GUIDELINES FOR USING LIBRARYLINKNJ WEBSITE
The New Jersey Library Cooperative

For LibraryLinkNJ Membership

http://www.librarylinknj.org

This document guides you on how to use the LibraryLinkNJ web site. It explains how to complete certain tasks. If you have any questions, please contact Mi-Sun Lyu at lyu@librarylinknj.org.

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1. Brief Introduction

The LibraryLinkNJ website (http://www.librarylinknj.org), launched in April 2011, is based on Drupal, an open source content management system. Drupal gives registered users certain privileges to customize the web site's functionality to meet their specific needs. The website is also using a civiCRM module (an open source software constituent relationship management solution), which provides an integrated solution for the event management system and member data updates.
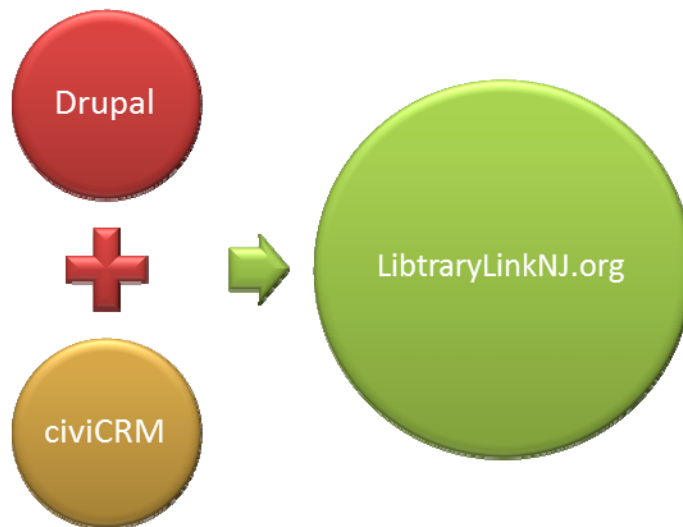
Users will be assigned a role depending on their user account status and their responsibilities in their library. **Here are the three most important defined roles of General Users for LibraryLinkNJ:**

User Role	Accessible Tasks
Anonymous (no user account)	• Can only view content that is marked for public viewing • Forum content will not be visible to anonymous users.
Authenticated (users with an account)	• Update own user information and reset password. • Register for events (all event types including Continuing Education programs). With the new site launch, we only take event registrations online. • View and Participate in forums. • Make comments. • Use any online forms in the future.
Primary Contact (users with an account and listed as the primary contact for their library on our website)	• All Accessible Tasks for Authenticated User, plus the following: • Update their library information (except for Delivery ID, Delivery Frequency, and Voting Rep) • Report the library's monthly delivery stats (New delivery stat report requirements are posted on the website.)

If you have any questions about performing a specific task on the LibraryLinkNJ website, please do not hesitate to contact Mi-Sun Lyu (lyu@librarylinknj.org).

2. Front Page

1. LOGO & BANNER IMAGE

2. USER ACCOUNT & RSS FEED

3. TOP MENU BAR

4. LEFT SIDEBAR

6. RIGHT SIDEBAR

5. CONTENTS

7. FOOTER & ATTRIBUTION

1. LOGO & BANNER IMAGE
- Currently a temporary logo and banner image are displayed.
- We will update this section when we have our new logo.

2. USER ACCOUNT & RSS FEED
- Text link to log in or to create a user account
- RSS Feed - You can subscribe to this feed to receive updates when website content changes.

3. TOP MENU BAR
- Links to frequently used menus   are listed.
- See more details under "Navigation Structure" on page 5.

4. LEFTSIDE BAR
- Navigation: See more details under "Navigation Structure" on page 5.
- User Login: Log in; Create a new account; Request new password
- Direct Links: Only listed on the Front Page. Links to Statewide Free Database Page; Weather Closing Form for No Delivery; JerseyCat; QandANJ; and JerseyClicks.

5. CONTENTS
- LibraryLinkNJ Announcements/News

6. RIGHTSIDE BAR
- Only listed on the Front Page.
- Upcoming Events: Lists three upcoming events. Click 'more' text to see the full event list or 'Calendar' on the top menu bar.
- Event Cancellation: This block will be visible only when there is a cancelled event.
- Follow Us: Link to LibaryLinkNJ's Facebook Page (www.facebook.com/LibraryLinkNJ) & Twitter (@LibraryLinkNJ).
- LibraryLinkNJ Flickr Photos: Link to photo albums on the LibraryLinkNJ Flickr page.

