



# ASPEN DISCOVERY

Aspen Configuration

System Messages

Placards

Lists

Browsing Categories

Collection Spotlights

Materials Requests

Custom Forms

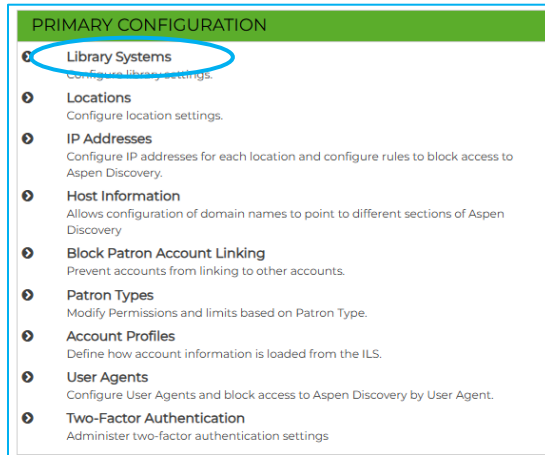
Custom Pages

Staff Members




# ASPEN CONFIGURATION

There are many aspects of Aspen that can be configured by individual libraries when first starting out.

1. Click on **Aspen Administration** from under the side menu.
2. Scroll down to **Primary Configuration** and select **Library Systems** or type in **Library Systems** in the **Search for a Setting** box.

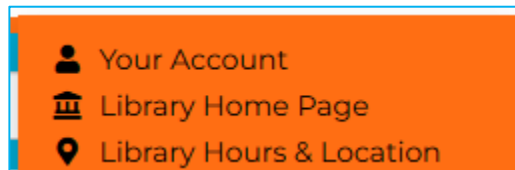
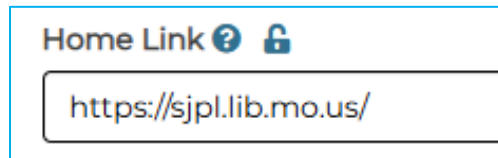


3. Find the library system that needs to be edited.
  - a. There are two pencils that can be clicked. On the left of the title and to the right at the end of the row.

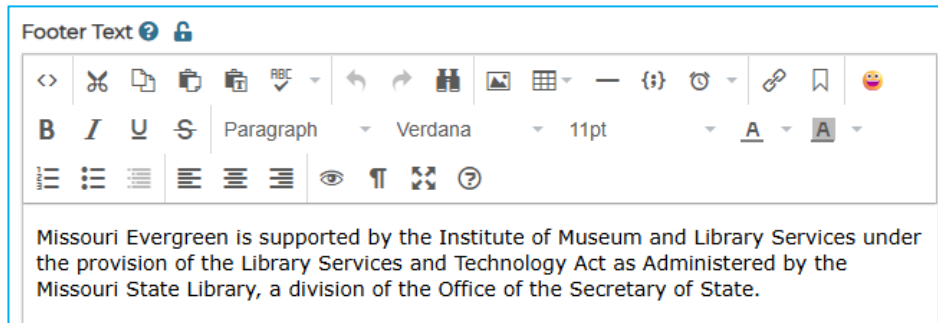
 64	sjpl	https://sjpl.modiscovery.org	St. Joseph Public Library System	ils	Yes	Yes	SJPL	23	5	9	 Edit	 Histor
--	------	------------------------------	--	-----	-----	-----	------	----	---	---	--	--

## Basic Display

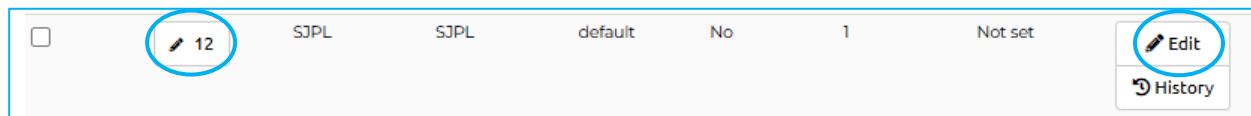
- **Home Link:** The location to send the user when they click on the home button or logo.
  - Use default or blank to go back to Aspen Discovery home location.



- **Footer Text:** Optional text to display in the footer above the footer image if displayed.



- Adding a footer image:
  - Click on **Aspen Administration** from under the side menu.
  - Scroll down to **Theme & Layout** and select **Themes** or type in **Themes** in the **Search for a Setting** box.
  - Find the library system that needs to be edited.
    - There are two pencils that can be clicked. On the left of the title and to the right at the end of the row





- Scroll down to **Footer Image**. Click on **Select an image** to upload an image from the computer.
- Click **Save Changes and Return**.







## Contact Links



- Add URL links to promote social media.



▼ Contact Links



Facebook Link URL  



Twitter Link URL  



Youtube Link URL  



Instagram Link URL  


Pinterest Link URL  

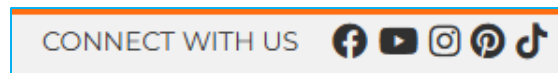
GoodReads Link URL  

TikTok Link URL  

General Contact Link URL  



General Email Address (LIDA only)  



 Aspen LIDA also uses this setting





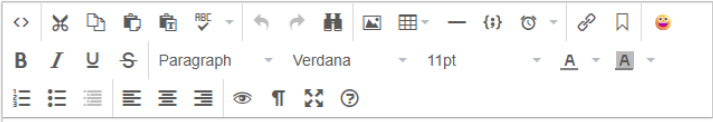
## ILS/Account Integration

- **Library Card Expiration:** Choose whether the user should be shown their cards expiration date on the My Library Card Page.

Show Card Expiration Date  


Show Expiration Warnings  



Expiration Near Message  

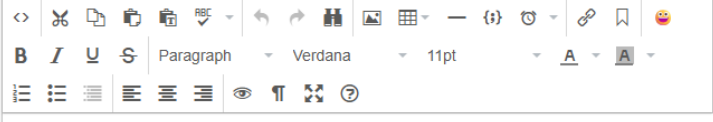


Your library card will expire on %date%.

7 WORDS POWERED BY TINY

 Use the token %date% to insert the expiration date

Expired Message  



Your library card expired on %date%.

6 WORDS POWERED BY TINY

Your library card expired on  
Aug 19, 2025.

- **Login:** Labels can be changed to keep terminology consistent for patrons.
  1. Login Form Username Label
  2. Login Form Password Label

Login Form Username Label ? 🔒
Library Card Number
Login Form Password Label ? 🔒
Pin

Sign In ×

Library Card Number

Pin

Forgot Pin? [Reset My Pin](#)

Reveal PIN/Password

Keep Me Signed In

## Fines/e-commerce

If you are using a payment vendor that Aspen integrates with via API, set up your vendor credentials in the eCommerce module before setting this up under Primary Configuration.

- **eCommerce Module**

1. Get Information from PayPal

- Log in to <https://developer.paypal.com>

PayPal Developer Dashboard

Home Apps & Credentials Testing Tools Event Logs

Sandbox  Live

Welcome to PayPal

Click this link

Showing Default Application Date range Last 12 hours

Which Payment Solution do you want to offer?

Most popular Online Payouts Multi-party All products

Standard Checkout Advanced Checkout Subscriptions

PayPal Developer Dashboard

Home Apps & Credentials Testing Tools Event Logs

Sandbox  Live

My apps & credentials

You may be in "Sandbox Mode" by default. If so, click the button to toggle these settings to "Live."

REST API apps

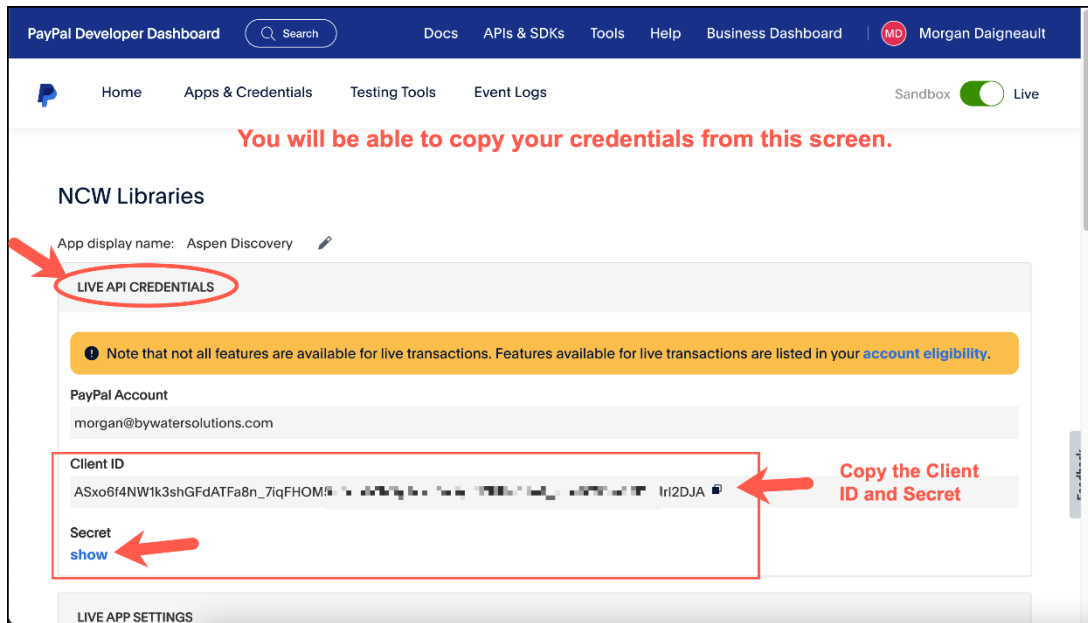
Create an app to receive REST API credentials for testing and live transactions.

App name	Actions
Activation_App	
NCW Libraries	

Create App

If there are no live app credentials here, you will need to create them by clicking the "Create App" button.

Note: Features available for live transactions are listed in your [account eligibility](#).



2. Open PayPal Settings under the eCommerce module
  - **Name:** A name for the settings
  - **Client ID:** The Client ID to use when paying fines.
  - **Client Secret:** The Client Secret to use when paying fines.
  - **Error Email:** Email to send errors to if the payment cannot be completed in the ILS.
  - **Libraries:** Define libraries that use these settings.
- **Fines/e-commerce under Primary Configuration:** Finish configuring payment settings.

Show E-Commerce Link

PayPal

Which fines should be paid

Partial payment of selected fines

Fine Payment Order by type

Separate values with pipes. Example: Fines|Lost|Overdue

Pay Fines Link

default

Pay Fines Link Text

Click to Pay Fines Online

Minimum Fine Amount

0.00


Show Refresh Account Button



Convenience Fee

0.00

## Payment History

- Checking this box will allow patrons to see any transactions run through Aspen.

