

Library Staff Instructions

Managing Library Options

Via the "Manage Library Profile" link, you may edit your library's profile including contact information, ILL code, and lending status and items. The Library Profile **must** include an email address. Multiple emails may be entered separated by a semicolon with no spaces (eg: librarian@school.edu;library@library.org).

To **suspend** ILL requests (if you will be closed/unavailable for any reason), under 'Suspend Your Library's Lending Status?' select 'Yes' from the drop down menu. Libraries will be unable to request items from your library. To begin **receiving** ILL requests, select 'No' on the drop down menu.

You may also limit what items your library will loan in DueNorth by selecting the appropriate responses for each type listed. Make sure to select "Submit" at the bottom of the page to update and save the changes to your profile.

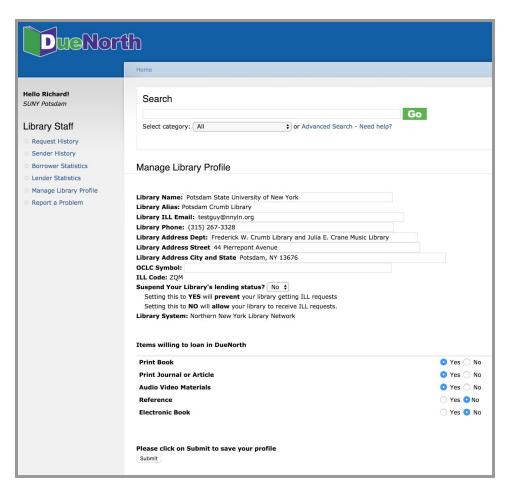


Figure 4: Manage Library Profile

If you have questions about using the DueNorth catalog, please contact Christi Sommerfeldt at christi@nnyln.org or call (315) 265-1119 ext. 100.