7. FOOTER & ATTRIBUTION
- Footer: LibraryLinkNJ Office Information
- LibraryLinkNJ Website Use Policies
- Attribution: LibraryLinkNJ**,** The New Jersey Library Cooperative, and its services are funded by the New Jersey State Library, which is responsible for the coordination, promotion, and funding of the New Jersey Library Network.

3. Navigation Structure (Menus)

TOP MENU BAR	
Home	LibraryLinkNJ Website Home Page (Front Page)
Calendar	LibraryLinkNJ Event List in Calendar View; Link to the list in Table View
CE	General Information on Continuing Education; Class Listing
Delivery	General Information on Delivery Service; Delivery List; Delivery Labels; Stat Report
Discounts	General Information on Group Discount Offers; Discount Offer List
Forums	Member Forums: *Only Authenticated Users* can view and participate in Forums
Contact Us	LibraryLinkNJ Contact Information
Search Box	Searches the LibraryLinkNJ Website

LEFT SIDEBAR MENUS: NAVIGATION		
About Us		Overview on LibraryLinkNJ, including Documents
	Staff	LibraryLinkNJ Staff Information
	Directions	Directions to LibraryLinkNJ Office
Board | Task Forces		Executive Board & Task Forces Information
	Executive Board	Executive Board Meeting Dates and Member List
	Delivery Advisory Task Force	Task Force Purpose and Member List
	Interlibrary Advisory Task Force	Task Force Purpose and Member List
	Technology CE Advisory Group	Group Purpose and Member List
	Website Advisory Task Force	Task Force Purposes and Member List
Continuing education		General Information about Continuing Education
	Class Listing	Continuing Education Class Listing
Membership		How to Join LibraryLinkNJ
	Member Search	Search Member by Library Type, County, & Alphabetical List
	Voting Reps	Voting Representatives – Alphabetical List by Library Name
Projects		List of Current and Past Projects of LibraryLinkNJ
Library community		Library Related Organizations in New Jersey
My Account	*(These menus show up after you log in.)*	Your User Profile; Update Profile; View Your Activities
Create Contents		List of Content Types that you have access to create
Log Out		Log Out

4. How do I create a user account?

- Any staff member or affiliated person (such as a trustee or a commissioner) from a LibraryLinkNJ member library can create a user account.
- Go to http://www.librarylinknj.org.
- Click "Create new account" under "User login" on the left side bar or on the top right of the page.
- You will be asked to create a username and enter your work information as below:
  - **Username:** You can set your username to be anything as long as it is unique. Please keep in mind that your username will be displayed to others when you post forum topics, leave comments, or participate in other ways online.
  - **Email address: You MUST use your work email address** to create your account in order to authenticate your identity. **If you want to use your personal email address,** you can edit your email address once your account registration is completed. If you do not have a work email address, please contact Mi-Sun Lyu at lyu@librarylinknj.org. **If you are the primary contact** of your library, however, please keep your work email address for your account in order to update your library's information and report your monthly delivery stats.
  - **Library Affiliation:** Your Library's Name; this is an autocomplete field, so you need to type in your library's name as it is listed on our member search page. As you type in your library's name, possible library names will automatically be suggested. Select your library from the list (see the image below). If your library is a LibraryLinkNJ member but it is not listed on our member search page, please contact Mi-Sun Lyu at lyu@librarylinknj.org.

  - **Work Phone:** Your direct work phone number
  - **First Name:** Your First Name
  - **Last Name**: Your Last Name
  - **Job Title:** Select a job title that is closest to your current job title.

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- **Job Responsibility:** Select your primary job responsibilities that apply.
- **Are you the voting rep for your library:** It is set to "No" by default. If you are the voting rep, please check "Yes."
- **Are you the primary contact for your library:** It is set to "No" by default. If you are the primary contact, please check "Yes."
- **All information is required so that we can serve you better.**
- **Click "Create new Account" button at the bottom.**

- Once you submit your account registration form your account will be activated, pending the approval of the site administrator, and a welcome message with further instructions will be sent to your email address.
- The site administrator will approve your account normally within 1 to 2 business days of your submission. (During the month of April 2011, the pending time may be longer due to the volume of new account creation.)
- Upon the administrator's approval, a notification email with a link to complete your registration will be sent to your email address.
- Click the link in the email to finish your account registration. You will be asked to create your own password. Do that and your registration is complete.
- If you have any problems with creating your user account, please contact Mi-Sun Lyu at lyu@librarylinknj.org.