Show Payment History for fines paid in Aspen 

Payment History Explanation  



**Default**   English   Español


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This page only reflects payments made through your online library catalog. If you have questions about payments made at the library in person or through other means, please contact your library.



## Materials Request


- Materials Request functionality so patrons can request items not in the catalog.



Materials Request System  

Aspen Request System 


Enable Materials Request for the Public  



Send email to library when Materials Requests are created  


 Applies to Aspen Request System Only



Email to receive notifications for new Materials Requests  

mrevels@sjpl.lib.mo.us



 Applies to Aspen Request System Only


Send an email to staff when they are assigned a Materials Request  



 Applies to Aspen Request System Only

Max Requests Per Year  

60

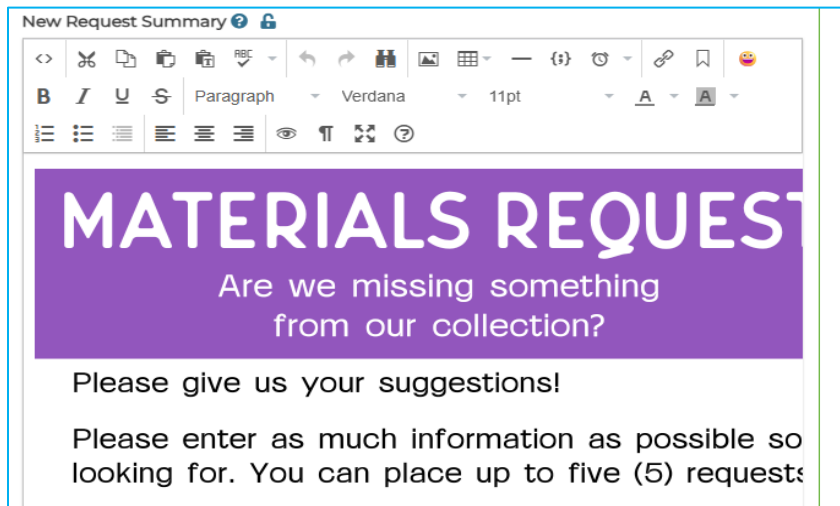
Yearly Request Limit Type  

Rolling Year 

Max Active Requests  

5

- **New Request Summary:** Text displayed at the top of Materials Request form to give users important information about the request they submit.
  1. This can be text or image.





- **Fields to display on Manage Materials Request Table:** Determine which columns to display on the Manage Request page.

Sort	Name of Column to Display	Display Label	Actions
↑	status	Status	Delete
↑	format	Format	Delete
↑	title	Title	Delete
↑	author	Author	Delete
↑	comments	Comments	Delete
↑	dateCreated	Date Created	Delete
↑	createdBy	Patron	Delete
↑	email	Email	Delete
↑	holdPickupLocation	Hold Pickup Location	Delete
↑	staffComments	Staff Note	Delete
↑	assignedTo	Assigned To	Delete

+ Add New



- **Formats of Materials that can be Requested:** Determine which material formats are available to patrons to request.













Formats of Materials that can be Requested  

Sort	Format	Format Label	Author Label	Special Fields for Format
↑	book	Book	Author	No values selected
↑	largePrint	Large Print	Author	No values selected
↑	dvd	DVD	Actor / Director	No values selected
↑	bluray	Blu-ray	Actor / Director	No values selected
↑	cdAudio	CD Audio Book	Author	No values selected
↑	cdMusic	Music CD	Artist / Compos	No values selected
↑	ebook	eBook	Author	No values selected
↑	eaudio	eAudio	Author	No values selected
↑	playaway	Playaway	Author	No values selected

[+ Add New](#) [Set Materials Request Formats To Default](#)

- **Materials Request Form Fields:** Fields that are displayed in the Materials Request Form.

Materials Request Form Fields  

Sort	Form Category	Field Label	Field Type	Actions
↑	Material Informa	Format	Format	 Delete
↑	Title Information	Title	Title	 Delete
↑	Title Information	Author	Author	 Delete
↑	Hold Options	Place a hold for i	Place Hold whe	 Delete
↑	Hold Options	Pick-up Locatior	Hold Pick-up Lc	 Delete
↑	Hold Options	Do you want us l	Inter-library Loa	 Delete
↑	Supplemental D	Comments	Comments	 Delete
↑	Contact Informa	Email	Email	 Delete
↑	Contact Informa	Phone	Phone	 Delete
↑	Staff Informatior	Request Id	Request ID Nun	 Delete
↑	Staff Informatior	Status	Status (staff view	 Delete
↑	Staff Informatior	Created By	Created By (staf	 Delete

[+ Add New](#) [Set Materials Request Form Structure To Default](#)

# Materials Request

## MATERIALS REQUEST

Are we missing something  
from our collection?



Please give us your suggestions!

Please enter as much information as possible so we can find the exact title you are looking for. You can place up to five (5) requests per month.

### Material Information

Format **Required**

Book

### Title Information

Title **Required**

Author

### Hold Options

Place a hold for me when  
the item is available  Yes  No

Pick-up Location

St. Joseph - Downtown Library

Do you want us to borrow  
from another library if not  
purchased?  Yes  No

### Supplemental Details (optional)

Comments

### Contact Information

Email

bbarton@sjpl.lib.mo.us

Phone

816-646-8876

Submit Materials Request

## Holidays

- When holidays are added, information about holiday closure will appear on pages in the user account.

Date	Holiday Name	Actions
01/01/2025	New Year's Day	Delete
01/20/2025	Martin Luther King Jr. Day	Delete
04/20/2025	Easter	Delete
05/26/2025	Memorial Day	Delete
06/19/2025	Juneteenth	Delete
07/04/2025	Independence Day	Delete
09/01/2025	Labor Day	Delete
11/11/2025	Staff Day	Delete
11/27/2025	Thanksgiving	Delete
11/28/2025	Thanksgiving Holiday	Delete
12/24/2025	Christmas Eve	Delete
12/25/2025	Christmas	Delete

+ Add New

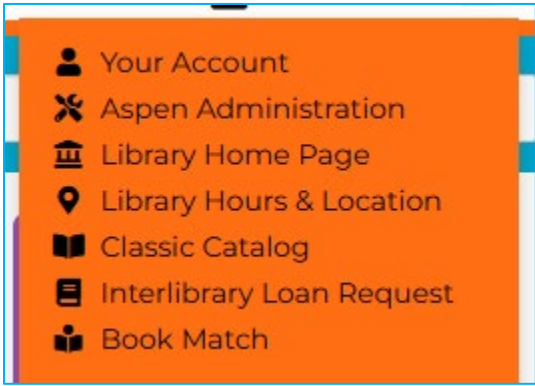
## Menu Links

- Create links that will show in the menu.

Sort	Category	FontAwesome Icon Name	Link Text	URL	Show In Top Menu	Show In Top Menu
↑	Library Home	home	Library Home	https://sjpl.lib.m	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
↑	Calendar	calendar	Calendar	https://sjpl.librai	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
↑	Calendar	calendar	Calendar	https://sjpl.librai	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
↑	Streaming	headphones	Streaming Ser	https://sjpl.lib.m	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
↑	Streaming		eBooks & eAudi	https://sjpl.mod	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
↑	Streaming		Films, Music & T	https://sjpl.mod	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

+ Add New

Copy Menu Links

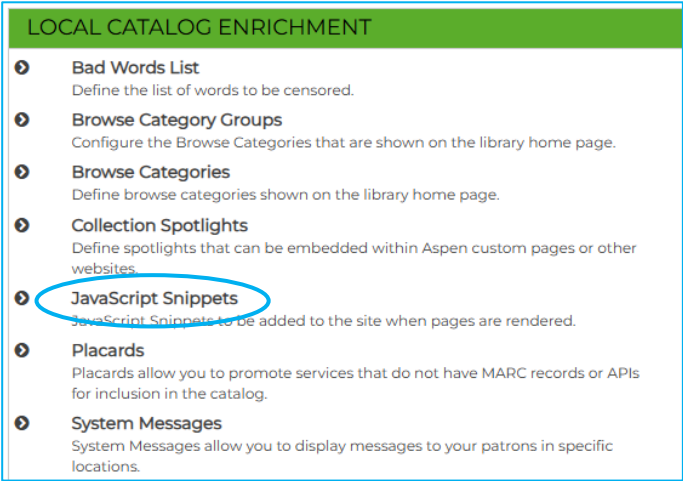


*Third Party Enrichment*

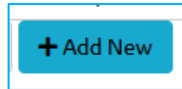
Using JavaScript, third party enchantments can be added to Aspen. Examples of this are Chat Platforms, Niche Academy tutorials or ReciteMe.



1. Click on **Aspen Administration** from under the side menu.
2. Scroll down to **Local Catalog Enrichment** and select **JavaScript Snippets** or type in **JavaScript Snippets** in the **Search for a Setting** box.

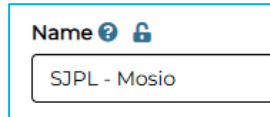


3. Click on **Add New**.



4. Fill out the information accordingly:

a. **Name:** Name the snippet, accordingly, starting with **SJPL-** .



b. **Snippet:** Copy the code of the snippet.

i. To get these codes, reach out to vendor.

ii. Snippets must include script tags `<script></script>`



c. **Libraries:** Select which library will use the snippet.

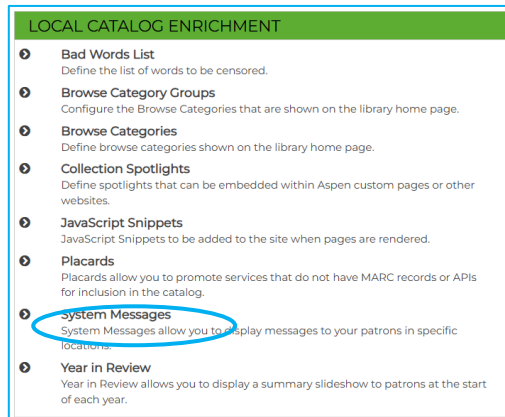
d. **Locations:** Select the branches that have access to the snippet.

5. Click **Save Changes and Return**.

## SYSTEM MESSAGES

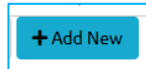
When the library is closed for the holiday or a snow closure, a banner can be applied to the top of the catalog, alerting patrons of the closure.

1. Click on **Aspen Administration** from under the side menu.
2. Scroll down to **Local Catalog Enrichment** and select **System Messages** or type in **System Messages** in the **Search for a Setting** box.

