



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.

DueNorth

Home

Search

Select category: All or Advanced Search - Need help? **Go**

Manage Library Profile

Library Name: Potsdam State University of New York

Library Alias: Potsdam Crumb Library

Library ILL Email: testguy@nnyln.org

Library Phone: (315) 267-3328

Library Address Dept: Frederick W. Crumb Library and Julia E. Crane Music Library

Library Address Street: 44 Pierrepont Avenue

Library Address City and State: Potsdam, NY 13676

OCLC Symbol:

ILL Code: ZQM

Suspend Your Library's lending status? No

Setting this to **YES** will **prevent** your library getting ILL requests
Setting this to **NO** will **allow** your library to receive ILL requests.

Library System: Northern New York Library Network

Items willing to loan in DueNorth

Print Book	<input checked="" type="radio"/> Yes <input type="radio"/> No
Print Journal or Article	<input checked="" type="radio"/> Yes <input type="radio"/> No
Audio Video Materials	<input checked="" type="radio"/> Yes <input type="radio"/> No
Reference	<input type="radio"/> Yes <input checked="" type="radio"/> No
Electronic Book	<input type="radio"/> Yes <input checked="" type="radio"/> No

Please click on Submit to save 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.