colorado**. Aside from physical books the library system also provides E-book downloads, **Audiobook's**, **DVD** collections, music, **streaming movies** and free wireless internet connectivity.<sup>[4][5]</sup>

The main branch also hosts the *InfoZone News Museum* which features vintage equipment from *The Pueblo Chieftain*, a history of newspapers, art exhibits and films.<sup>[6]</sup>

#### Branch libraries [ edit ]

- Avondale Elementary School (Avondale, Colorado)
- Frank and Marie Barkman (City of Pueblo)
- Beulah School of Natural Sciences (Beulah, Colorado)
- Greenhorn Valley (Colorado City)
- Frank Lamb (City of Pueblo)
- Library @ the Y (City of Pueblo)
- Library @ the U (City of Pueblo)
- Patrick A. Lucero Library (City of Pueblo)
- PCCLD @ Pueblo Community College (City of Pueblo)
- Pueblo West (Pueblo West, Colorado)
- Robert Hoag Rawlings (Main Branch) (City of Pueblo)
- Tom L. & Anna Marie Giodone Library (Blende, Colorado)

#### Services [ edit ]

- Adult Literacy Program<sup>[7]</sup>
- Assistive Services (For a variety of disabilities )<sup>[8]</sup>
- Books in the Park (Outdoor summertime program for children )<sup>[9]</sup>
- Digital Memory Lab (Digitize old media.)<sup>[10]</sup>
- Homebound (Program for residents confined to their home or a care facility.)<sup>[11]</sup>
- Interlibrary loan<sup>[12]</sup>
- The Music Box (Recording studio.)<sup>[13]</sup>

#### Awards [ edit ]

Coordinates: 38°15′33.8″N 104°37′11.8″W﻿ / ﻿38.259139°N 104.620000°W﻿ / 38.259139; -104.620000

**Pueblo City-County Library District**

Robert Hoag Rawlings Public Library in Pueblo (Main Branch).

<b>Country</b>	United States
<b>Type</b>	Public library
<b>Architect</b>	Antoine Predock (Main Branch)
<b>Location</b>	Pueblo County, Colorado
<b>Coordinates</b>	<span><span><span><span><span>38°15′33.8″N</span> <span>104°37′11.8″W</span></span></span><span><span>﻿</span> / <span>﻿</span></span><span><span>38.259139°N 104.620000°W</span><span><span>﻿</span> / <span>38.259139; -104.620000</span></span></span></span></span> (Main Branch)
<b>Branches</b>	11
<b>Access and use</b>	
<b>Population served</b>	165,000+
<b>Other information</b>	
<b>Director</b>	Jon Walker
<b>References:</b>	<sup>[1][2][3]</sup>

Wikipedia has templates for different types of pages and the content within them.

Library pages typically have certain commonalities - some outlined below. One of those is the **infobox**. In this image, the infobox appears on the right and contains an image of the library, location information, population information, director, etc. Libraries that have infoboxes on their pages vary in the content of those boxes.

**Your library does not need to have an infobox.** However, using the Infobox template is simple. You can copy and paste the content - as described - at the top of your new empty Wikipedia page in the HTML editing window. Delete any rows of information you do not want to include.

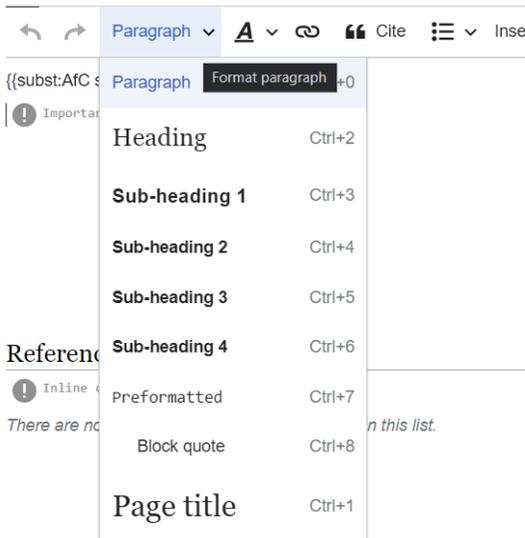
*Then* use the visual editor to enter the rest of your content.



## Tips

1. Work on drafting your library page’s content outside of Wikipedia in Word or Google Docs so you are free to make changes, leave and return to your work, and operate without the risk of losing your work.
2. **Use the Content Template section below to design your Wikipedia page.**
3. Make sure you have external links for your references - and that those links are not broken at the time of your page creation.
4. Write your own entry. Do not copy and paste from external sources unless you plan on quoting directly from them. Plagiarism is not welcome on Wikipedia and plagiarized content will be removed.
5. If you are not familiar with or comfortable using HTML, then use the Visual Editor to create (or update) content. You can change the content entry format by selecting the pencil in the upper right corner of the editing window. From the dropdown select “Visual Editor.”
6. Unsure about where to find information about your library or service area? Use [Library Research Service for Colorado State Library \(LRS\) data tool](#) for finding your library’s most recent Public Library Annual Report (PLAR) information.