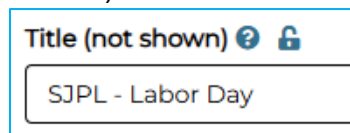


### Adding a New Message

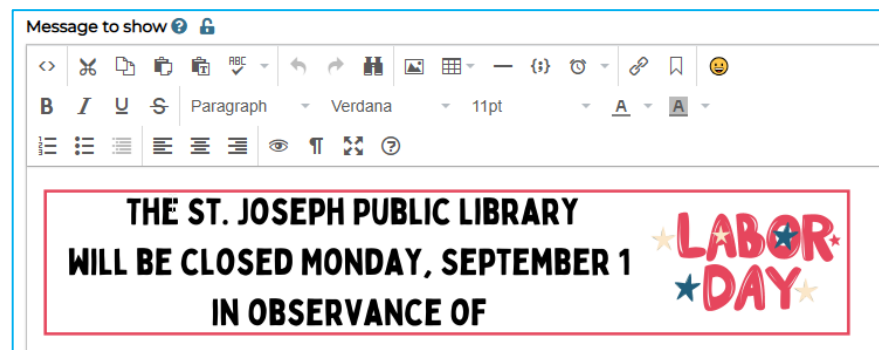
1. Click on **+ Add New**.



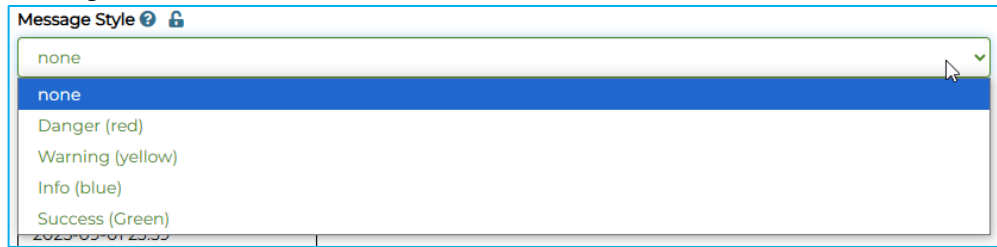
2. Fill out the information accordingly:
  - a. **Title (not shown):** The title should always start with **SJPL –** (type of notification).



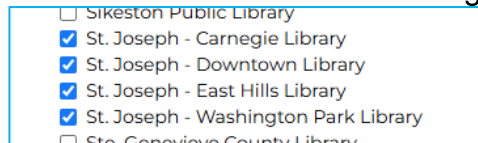
- b. **Message to show:** This is where the message will be typed to be displayed, or an image can be used.
  - i. An image can be create in Canva with the size of 800 x 150 px.



- c. **Show On:** Set to **All Pages**
- d. **Message Style:** If the message is typed and not a photo, message style will add a color background to the message depending on the urgency of the message.



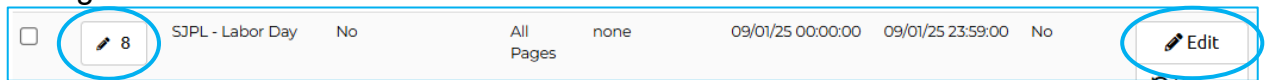
- e. **Start Date to Show:** Set the date of when you want the message to show.
- f. **End Date to Show:** Set the date of when you want the message to go away.
- g. **Libraries:** Select **St. Joseph Public Library**
- h. **Locations:** Select branches that the message pertains to.



3. Click **Save Changes and Return.**

### Editing a New Message

- 1. Find the placard that needs to be edited and click on the pencil.
  - a. There are two pencils that can be clicked. On the left of the title and to the right at the end of the row.

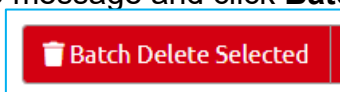


- 2. Any information can be changed from updating the image or changing the date.

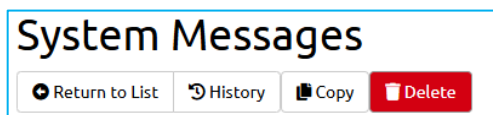
### Deleting a New Message

If a message needs to be deleted, there are two ways to do so.

- 1. Select the message and click **Batch Delete Selected**



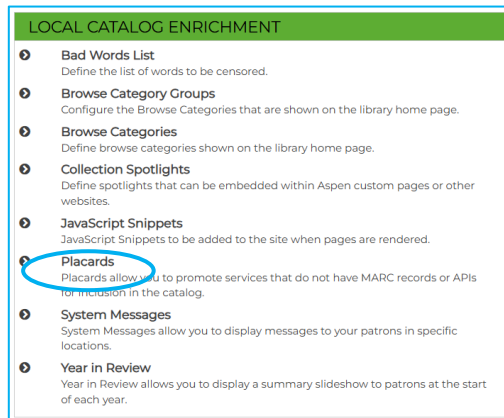
- 2. Select the message and click **Edit.**
  - a. Click **Delete**



## PLACARDS

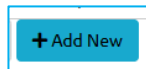
The use of placards in the catalog, is a way of helping to promote a program or club. Placards appear at the top of the search results when using specific keywords that trigger the placard.

1. Click on **Aspen Administration** from under the side menu.
2. Scroll down to **Local Catalog Enrichment** and select **Placards** or type in **Placards** in the **Search for a Setting** box.

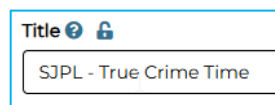


### Adding a New Message

1. Click on **+ Add New**.



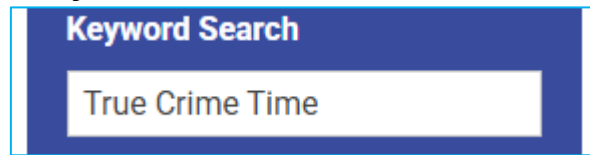
2. Fill out the information accordingly:
  - a. **Title:** The title should always start with **SJPL – (Event)**.



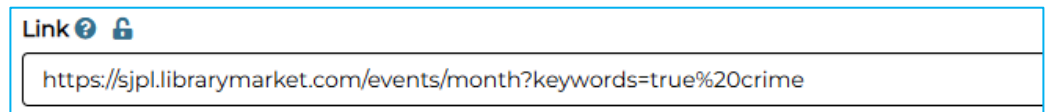
- b. **Start Date to Show:** The date that the placard should show.
- c. **End Date to Show:** The date that the placard should stop showing.
- d. **Image:** Select an image that has been created for the placard.
  - i. This can be made in Canva. The image size must be 800 x 150 px.



- e. **Link:** Add a link to the website or web calendar showcasing when the event is happening.
- i. Do a **Keyword Search** of the event.



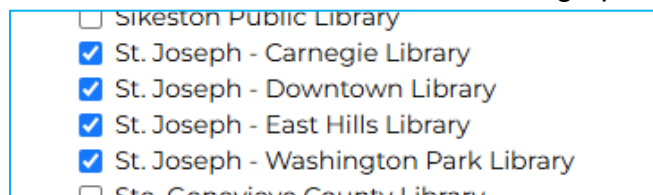
- ii. Highlight the URL and copy it. Paste the link in the box.



- f. **Triggers:**
- i. Use keywords that are related to the topic.

Trigger word	Exact Match	Actions
<input type="text" value="crime"/>	<input type="checkbox"/>	
<input type="text" value="killer"/>	<input type="checkbox"/>	
<input type="text" value="killing"/>	<input type="checkbox"/>	
<input type="text" value="murder"/>	<input type="checkbox"/>	
<input type="text" value="true crime"/>	<input type="checkbox"/>	

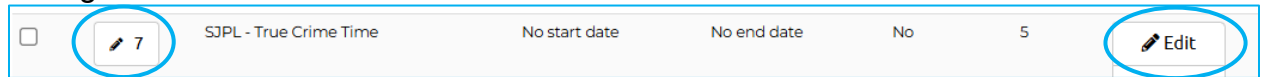
- g. **Libraries:** Select St. Joseph Public Library
- h. **Locations:** Select branches that the message pertains to.



3. Click **Save Changes and Return.**

## Editing a Placard

1. Find the placard that needs to be edited and click on the pencil.
  - a. There are two pencils that can be clicked. On the left of the title and to the right at the end of the row.

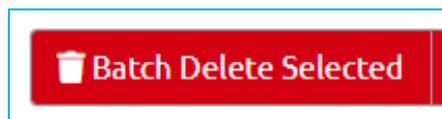


2. Any information can be changed from updating the image or changing the date.

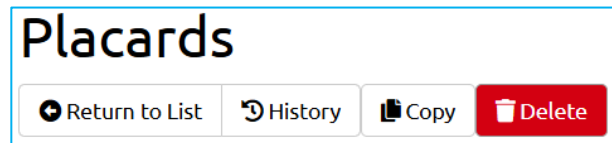
## Deleting a Placard

If a placard needs to be deleted, there are two ways to do so.

1. Select the message and click **Batch Delete Selected**



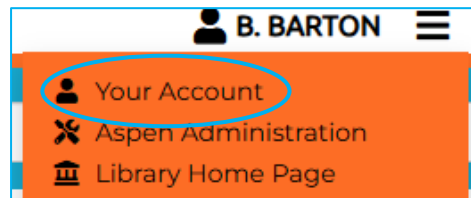
2. Select the message and click **Edit**.
  - a. Click **Delete**



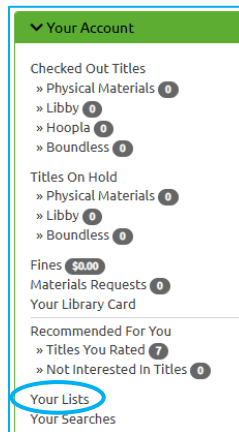
## LISTS

The use of lists in the catalog is a way of curating items and putting them in a central location for patrons.

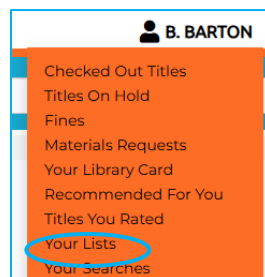
1. There are two ways of accessing lists.
  - a. Click on the drop-down menu and select **Your Account**.



- i. Once your account is open, click on **Your Lists** from the **Your Account** menu.



- b. Click on user's name and select **Your Lists**.



### *Adding a New List*

1. Click on **Create a New List**
  - a. **List:** Name the list.
  - b. **Description:** This is optional. If the list is going to be public, a description would be nice, so patrons know what the list is about.

c. **Access:**

- i. **Private:** Only the creator can see the list.
- ii. **Public:** Everyone is able to access the list.
  1. **Show in search results:** The list can be found by searching user lists.
  2. **Show list author in search results:** Your name will be displayed as the author of the public list.