5. I forgot my password. How do I change my password?

- LibraryLinkNJ's new website provides a secure way for you to reset your password at any time.
- If you need to reset or have forgotten your password, go to our website http://www.librarylinknj.org.
- Click "Request new password" under "User Login" on the left side bar. Or click the "Log in" link at the top right of the page. Then, select "Request new password" tab next to "Log in" tab.
- Provide your username or email address that is associated with your user account. Replacement log in information email will be sent to your email address.
- Click the link in the email to reset your password. Remember to click the 'Save' button after you type in your new password.

6. How do I edit my LibraryLinkNJ account info, including email?

- After you have logged in to your account, click "My Account" on the left side bar and then click the "Edit" tab next to the "View" tab under your username. Under the "Edit" tab, you can select the "Account" or "Name and Address" tabs to update your account information.
- Or, you can click "Edit" on the top right of the page next to: "You are logged in as **your username"**
- You cannot edit your username. If you forget your username, follow "How do I change my password?" instructions above. Once you log in with your new password, your username will be displayed. If you need to change your username, please contact Mi-Sun Lyu at lyu@librarylinknj.org.

7. How do I register for an event or cancel my registration (for a meeting, CE class, etc.)?

- You have to log in to register online for any event. **Please note that LibraryLinkNJ takes online registrations only.** You must have a user account for our website to register for any of our CE programs or other events.
- Find the event for which you want to register. You can either click "Calendar" on the top menu bar or "more" under the "Upcoming Event" block on the right side bar on the front page. You can view the event list in either Calendar or Table view by clicking the "Switch…" text link on either page.
- For Continuing Education programs, you can also click "Class Listing" under the "Continuing Education" menu on the left side bar.
- Click the "CLICK HERE TO REGISTER" link on the event information page. Then, confirm the event name and date and click the "Register Now" button. Your email address and information will be automatically filled. If you change your information on this registration page, your user information will be updated as well. So, please do not change any of your auto-filled information unless you want to update your user information. Click "Continue" to complete the registration.
- **IMPORTANT:** *Please do NOT use the "(Not {Your Name}, or want to register a different person?)" link on this page.* This will not create a registration for anyone. Instead, it sends a confirmation email to the person whose name you typed. This will confuse the other person. This will confuse the other person, and that person may also be able to modify your account information on our website, so please do not use the link. We will remove this link in the future.
- You will receive an email confirming your registration.
- If an event is filled, the following message will be displayed when you click on the "CLICK HERE TO REGISTER" link: *"This event is currently full. However you can register now and be added to a waiting list. You will be notified if a space for you becomes available."*   If you want to be on the wait list, click the "Register Now" button and follow the registration instructions listed above. You will be added to the wait list and will receive a confirmation email. If someone cancels his/her registration, people on the wait list will be added to the registration list in the order of time registered, and a confirmation email will be sent the newly registered person.
- You can view the list of classes for which you are registered. Click "My Account" on the left side bar, and click the "View Contact Dashboard" link at the bottom of the page.
- If you want to cancel your registration, please email us at info@librarylinknj.org or call us at 732-752-7720. You will receive an email confirming your cancellation. *You cannot cancel your registration online.*
- Please read our cancellation policy at http://www.librarylinknj.org/content/continuing-education.

8. How do I get notifications about any announcements/news updates? How do I stay connected?

- Click the RSS feed icon listed on the very top right of the website and subscribe.
- Become a Fan of our Facebook Page. Click the link on the right side bar on the Front Page.
- Follow us on Twitter. Click the link on the right side bar on the Front Page.

- Everyone who creates a user account on our website will also receive our online Newsletters.
- Participate in the online forums (see more information on page 10.)
- LibraryLinkNJ staff will send you emails about *major* Cooperative updates. Examples: membership meeting announcements, new services, important library news that affects the membership.

9. How do I update our library's information?

- **Only the Primary Contact person listed on your library's information page can update your library's information.** A Primary Contact is a library staff member assigned by their library director or administrator.
- Search for your library on the "Member Search" page under "Membership" on the left side bar menu, and check your library's information. If your library's primary contact is not correct, please contact Mi-Sun Lyu (lyu@librarylinknj.org) as soon as possible.
- If you are listed as the primary contact, please create your user account with the same email address listed on your library's information page.
- Log into your account.
- Click "My Account" link on the left side menu.
- Click "View Contact Dashboard" text link at the bottom.
- Click "Edit Contact Information" under "Your Contacts/Organizations". This will load a different website theme (layout).
- Click "Edit" button under your library's name. There are data fields that are displayed by default.