## Pasting and Formatting Your Content



If you have a draft of your page on a Word or Google Doc as recommended, then you can paste content from your document into the visual editor to start.

Instead of copying and pasting your entire entry, it is work in sections. For one, Wikipedia will not allow a large amount of text to be pasted. Secondly, pasting in sections will ensure you follow the organization of the recommended template.

The visual editor has hierarchical font formatting. **Make sure you use headings and text formatting to organize your sections.** See image for the hierarchy of headings and font.



---

## Content Template

Below the horizontal line you'll find a template. You may use this template to create a new page or to update your library's existing page. **No headings are applied in the template, however each section title should have a heading applied through the Wikipedia visual editor** (see above for image of heading levels). The suggested headings have, instead, been bolded. Not all library pages have the same sections although many are similar. See the following examples of potential ways to organize your page.

Linked content goes to both Wikipedia pages and external websites. Information about the [Check Out Colorado State Parks program](#) is provided and you are able to use it as an example of a program your library offers about which many may not otherwise know.

**Content in the template below is suggested in [brackets], but you know your library best.** Creation of a Wikipedia page, this guide, and the provided template are all suggestions and are available for your adoption; however, you are encouraged to be creative and consider your library's needs rather than sticking strictly to the template.

The Infobox template at the top of the page should be entered separately into the HTML editor with information you find on your library's [PLAR at LRS](#).

## Examples

Some great examples of Wikipedia entries of Colorado libraries can be used as inspiration. Many of these have inspired the elements of this template.

- [Arapahoe Library District](#)
- [Blair-Caldwell African American Research Library](#)
- [Douglas County Libraries](#)
- [Pueblo City-County Library District](#)
- [Salida Regional Library](#)

For an example of an excellent Colorado library page without an Infobox see [Rangeview Library District \(Anythink\)](#). You may delete the Infobox portion of the template on the next page and before the text-only portion of the content provided below.



Paste this into the HTML editor (defaults) in the Wikipedia edit page with the correct values.

```
{{Infobox library
| library_name = Library Name
| library_logo =
| location = [[XYZ County, Colorado]], U.S.
| established =
| num_branches =
| collection_size =
| annual_circulation =
| pop_served =
| budget =
| director =
| num_employees =
| website =
}}
```

Use the visual editor for pasting the below portion of your entry once you have created your draft.

**[Library or Library District Name]** is a [public library](#) system serving [City/ County/ Other Service Area], [Colorado](#), in the [United States](#). [Tell your readers how many locations your library has. Add how many residents live in your service area. Add some facts about your library system, how it operates or who manages it, or how it's funded. Maybe add a founding year or alternate names of your library system.] [Library Name] regularly holds instructional and educational programs for its visitors, offers meeting and study spaces, has computers for on-site use, and lends [Name Types of Devices Here] for check out.

The library houses a physical collection of over [Approximate range of book holdings], provides access to [E-books](#) through [Name Your Platforms Here], [Audiobooks](#) in both physical media (CDs, Playaways) and streaming from our digital resources, [DVD](#) collections, music, [streaming movies](#) and free wireless internet connectivity. Our electronic resources include databases for learning languages, developing technology and career skills, and accessing research from popular and academic sources.

### History

[You may/may not have founding information for your library. If you know of or have access to your library's founding or history, this is a good place to write a few sentences about that. Throughout this section, you may also provide links to other Wikipedia entries that are relevant. For example, did a famous figure visit your city or library? Did a major natural disaster or historical event occur in your town?]



## Services

[This is where you can list and even link to your library services. Many people don't know what libraries do besides check out print books. This is where you can tell the story of your library and all the amazing services it provides.]

## Check Out Colorado State Parks

[Library Name] participates in the [Check Out Colorado State Parks program](#), offering state park passes and a kit that includes a backpack, binoculars, information about the parks, and field guides for education and exploration to library users. This program is available to Colorado libraries through a partnership between the [Colorado State Library](#) and [Colorado Parks and Wildlife](#). Parks passes can be used at any of [Colorado's state parks](#).

## Branches [or] Locations

- Location 1
- Location 2
- Location 3

[Note: If your library has several locations, consider setting up Wikipedia entries for each one.]

## References

This section is created as you enter references - using "Cite" - from outside sources. These are required for Wikipedia administrators to approve your page.

## External Links

Include your library's website here. Related websites may include partnership sites.



## And then...we wait.

### Review waiting, please be patient.

This may take 3 months or more, since drafts are reviewed in no specific order. There are 2,644 pending submissions [waiting for review](#).

- If the submission is **accepted**, then this page will be moved into the article space.
- If the submission is **declined**, then the reason will be posted here.
- In the meantime, you can continue to improve this submission by editing normally.



**Where to get help**

[\[show\]](#)

**How to improve a draft**

[\[show\]](#)

**Improving your odds of a speedy review**

[\[show\]](#)

**Editor resources**

[\[show\]](#)

**Reviewer tools**

[\[show\]](#)