LibGuides Tips - Using the Link Checker

About the Link Checker

Links in Database, Link, and Book Assets on recently-visited LibGuides pages are checked continually. If you dismiss a link from the report, it is not re-checked for 7 days, even if pages containing the link are visited.

The Link Checker report shows links as broken or unreachable. As you evaluate each one, you can either Fix, Dismiss or Exclude it.

- **Fix broken links** by clicking the *Edit* link in the Asset column. Insert the new URL and click on *Save*. (See full procedure below)

- **Dismiss working links** from this report by clicking the *Dismiss* icon on the left. The links will disappear from the report until the page(s) they live on are scanned again.

- **Want to exclude a working link from further checking?** Click the *Add Exclusion* icon to send a link to the Exclusions tab.

Some links are excluded from the Link Checker report. These are:

- All links in the Rich Text section of your boxes.
- All TAFEcat links - the Link Checker software causes problems for the TAFE servers.
- Any links with TAFEcat or Equella authentication for access (all eResources links)

Procedure

1. Log into LibGuides, and go to *Orange Command Bar > Tools > Link Checker*

2. All broken links are displayed in the table. Type your surname in the *Owner* box – if you have any broken links, these will be displayed.

3. If there are more than 25 entries listed, scroll to the bottom of the page, and change the view to show 50 records per page.

   *Tip:* You can keep a record of your broken links - click on the *Excel* button above the list of links, and save the spreadsheet to your folder.

4. **Click on the live link in the table** to test if it is actually "broken".

   ![URL](http://www.nla.gov.au/oz/stats.html)

   The link will open in a new tab. You will usually see a *Page Not Found* error message or you could be at the actual website, but not seeing the correct information.
Why am I seeing links that aren't broken in this report?

- When the LibGuides server pinged that URL, the server hosting that page really was down.
- When the LibGuides server pinged that URL, the server hosting that page was so busy serving other requests that our request timed out.
- The company / organization who owns the server set it up to refuse any connections from spiders, crawlers, etc. to save bandwidth / resources.
- The company / organization who owns the server incorrectly set up their server response codes, meaning the code returned was not an accurate one. (Their server told us the page doesn't exist, when it does)
- Some internal TAFE/DET websites will appear to be broken, because they are not open access sites. There will usually be a note with that link on your LibGuide, explaining that a password is required. Note this on your list, so you don't try to check them each time. You can also click on the Add Exclusion icon.

5 If the link is broken, try to locate the correct URL

The broken link may take you to a different page of the correct website. Return to that website’s home page and look for the updated URL to link to the item again. You can also Google the name of the link – this may provide the current location of that website and an updated URL.

6 Copy the URL from the address bar only. Do not write down or try to memorise the URL – some broken links are simply typographical errors from when the link was first added to the guide.

7 When you have a copy of the correct link, you can open the item record for that link.

At the end of the Link Checker table, you will see the Asset column – click on the Edit icon to open the item record for that link.

You will be accessing the main link in the Assets list, and the guide mappings section will have live links to the specific guide and page:

8 Important: You don’t have to open the individual guide pages to fix the link - simply click into the Link URL field, press the Delete key, and then Paste (Ctrl V) the correct link into the box.
Click on **Save** when finished. The change will be made across any other pages/guides the link is on and will also be reflected on the Link Checker list.

The link will still be showing in the Link Checker table – you can now click on the **Dismiss** icon (rubbish bin)

9. **If you cannot find a replacement link**, the link should be deleted from the guide/s, or via the Assets List – see below.

**How to delete links completely from the Assets list**

If you decide to delete a broken link completely from your guide/s, it will still appear in the Assets list. This step is to be used only to clean up the Link Checker report.

Note: do not try to delete all of your unmapped assets – there are too many in the system.

**Copy** the link ID number (from first column of the Link Checker report). This is only for links which are unmapped or to be deleted totally.

In a new tab, open **Orange Command Bar > Content > Assets**.

**Paste** the ID number in the ID search box, and you will see only that link in the Assets table.

At the right hand side, the Mapping Count for that link should be the same as is showing in the Link Checker report.

It might be zero if you have already removed the links from your guide/s.

Click on the X to delete the link completely from the Assets list. The link will no longer display in the Link Checker report.
Some guidelines for adding links to your LibGuides

Always copy and paste links for use

Sometimes, you may notice that a broken link is very similar to the correct link.

For example, this link was broken - http://www.drinkwise.org.au/c/dw but the link to use was a shorter version - direct to the home page of that website: http://www.drinkwise.org.au

So always check the links you have copied from a website. The further into a website you go, the higher the chance that the direct link may change in the future, especially if the website has had a restructure, or if a government agency, a whole name change. Try to use the shortest possible URL – this will guard against broken links in the future.