



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.

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.

The screenshot shows the 'Manage Library Profile' page in the DueNorth system. The page has a blue header with the DueNorth logo and a navigation menu on the left. The main content area is titled 'Manage Library Profile' and contains several sections:

- Search:** A search bar with a 'Go' button and a dropdown menu for 'Select category: All'.
- Library Profile:** A form with the following fields:
 - 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 (selected)
 - Library System: Northern New York Library Network
- Items willing to loan in DueNorth:** A table with radio buttons for 'Yes' and 'No' for each item type:

Item Type	Yes	No
Print Book	<input checked="" type="radio"/>	<input type="radio"/>
Print Journal or Article	<input checked="" type="radio"/>	<input type="radio"/>
Audio Video Materials	<input checked="" type="radio"/>	<input type="radio"/>
Reference	<input type="radio"/>	<input checked="" type="radio"/>
Electronic Book	<input type="radio"/>	<input checked="" type="radio"/>
- Submit:** A 'Submit' button at the bottom of the page.

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.