The screenshot shows a 'Create new List' dialog box with the following fields and options:

- List:** Text input field containing 'Serial Killers'.
- Description:** Text area containing 'A collection of books based on serial killers.'
- Access:** Radio button selected for 'Public'. Below it, a note states: 'Public lists can be shared with other people by copying the URL of the list or using the Email List button when viewing the list.'
- Show in search results:** Radio button selected for 'Yes'. Below it, a note states: 'If enabled, this list can be found by searching user lists. It must have at least 3 titles to be shown.'
- Show list author in search results:** Radio button selected for 'Yes'. Below it, a note states: 'If enabled, your name will be displayed as the author of this public list.'

Buttons at the bottom right: 'Close' and 'Create List'.

2. Click **Create List** once everything has been filled out.

*Adding Titles to a List*

1. Titles can be added in two different ways, single title or multiple titles at once.
  - a. Single Titles
    - i. Search for the title.
    - ii. Under the description, click on **Add to List**.
    - iii. In the Choose a List drop-down menu, select the list

The screenshot shows an 'Add To' dialog box with the following elements:

- List:** A purple pill-shaped button labeled 'List' with 'Reading History' text next to it.
- Choose a List:** A dropdown menu showing 'Serial Killers' with a downward arrow. Below it is a link 'or Create a New List'.
- Add a Note:** A text area containing 'BTK Killer'.

Buttons at the bottom right: 'Close' and 'Save To List'.

- iv. Click **Save to List**.

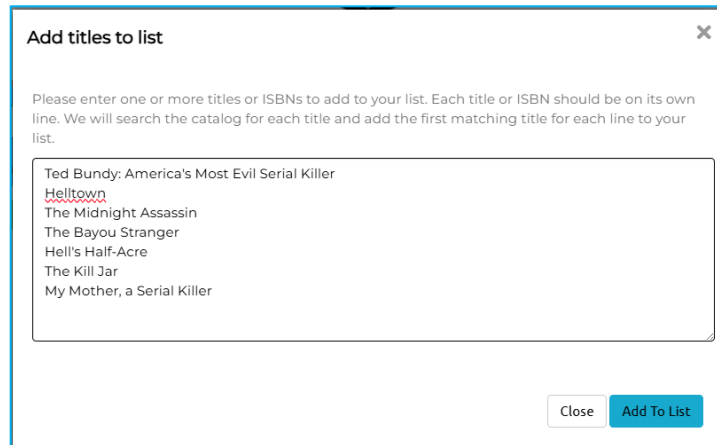
b. Multiple Titles

- i. Select the list by clicking on the title



23) **Serial Killers**  
**Number of Titles** 0 titles are in this list.  
A collection of books based on serial killers.  
Created on May 6, 2025 8:12 AM  
Last Updated May 6, 2025 8:12 AM  
Private

- ii. Click on **Add Multiple Titles**  
iii. Either enter ISBNs or titles into the list, one per line  
1. For common title, Aspen will choose the most relevant based on its algorithm. Make sure to look over the list once the titles have been added.



Add titles to list

Please enter one or more titles or ISBNs to add to your list. Each title or ISBN should be on its own line. We will search the catalog for each title and add the first matching title for each line to your list.

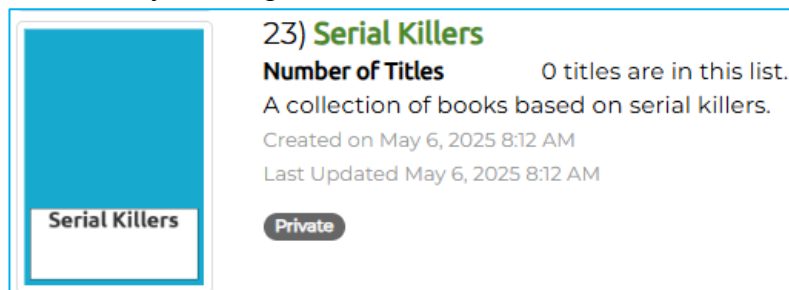
Ted Bundy: America's Most Evil Serial Killer  
Hometown  
The Midnight Assassin  
The Bayou Stranger  
Hell's Half-Acre  
The Kill Jar  
My Mother, a Serial Killer

Close Add To List

- iv. Click **Add to List**

*Editing a List*

1. Select the list by clicking on the title



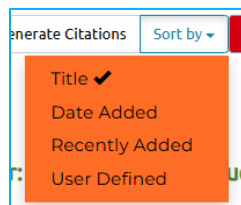
23) **Serial Killers**  
**Number of Titles** 0 titles are in this list.  
A collection of books based on serial killers.  
Created on May 6, 2025 8:12 AM  
Last Updated May 6, 2025 8:12 AM  
Private

2. Click on **Edit**

3. From here, the title, description and access can be changed. A custom list cover may be added if the list is made public.
  - a. This can be made in Canva. The image size must be 150 x 225 px.
  - b. Click on **Upload List Cover from Computer** and select the cover.

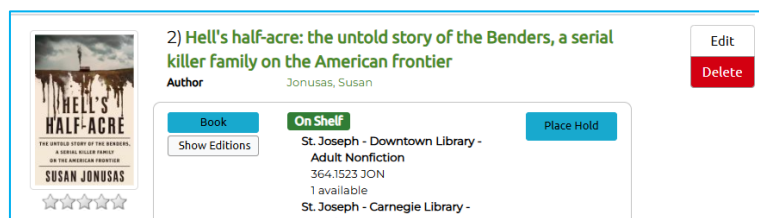


4. The list can be sorted by clicking on **Sort by**.
  - a. **Title**: in alphabetical order
  - b. **Date Added**: oldest to newest
  - c. **Recently Added**: newest to oldest
  - d. **User Defined**: changing the position number or moving titles one by one with up and down arrow.

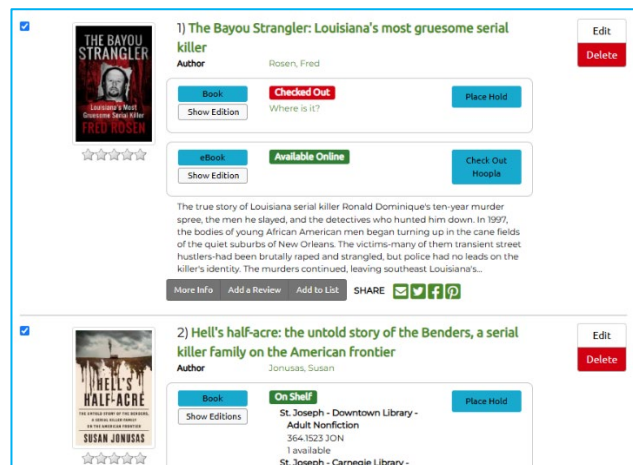


### Deleting a Title or a List

1. Deleting a Single Title
  - a. A title can be deleted from the list by clicking **Delete** to the right of title.



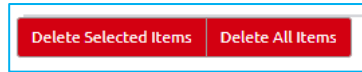
2. Deleting Multiple Titles
  - a. Select the titles that need to be deleted.



b. Scroll to the bottom of the page and select **Delete Selected Items**.

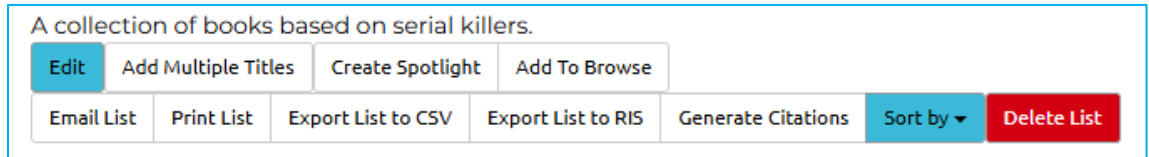
3. Deleting All Titles

- a. If a list need brand new titles, all the existing titles can be deleted.
- b. Scroll to the bottom of the page and select **Delete All Items**



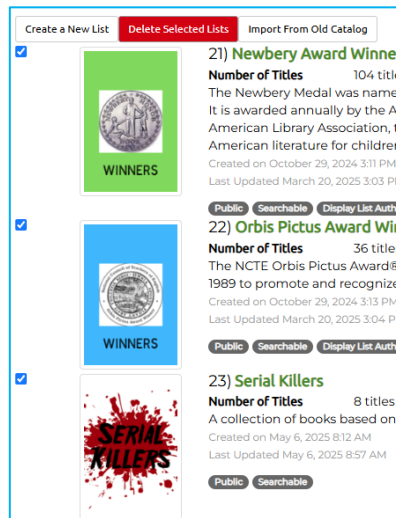
4. Deleting a List

- a. Open the list.
- b. Click on **Delete List**



5. Deleting Multiple Lists

- a. Select the lists that need to be deleted.
- b. Click **Deleted Selected Lists**



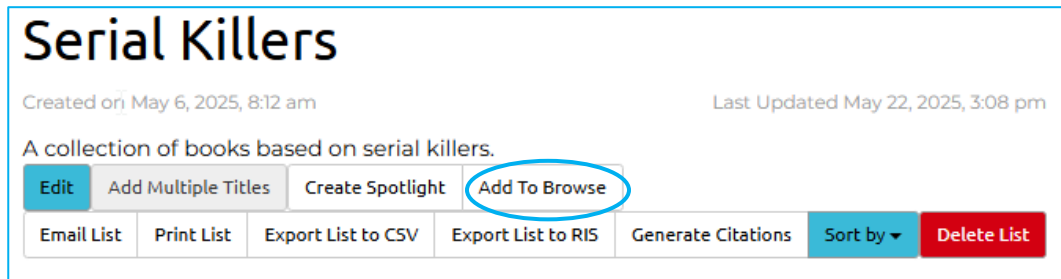
## BROWSING CATEGORIES

On the home page of the catalog, there are several browsing categories showcasing a variety of items. These can be created by lists or by catalog searches. Once the browse category is created, then the browse category groups need to be modified.



