

September 2020

## Library Directory & Learning Calendar

### Editing the Member Directory

URL: <https://librarylearning.org/directory>

#### Member Directory

Library Directors are Admins of their organization and building listings in L2, which gives them the ability, and the responsibility, to edit and maintain the accuracy of the data about their library. They may also designate other staff members as Admins from within the Affiliations tab in the main Agency listing for their library. The directory is comprised of two sections: agency and building listings. Agency listings can be accessed by clicking the purple hyperlink at the top of building listings.



#### Edit main agency and building entries

- Users with Admin roles are allowed permissions to edit buildings and staff once the user is logged in.
- Click agency name from the list of affiliated libraries in your user profile, or search the membership directory.
- Select the edit tab to edit the library's information. An alert banner will appear: "This content is now locked against simultaneous editing. This content will remain locked if you navigate away from this page without saving or unlocking it."
- Remember to click Save or Unlock upon navigating away from the page whether or not changes are made.
- Locked fields are noted below. Changes for these fields should be submitted to [help@librarylearning.org](mailto:help@librarylearning.org)

## Location information

### General Information

Field name	Field description	Editable or Locked Fields*	Applies to by Library Type
Location Name	Agency Name	Locked*	All
Agency	Agency Name	Locked*	All
Building Name	Building Name	Editable	All
Alternate Name		Editable	All
Abbreviation	Abbreviated locations name	Editable	All
Branch Location	Select if the building is a branch location or bookmobile	Editable	All

### Building Image

Upload one photo of the library (png or jpg). It will be cropped into a circle on the location's profile page. Alternate text field box is required; describe the building be sure to insert a period at the end of the description to facilitate ease of use for screen readers. *Example alt text: Picture of Joliet Public Library.*

### Library Sub-type or Educational level designation

Field name	Field description	Editable or Locked Fields*	Applies to by Library Type
Library Sub-Type	Sub-categories of library types	Editable	All
Education Level	Sub –types for academic and school	Editable	Academic and School

### School Libraries Only

Field name	Field description	Editable or Locked Fields*	Applies to by Library Type
Building Enrollment	For school buildings (attendance centers) only.	Editable	School
NCES Branch Number	National Center Education Statistics ID	Locked	School
RCDTS Code	Region County District Type Schools Code	Locked	School

### Contact Information

The Illinois State Library has set style guidelines for names and addresses. You may find the guidelines at [Illinois State Library Data Entry Guidelines](#)

Field name	Field description	Editable or Locked Fields*	Applies to by Library Type
Physical Address Street address, City, State, Zip (required field)	Physical Location of building Remove any references to P.O. Box addresses. See mailing address section below.	Editable	All
County (required field)		Editable	All
Geo Coordinates	Latitude & Longitude	Editable	All

### Mailing Address

The Illinois State Library has set style guidelines for names and addresses. You may find the guidelines at [Illinois State Library Data Entry Guidelines](#)

Field name	Field description	Editable or Locked Fields*	Applies to by Library Type
Mailing Address Street address, City, State, Zip	Street address, City, State, Zip If different from the physical address. (To add a mailing address, change none to United States to access additional fields)	Editable	All
Phone	Main phone number (required field)	Editable	All
Fax	Fax number	Editable	All
Email	General email address	Editable	All
Website URL	Website URL	Editable	All
Link text	Text to display	Editable	All
Department name and phone numbers	Enter department name and phone	Editable	All
Social Media Accounts	Select social media networks and enter URL	Editable	All

### Hours

Enter the library's hours by using the dropdown menu. If hours are the same on multiple days, use "copy previous day" to fill in the next day. For libraries that have split hours in a day, you can add an additional set of hours for that day. Libraries that have special hours (for example, summer hours) can specify a range, label, and use dropdown menus to add those hours. Click the add special hours button and the section expands. Libraries also have the option to set range of dates the library is closed, or set to close for renovation for an extended period by clicking the radio button. You may add notes about library hours in the text editor field.

### *Catalog and e-content*

Information about the library's catalog and e-content are required information. Use the button to expand the section.

<b>Field name</b>	<b>Field description</b>	<b>Editable or Locked Fields*</b>	<b>Applies to:</b>
Digital Archives	Links to digital archives	Editable	All
E-Content	Links electronic resources	Editable	All
Online Catalog	Enter URL for online catalog and display text	Editable	All
Catalog/ILS type	Select from one of the options that identifies catalog/ILS type	Editable	All
Catalog Consortium	Begin type the name of consortium if applicable. Auto responses will appear and select the affiliations. There is an option to add more than one catalog consortium affiliation.	Editable	Consortium members
Consortium ID Code	Identifier for this location in the consortium integrated library system. (	Editable	
Barcode prefix	Enter library's barcode four-digit prefix	Editable	All
ILS Vendor ILS OPAC	Enter details about the library's ILS Vendor, ILS, and OPAC	Editable	All

\*Locked field changes should be submitted to [help@support.librarylearning.org](mailto:help@support.librarylearning.org)

### *Resource Sharing*

Information about the library's interlibrary loan (ILL) and reciprocal borrowing policies, OCLC code and ILL fax number. There is an option to upload a file or add a URL to link to online policies located on your website or OCLC. Acceptable file formats pdf, doc, or docx. To access this section use expand/collapse button.

### *Interlibrary Delivery*

Viewable information about the type of delivery, ILDS Stop, Delivery hub, delivery code, Community Delivery Partnerships, delivery route, and scheduled delivery days. Only L2 administrators can edit.

### *Add/Remove buildings*

To add or remove a building submit a help desk ticket at [help@librarylearning.org](mailto:help@librarylearning.org).

### Parent Agency Information

To access agency information, click the purple link above the building name. Information on this page contains library demographics, status of state required non-resident program action and traffic survey completion, legislative districts, and participation in system programs.

### General Agency Information

Field name	Field description	Editable or Locked Fields*	Applies to:
Agency Name [required]		Editable	All
Former Name	Keeps reference of historical name changes	Editable	All
Library System	Libraries regional system affiliation	Locked	All
Library Type	Categorizes agency type	Editable	All

### Identifiers

Key identifiers are view only fields. Please submit help desk ticket to [help@librarylearning.org](mailto:help@librarylearning.org) if any of the information is incorrect.

### About Us

Field name	Field description	Editable or Locked Fields*	Applies to:
Year Established		Editable	All
Population Served		Editable	All
About Us	Brief description about the library	Editable	All
Contracting Library Service Provider	For libraries that have an intergovernmental agreement (IGA) with another library to provide library services for their patrons	Editable	Public
Traffic Survey	Last dated completed for the ILLINET Interlibrary Loan (ILL) Statistical Survey	Editable	All

### Non-Resident Cards (Public Libraries Only)

Use the down arrow to expand the section to enter the public library's annual non-resident participation.

Field name	Field description	Editable or Locked Fields*	Applies to:
Non-Resident Participation	Click in the field and begin to type from one of three methods. General Mathematical Formula, Tax Bill Method, or Adoption of the Average Non-Resident Fee in the System Area.	Editable	Public
Fee	Enter Fee in the text field	Editable	Public
Action Date	Date the library board took action	Editable	Public
Effective Date	Effective date of non-resident card resolution	Editable	Public

*Legislative Districts*

Libraries can include their legislative district information. This is a required field.

*Agency Participation in System Programs*

This identifies which programs the library participates in by agency and at the building level. This can be updated only by system staff.