

Hello, everyone. My name is Nora Wesselmann, and I am the Missouri Ploud Project Coordinator here at the Missouri State Library.

In this video, I'm going to show you how to edit your location information, add additional branches and set up your location and hours portlet.

To edit your current locations, click the view map link if you are on the Hemingway theme, or the library name, if you are on one of the other 3 templates. This will take you to the locations page. You can then go into edit mode to fill out or edit the contact information.

This main branch check box adds a main branch label to a specific location. This is good if you have multiple branch libraries.

In the hour's box, make sure to leave a space at the top before your hours. The top of this box is also a good spot to put a PO Box number if you have one.

If you put a PO Box number in the address section, the map on the locations page will not work properly.

Here, the description box is where you can add directions from local landmarks where parking is located, if it's not easily visible, information about accessibility entrances or bike racks, anything you would want your patrons to know before they visit your library.

Library image is where you can upload an image of your library from your computer. This is useful for patrons who have never visited to help recognize your library.

Click on replace with new image, and choose file and select the image you want to upload from your computer.

Click save to upload the image and preview your locations page.

And now, you see can if you need to make any more changes.

You can add additional branch libraries to your location and hour's portlet.

First, I will show you how to create a new location.

Go to your root folder contents, click on our location and hours, and under add new select library location.

You can then fill out the information for the branch.

And once you got everything filled out you can click, save.

If everything looks correct, you can set it to publish, and it's ready to be added to the locations and hours portlet.

To do that, go to the homepage, and click on the manage portlet button at the bottom of the page.

Click on the location and hour's portlet name to open its options.

Select the branch you want to add and click on the arrow pointing right to add it to the list.

You can also use the up and down arrows to change the position of the branch in the list if we want it to be second, or if we wanted it to be at the very end.

Click save, and then go back to the homepage to see your changes.

Now we have a third branch, and there are location and hours.

That is all I have to show you in this quick video. I hope you found this small presentation helpful. I have my contact information here as well as Janet Caruthers, who works with me on this project. If you have any questions, or want any more information, feel free to reach out to either one of us. Thank you for watching, and have a great rest of your day.