### *Creating a Browse Category from a List*

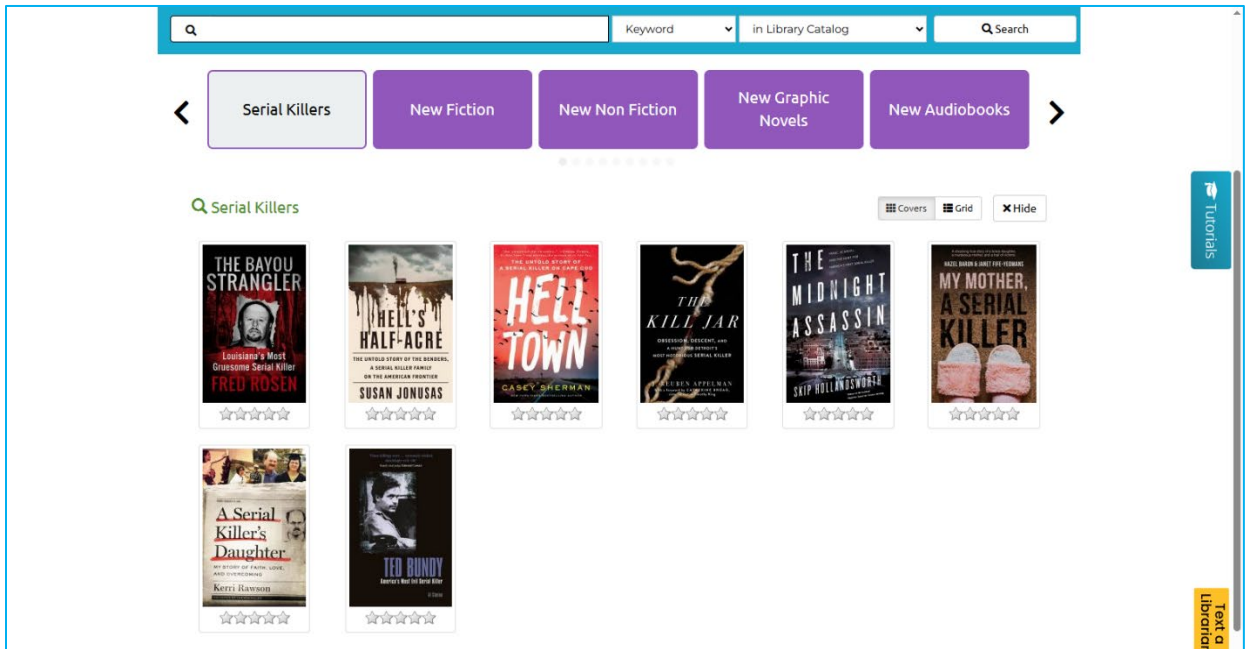
1. Once a list has been created (see Lists), open the list. The list will need to be **Public**.
2. Click on **Add to Browse**



3. Enter a title for the browse category in the **New Category Name** box.

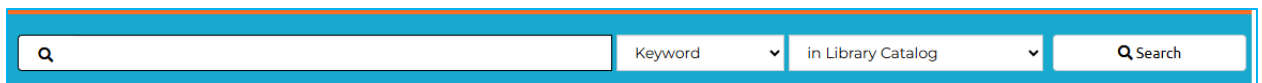
A dialog box titled 'Add as Browse Category to Home Page'. It contains a text input field with the placeholder text 'Please enter a name for the browse category to be created.' Below this is a section for 'New Category Name' with a text input field containing 'Serial Killers'. Underneath is a dropdown menu labeled 'Add as a Sub-Category to (optional)' with 'Select One' selected. At the bottom, there is a checked checkbox labeled 'Add to Home Page after creation (main categories only)'. The dialog box has 'Close' and 'Create Category' buttons at the bottom right.

#### 4. Click on **Create Category**.

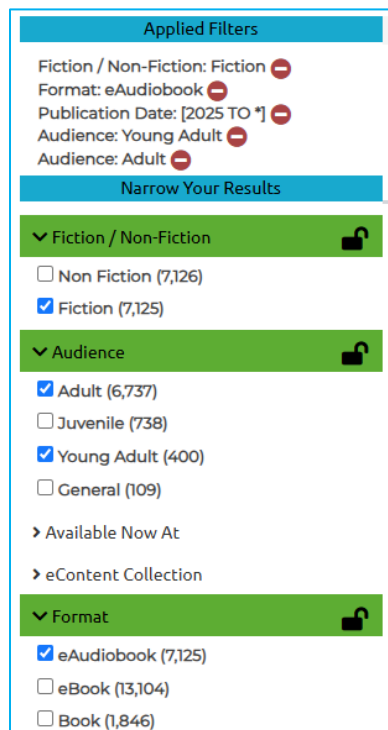


### Creating a Browse Category from Search Results

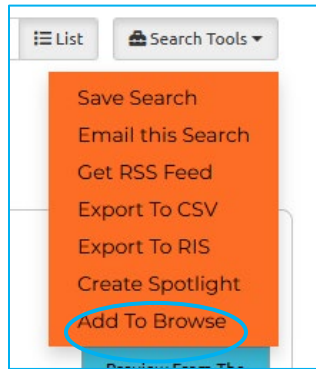
1. Leave the search box blank, then click **Search**.



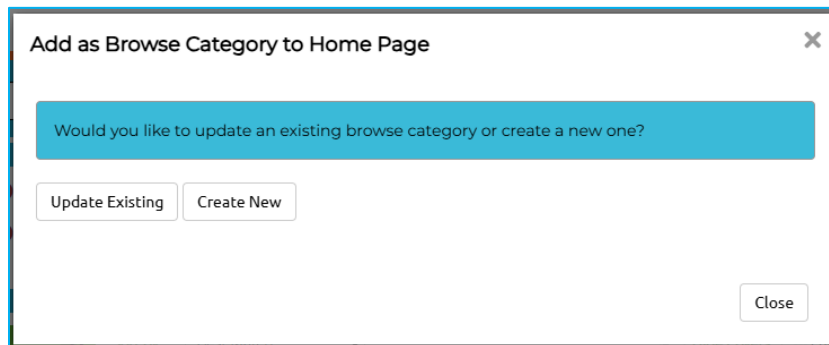
2. Using the Search Facets, narrow the search results.



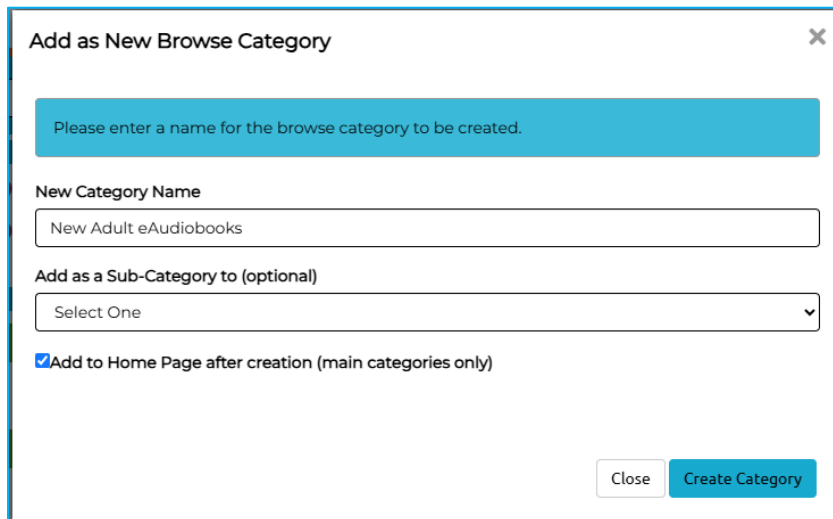
3. Click on **Add to Browse** under the **Search Tools** drop-down menu.



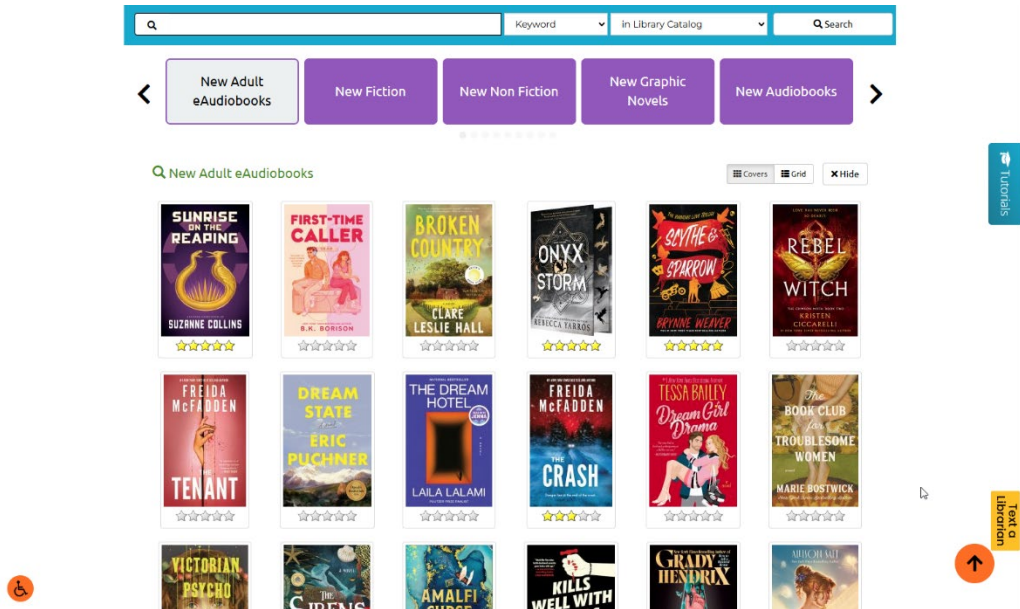
4. Click on **Create New**.

A screenshot of a dialog box titled 'Add as Browse Category to Home Page'. The dialog contains a question: 'Would you like to update an existing browse category or create a new one?'. Below the question are two buttons: 'Update Existing' and 'Create New'. A 'Close' button is located in the bottom right corner.

5. Enter a title for the browse category in the **New Category Name** box.

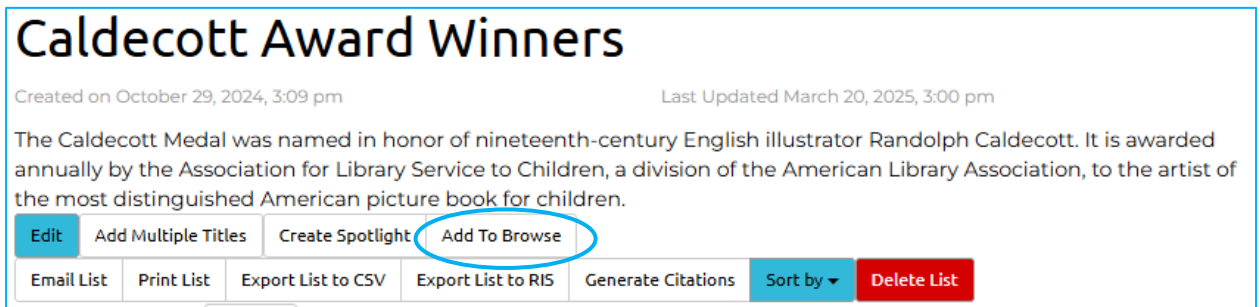
A screenshot of a dialog box titled 'Add as New Browse Category'. The dialog contains a text input field with the placeholder text 'Please enter a name for the browse category to be created.'. Below this is a section labeled 'New Category Name' with a text input field containing 'New Adult eAudiobooks'. Underneath is a section labeled 'Add as a Sub-Category to (optional)' with a dropdown menu showing 'Select One'. At the bottom, there is a checked checkbox labeled 'Add to Home Page after creation (main categories only)'. In the bottom right corner, there are 'Close' and 'Create Category' buttons.

