

Library Maintenance

This enables you to create and amend the names of libraries within offices. You can also specify sublocations within libraries: these are used for specific locations or categories in the library, such as "Stacks", "Journals", "Reference Section", etc.

This page describes:

- [deciding on which is appropriate, library or sublocation](#)
- [adding a new library](#)
- [creating a Sub Location](#)
- [editing a Library or Sub Location](#)
- [deleting a Library or Sub Location](#)

To access Library Maintenance, select **System Management > Infrastructure Maintenance**.

New Library or New SubLocation?

When creating a new location, you need to decide whether it should be a library or a sublocation. There are a number of factors to consider:

- Do you want to be able to refine searches by it (in the [Office Selection box](#))?
- Should those copies have a different [default loan period](#)?
- Should users or Library staff have different [access rights](#) to items in this location?

If the answer to any of the following is Yes, the location needs to be created as a Library. Otherwise, it can probably be created as a Sublocation of an existing Library. If you would like to talk this through before making changes, please contact [Soutron](#).

Adding a new library

There are two ways to create a new library definition: both end up at the same definition screen.

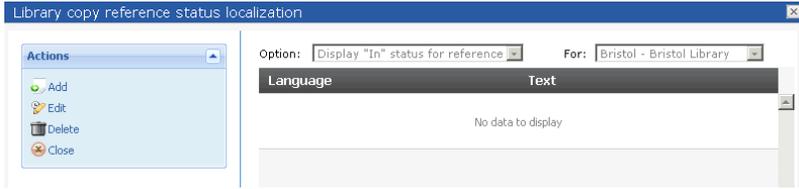
1. Click on the Office to select it, then click **Edit** in the Actions menu, then click **Create Library**
2. Click on the "Libraries" radio button above the list, then click on the Office to select it, then click **Add new Library** in the Actions menu

Either way, you will then see the following form:

Office:	Bristol	Default Loan Period:	(Select Item) ▾
Short Code:	<input type="text"/>	Public:	<input type="checkbox"/>
Library Name:	<input type="text"/>	Default for Office:	<input type="checkbox"/>
Short Name:	<input type="text"/>	Generate Shelf Reference:	<input type="checkbox"/>
Location:	<input type="text"/>	Auto Update Shelf Reference:	<input type="checkbox"/>
Email:	<input type="text"/>	Static Shelf Reference:	<input type="text"/>
Default Requesting User:	<input type="text"/>	Description:	<input type="text"/>
	Select		
Request inter-sending allowed:	<input type="checkbox"/>		
Request inter-collecting allowed:	<input type="checkbox"/>		
Request sending allowed:	<input type="checkbox"/>		
Request collecting allowed:	<input type="checkbox"/>		
Use custom Copy status for Reference copies:	<input type="checkbox"/> Customise		

Enter information into the following fields (required fields have an asterisk next to the label):

Office:	This is already filled in
Short Code: *	Unique short code
Library Name: *	Unique library name - this must be unique within the application as a whole. The maximum number of characters is 150.
Short Name:	Optional short name for the library
Location:	Location of the Library
Email:	Email address of the Library
Default Requesting User:	This is no longer used in the application and can be ignored
Request collecting allowed:	For Requests , whether the user is to collect the item when it becomes available

Request sending allowed:	<p>For Requests, whether the Library sends the item to the user when it becomes available</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> In order for requesting to work, you must select one of these two options.</p> </div>
Request inter-collecting allowed:	For Requests from other libraries, whether the user is to collect the item when it becomes available
Request inter-sending allowed:	For Requests from other libraries, whether the Library sends the item to the user when it becomes available
Use custom Copy status for Reference copies:	<p>Alternative text can be defined for the Copy Status of Reference copies, instead of "In", eg "Reference" - this is defined per Library.</p> <p>Tick the box then click Customise.</p> <p>The following pop-up window appears:</p>  <p>Click Add in the Actions menu and then select the language that you want to enter a Copy Status for.</p> <p>Enter the alternative text and click Save in the Actions menu.</p> <p>You can also edit and delete entries.</p>
Default Loan Period:	<p>Select the default loan period from the drop-down list - these are defined in Loan Period Maintenance</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> Note that if you change the default loan period, it only applies to copies created from this point onwards, not to existing copies - to change the default loan period for existing copies, please contact Soutron</p> </div>
Public:	Ticking the box makes the library public
Default for Office:	Ticking the box makes the library the default library for this Office
Generate Shelf Reference:	If ticked, when any copies are created, the shelf reference in the catalogue record is automatically assigned to all the copies. If the Shelf Reference field is set as a globalisation field , the shelf reference that is assigned to the copies, is the relevant one for the appropriate office, office group or country.
Auto Update Shelf Reference:	If ticked, if the shelf reference is changed in the catalogue, it automatically updates the shelf reference in all the copy records as well.
Static Shelf Reference:	This allows you to define a shelf reference that will be applied to all copies from this library - this may be useful if you have a mini-library where the shelf reference is used to identify only the items are from that mini-library. Enter the Shelf Reference that is to be applied to all copies.
Description:	Optional description for the library

When you have finished, click **Save** in the Actions menu.

This returns you to the list of countries, offices and libraries, with the new library added to the list.

[Back to top](#)

Creating a Sub Location

To create a new Sub Location:

1. Click on the Library to select it
2. Click **Add new Sub Location** in the Actions menu.
3. A new line appears under the Library heading:

Show Inactive
 Countries Office Groups Libraries

Unit Name	Short Code	Unit Type
United Kingdom	GB	Country
Derby	DY	Office
Main Library	ML	Library

4. Enter the Sub Location name and a unique short code (optional)
5. Click **Save** in the Actions menu.

This returns you to the list of countries, offices and libraries, with the new sub location added to the list.

[Back to top](#)

Editing a Library or Sub Location

To edit a Library or Sub Location definition:

1. Click on the Library or Sub Location to select it
2. Click **Edit** in the Actions menu. The same form opens up as for adding a new Library or Sub Location.
3. Make the required changes
4. Click **Save** in the Actions menu.

Deleting a Library or Sub Location

To delete a Library or Sub Location definition:

1. Click on the Library or Sub Location to select it
2. Click **Delete** in the Actions menu

This returns you to the list of countries, offices and libraries, with the deleted Library or Sub Location removed from the list.

 **Caution!** There is no warning message before the Library or Sub Location is deleted

[Back to top](#)