  IMPORTANT – Change or update *only* the following fields – *leave the rest alone*:
  - *Contact Details*
    - Organization Name
    - Phone
    - Website
    - Email **LEAVE THIS BLANK**. Your primary contact email address is managed separately by the site admin.
  - *General*
    - Type 1
    - Type 2
    - School District (For school libraries only)
    - School Grades (For school libraries only)
    - Legislative District
    - County
    - Internet
    - Consortium
    - OCLC ID
  - *Address*
    - Street Address; City; Zip; State
    - *Do not change Location Type or the "Primary location for this contact" check box.*

- If you library is on the delivery service, you may see two address listed.
- Update your library information
- Click the "Save" button.
- If *any* of the following information is *incorrect*:

    - Delivery ID Number
    - Delivery Frequency
    - Voting Representative

    Please contact Mi-Sun Lyu at lyu@librarylinknj.org.

10. How do I report our library's monthly delivery service statistics?

- You must be the primary contact of your library and must log in to your account to use the online delivery stat report form.
- Please go to the following page: http://librarylinknj.org/libraries
- Search for your library in the "Member Search" page under "Membership" on the left side bar menu, and check your library's information. Note: all four search options use "AND" as the search operator.
- If your library's primary contact is not correct, please contact Mi-Sun Lyu (lyu@librarylinknj.org) as soon as possible.
- If you are listed as the primary contact, please create your user account with the same email address listed on your library's information page.
- Log into your account.
- Click the "My Account" link on the left side menu.
- Click the "View Contact Dashboard" text link at the bottom.
- Click the "Edit Contact Information" under "Your Contacts/Organizations". This will load a different website theme (layout).
- Click the "Monthly Delivery Stats" tab next to "Summary".
- Click the "Edit Monthly Delivery Stats" button and put the total number of items shipped that month.
- Click the "Save" button.
- **Important:** Please read the delivery requirements on the "Delivery" page. Your library must keep your daily log stat sheets for 12 months, and it is required that you report online each month's total number of items shipped. Daily log stat sheets are also posted on the "Delivery" page.

11. Where can I print out a delivery label?

- Click "DELIVERY" on the top menu bar.
- Click the "Delivery Address List & Label Generator" text link.
- Click the "Print Labels" text link next to the library for which you need the delivery label.

- The delivery address list is displayed alphabetically by library name. You can search for a library by name, city, or delivery id. Note: all four search options use "AND" as the search operator.
- If your library's delivery information is not correct, please contact Mi-Sun at lyu@librarylinknj.org.

12. How do I participate in the Forums?

- You can either click "Forums" on the top menu bar, or "Create Content" on the left side bar.
- Click "Post new Forum topic" on the Forum pages, or click "Forum Topic" on Create Content page.
- Type your subject in the subject box.
- Choose a forum in the dropdown box.
- Provide your contact information (This information is for user identification for forum postings only and is NOT visible to the public).
- Select a Forum Type and Categories.
- Type your posting.
- Click "Preview" *We strongly recommend that you preview before you post.*
- Slick "Save" to post.
- You can edit or delete your own postings. Click the 'Edit' tab on your own posting to edit or delete. To edit, update your posting and click "Save" button at the bottom. To delete, click the "Delete" button at the bottom.

- If you post a topic to a forum and then realize that you selected the incorrect forum, click "Edit", change the forum and then check "Leave shadow copy" at the bottom right above the "Save" button (This place a link in the old forum to the new forum.) Click the "Save" button.
- If you want to add a comment to a particular forum posting, click the "Add new comment" text link at the bottom right of the posting. Please be sure to include your library name and contact information in your comment (This information is for user identification for the comments only and is NOT visible to the public).

- Once posted, you cannot delete your comment. Be sure to use the "Preview" button at the bottom to review your comment and only then click the "Save" button. You can edit your own comment by clicking the "Edit" text link below your comment. (See image on next page) **Please contact Mi-Sun Lyu at lyu@librarylinknj.org if you wish to delete your comment(s).**
- If you want to make a comment on a particular comment, click "reply" below that comment.

Other questions?

We are planning to implement exciting new features to the website and create other online services in the future.

If you have any questions about or suggestions for our website, please contact Mi-Sun Lyu at lyu@librarylinknj.org.