6. Click on **Create Category**.



*Creating a New Sub-category from a List*

1. Once a list has been created (see Lists), open the list. The list will need to be **Public**.
2. Click on **Add to Browse**



3. Enter a title for the sub-category in the **New Category Name** box and under **Add as a Sub-Category to**, select the Browse Category in which the sub-category goes under.

Add as Browse Category to Home Page

Please enter a name for the browse category to be created.

New Category Name  
Award Books

Add as a Sub-Category to (optional)  
Select One

- Select One
- NKMS 7th Grade (ksd\_summer\_reading\_lists\_library\_mlc\_ki\_nkms\_7th\_grade) - 212
- NKMS 8th Grade (ksd\_summer\_reading\_lists\_library\_mlc\_ki\_nkms\_8th\_grade) - 213
- Adapters (library\_of\_things\_library\_mlc\_ki\_adapters) - 189
- Adult (mlc\_new\_fiction\_adult) - 33
- Adult (mlc\_new\_nonfiction\_adult) - 37
- Adult (mlc\_br\_new\_fiction\_adult) - 86
- Adult (mlc\_ri\_new\_adult\_fiction) - 114
- Adult Audio Books (WBCPL\_adult\_audio\_books) - 292
- Adult Fiction (WBCPL\_adult\_fiction) - 286

4. Click on **Create Category**.

### Creating a New Sub-category from Search Results

1. Leave the search box blank, then click **Search**.

q Keyword in Library Catalog Search

2. Using the Search Facets, narrow the search results.

Applied Filters

Format: DVD  
Shelf Location: New Adult DVD

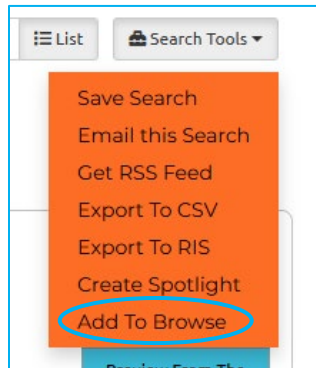
Narrow Your Results

- > Fiction / Non-Fiction
- > Audience
- > Available Now At
- > eContent Collection

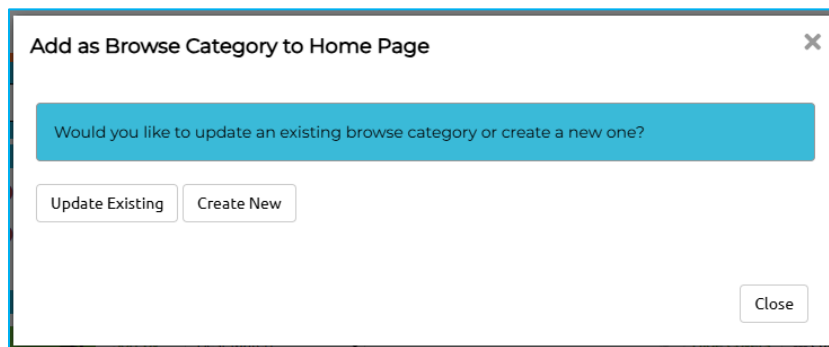
Format

- DVD (251)

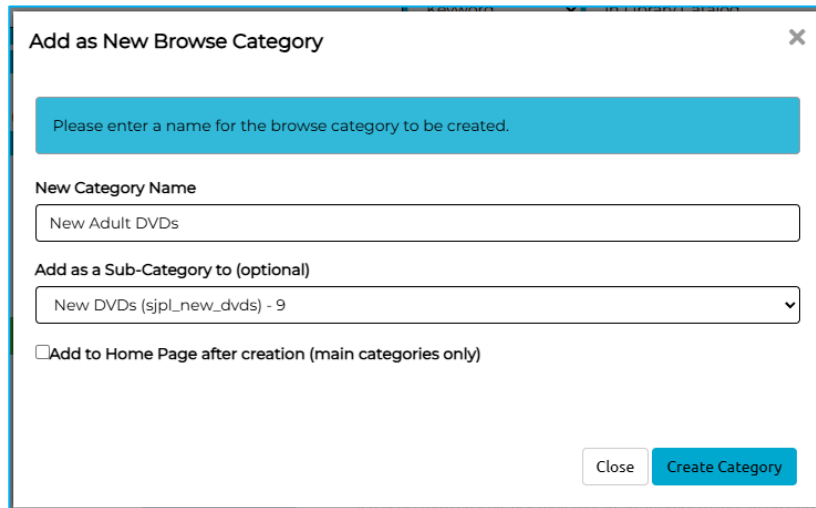
3. Click on **Add to Browse** under the **Search Tools** drop-down menu.



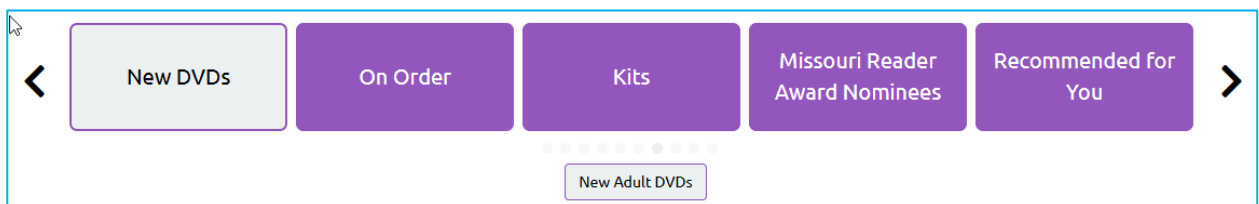
4. Click on **Create New**.



5. Enter a title for the sub-category in the **New Category Name** box and under **Add as a Sub-Category to**, select the Browse Category in which the sub-category goes under.

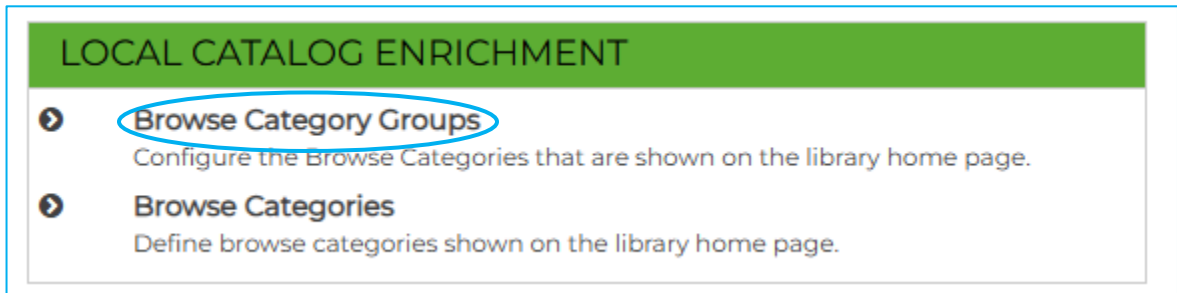


6. Click **Create Category**.

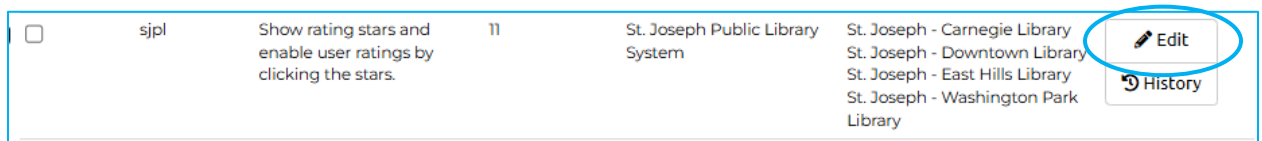


## Arranging Browse Categories and Subcategories

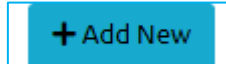
1. Click on **Aspen Administration** from under the side menu.
2. Scroll down to **Local Catalog Enrichment** and select **Browse Category Groups** or type in **Browsing Category Groups** in the **Search for a Setting** box.



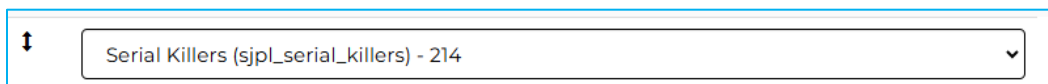
3. Scroll down to **sjpl** and click on **Edit**.



4. To add a new browsing category to the main page:
  - a. click on **+Add New**.



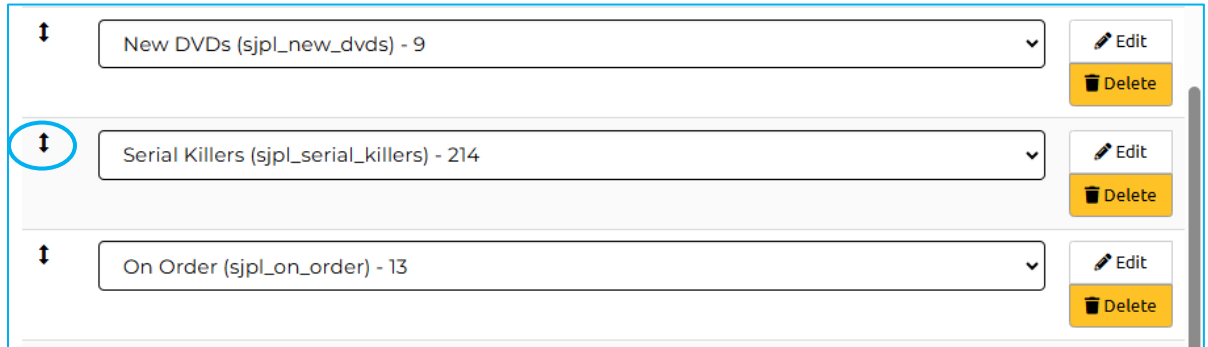
- b. Use the drop-down menu and select the browse category.



- c. Click **Save Changes and Stay Here** or click the save button on the side of the screen

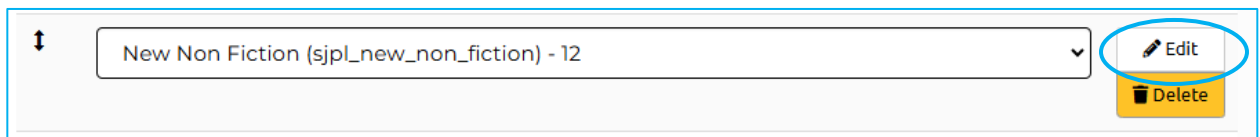


5. To move a browse category to a new position:
  - a. Locate the browse category that needs to be moved.
  - b. Click and drag on the up/down arrows.
  - c. Move the browse category to the place where it will show on the main page.

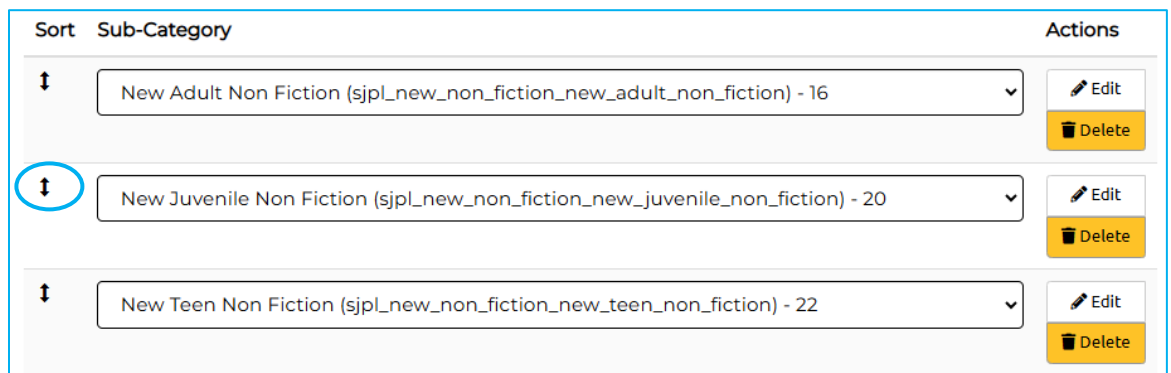


- d. Click **Save Changes and Stay Here** or click the safe button on the side of the screen

6. To move a subcategory to a new position:
  - a. Locate the browse category where the subcategory is housed.
  - b. Click on **Edit**



- c. Scroll down to the **Browse Sub-Categories**
- d. Locate the sub-category that needs to be moved.
- e. Click and drag on the up/down arrows.
- f. Move the sub-category to its new place.



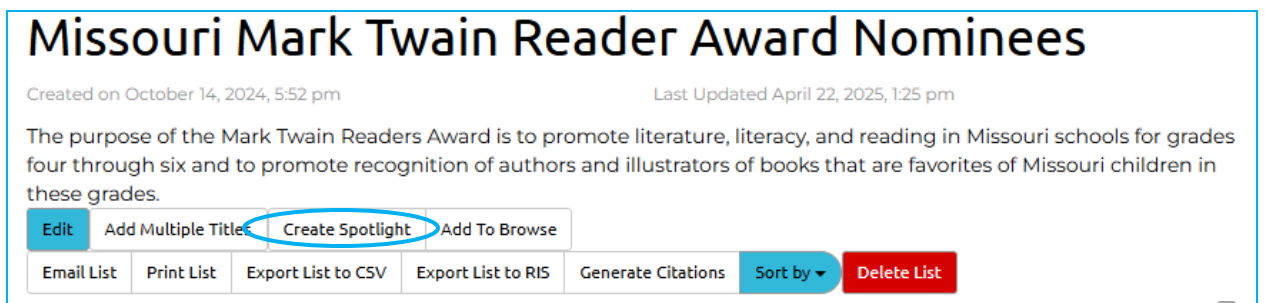
- g. Click **Save Changes and Return**.

## COLLECTION SPOTLIGHTS

Collection spotlights are a great way to feature items from the collection, displayed in a carousel of cover images. These can then be embedded in a website.

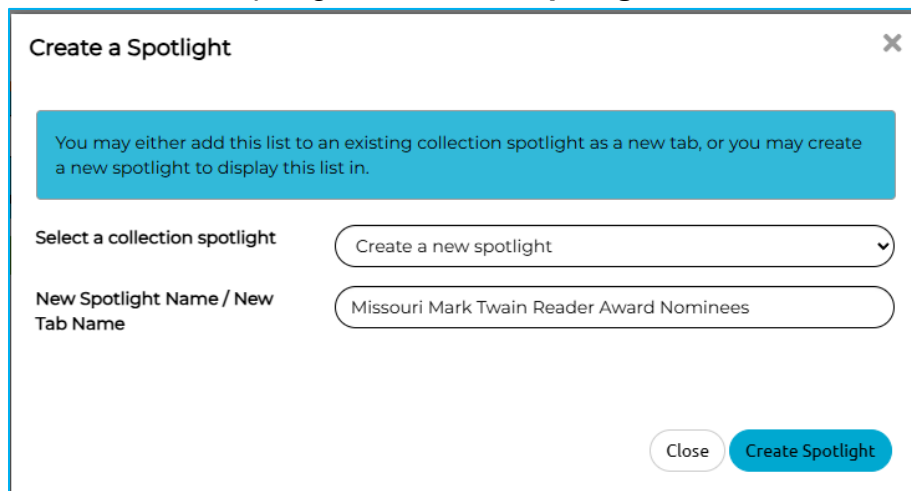
### *Creating a Collection Spotlight from a List*

1. Once a list has been created (see Lists), open the list. The list will need to be **Public**.
2. Click on **Create Spotlight**



The screenshot shows a list interface for "Missouri Mark Twain Reader Award Nominees". It includes creation and update dates, a description of the award's purpose, and a toolbar with buttons for "Edit", "Add Multiple Titles", "Create Spotlight" (circled in blue), and "Add To Browse". Below the toolbar are buttons for "Email List", "Print List", "Export List to CSV", "Export List to RIS", "Generate Citations", "Sort by", and "Delete List".

3. Enter a title for the spotlight in the **New Spotlight Name/New Tab Name** box.

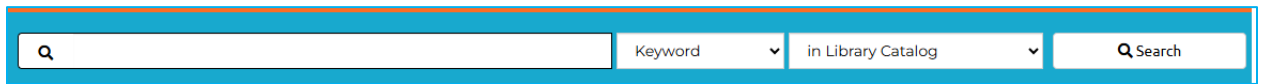


The "Create a Spotlight" dialog box contains a blue informational message: "You may either add this list to an existing collection spotlight as a new tab, or you may create a new spotlight to display this list in." Below this, there is a "Select a collection spotlight" dropdown menu with "Create a new spotlight" selected. A text input field for "New Spotlight Name / New Tab Name" contains the text "Missouri Mark Twain Reader Award Nominees". At the bottom right, there are "Close" and "Create Spotlight" buttons.

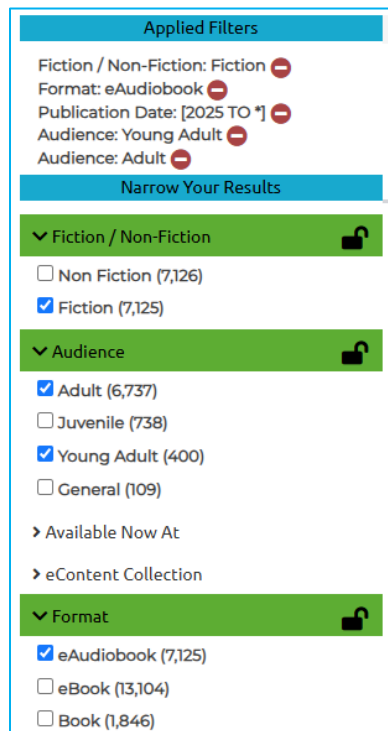
4. Click on **Create Spotlight**.

## Creating a Browse Category from Search Results

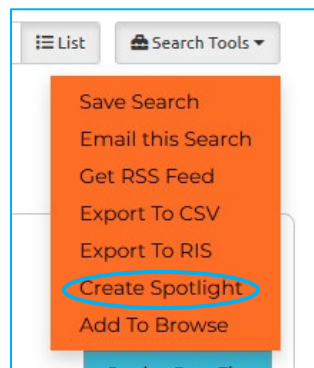
1. Leave the search box blank, then click **Search**.



2. Using the Search Facets, narrow the search results.



3. Click on **Create Spotlight** under the **Search Tools** drop-down menu.



4. Enter a title for the spotlight in the **New Spotlight Name/New Tab Name** box.

Create a Spotlight

You may either add this search to an existing collection spotlight as a new tab, or you may create a new spotlight to display this search in.

Select a collection spotlight: Create a new spotlight

New Spotlight Name / New Tab Name: New eAudiobooks

Close Create Spotlight

5. Click on **Create Spotlight**.

### *Editing a Collection Spotlight*

1. Click on **Aspen Administration** from under the side menu.
2. Scroll down to **Local Catalog Enrichment** and select **Collection Spotlights** or type in **Collection Spotlights** in the **Search for a Setting** box.

LOCAL CATALOG ENRICHMENT

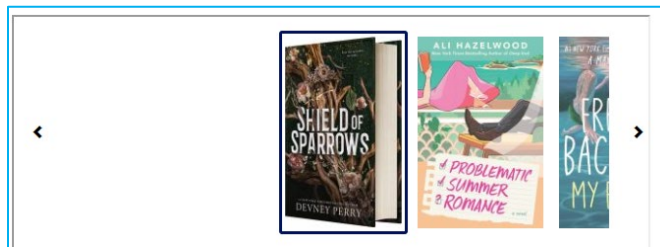
- Bad Words List: Define the list of words to be censored.
- Browse Category Groups: Configure the Browse Categories that are shown on the library home page.
- Browse Categories: Define browse categories shown on the library home page.
- Collection Spotlights**: Define spotlights that can be embedded within Aspen custom pages or other websites.
- JavaScript Snippets: JavaScript Snippets to be added to the site when pages are rendered.

3. Scroll and find the collection spotlight that needs to be edited. Click on **Edit**.

7	SJPL - New Fiction	St. Joseph Public Library System	New Fiction	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Preview</a> <a href="#">Delete</a>
---	--------------------	----------------------------------	-------------	---

4. Things that can be edited:

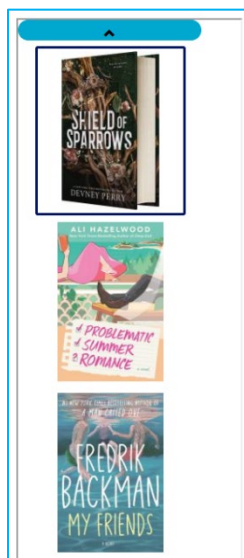
- a. **Description:** An internal description of the spotlight.
- b. **The number of titles that should be shown:** Default is set to 25.
- c. **Should the title for the currently selected item be shown:** If checked, title will display below the cover images.
- d. **Should the author (catalog items) /format (archive items) for the currently selected item be shown?:** If checked, the title's author or format will display below the cover images.
- e. **Should ratings be shown under each cover?:** If checked, rating stars will appear for each title.
- f. **The style to use when displaying featured titles:**
  - i. Horizontal:



ii. Horizontal Carousel:



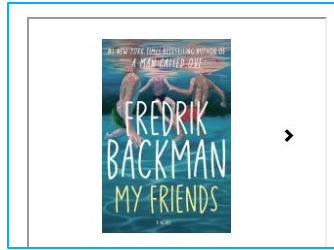
iii. Vertical:



iv. Single Title:



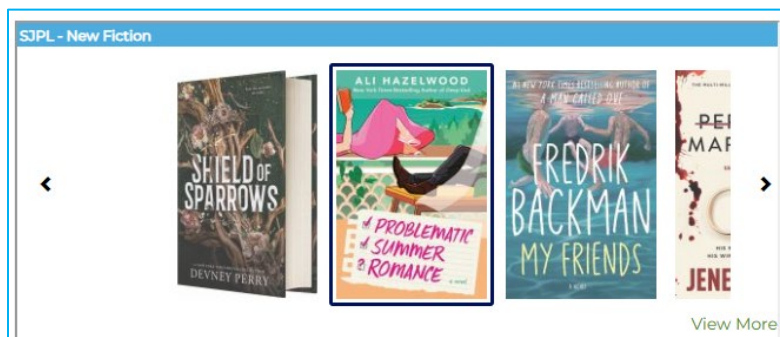
v. Single Title with a Next Button:



vi. Text Only List:



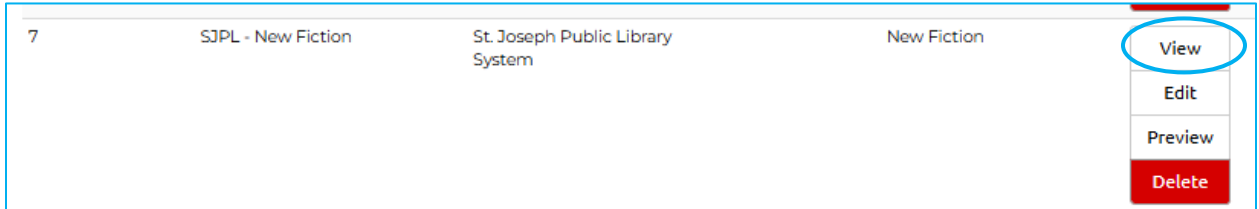
- g. **Should the display automatically rotate between titles?:** If checked, the spotlight will automatically rotate between titles.
  - i. This will only apply to Horizontal, Vertical, Single Title and Single Title with a Next Button. NOT, Horizontal Carousel or Text Only.
- h. **The cover size to use when showing the display:** Small or medium.
- i. **Custom CSS File:** Link to an external CSS file for customizing the collection spotlight appearance.
- j. **Display list as:** The method used to show the user the multiple lists associated with the display.
- k. **Show the display's title bar:** If checked, the title bar will be displayed.
- l. **Show the View More link:** If checked, the "View More" link will appear in the title bar.



- m. **Display mode for view more link:** How the titles are shown when “View More” is clicked.
- n. **Lists:** Displays all lists or search results associated with this collection spotlight.

### *Embedding Collection Spotlight*

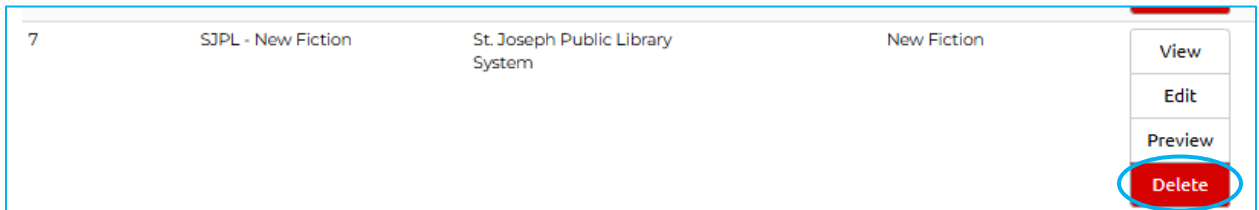
1. Scroll and find the collection spotlight. Click on **View**.



2. Scroll to the integration notes and copy the code. Paste the code wherever it is to be embedded.

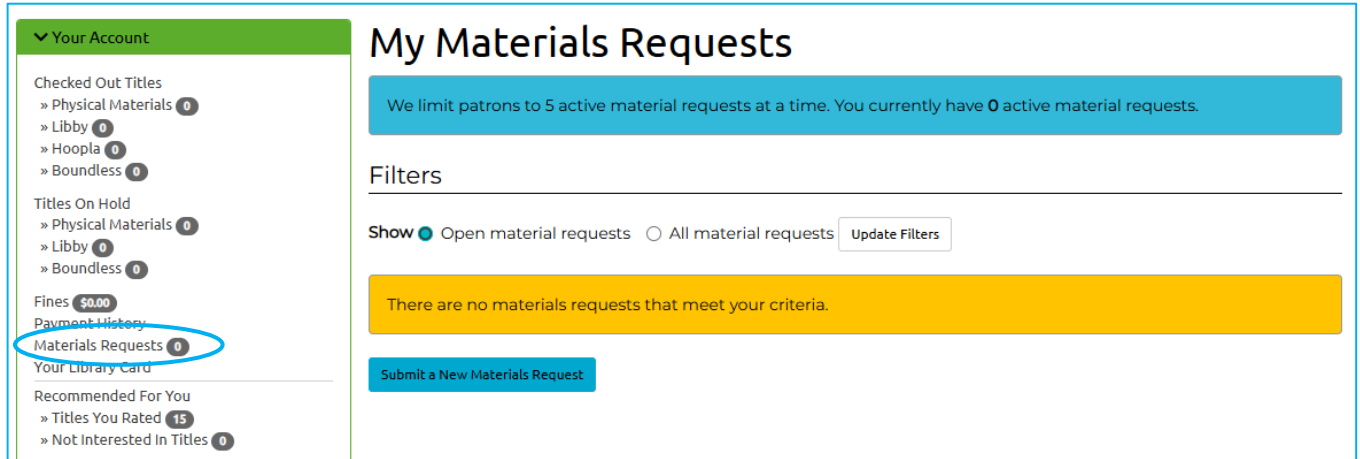
### *Deleting a Collection Spotlight*

1. Scroll and find the collection spotlight. Click on **Delete**.



# MATERIALS REQUEST

If a library does not own an item, patrons can request items for purchase, using the Materials Request form found on the **Your Account** screen.

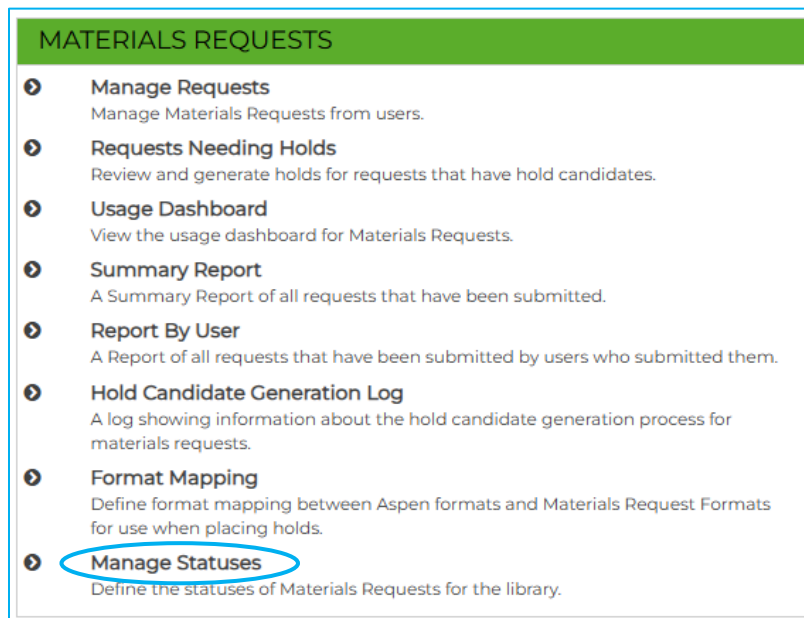


First, fill out the Materials **Request** section on the **Library Systems** page under **Primary Configuration**. (See Aspen Configuration – Materials Request.)

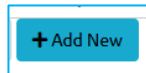
## *Creating Materials Request Statuses*

Material Request statuses will allow patrons to know the status of their request.

1. Click on **Aspen Administration** from under the side menu.
2. Scroll down to **Materials Request** and select **Manage Statuses** or type in **Manage Statuses** in the **Search for a Setting** box.





3. Click on **+ Add New**.







4. Fill out the information accordingly:



- a. **Description:** a unique name for the status
- b. **Default Status?:** If checked, the default status will apply to new requests
- c. **Set When Patron Cancels?:** If checked, the status will be applied when the patron cancels their request
- d. **Open Status?:** If checked, this status needs further processing and is shown by default to patrons and staff
- e. **Active Status?:** If checked, requests with this status count against the patron's maximum active requests.
- f. **Check for holds?:** If checked, any request with this title will be checked to see if the title is in Aspen so a hold can be placed for it.
- g. **Hold Placed Successfully?:** If checked, only one status can be flagged with this option. When a hold is placed successfully, the request will be moved to this status.
- h. **Hold Not Needed?:** If checked, only one status can be flagged with this option. When a hold is not needed, the request will be moves to this status.
- i. **Hold Failed?:** If checked, only one status can be flagged with this option. When a hold cannot be placed, the request will be moved to this status. (Staff can also choose not to move requests to this status and retry later.)
- j. **Send Email to Patron?:** If checked, an email will be sent to the patron when this status is set.
- k. **Email Template:** Create a template to use when sending emails to the patron.
- l. **Library:** Select the appropriate library system.



Description  



Request Submitted



Default Status?  



Set When Patron Cancels?  



Open Status?  



Active Status?  



Check for holds?  



Hold Placed Successfully?  


Hold Not Needed?  

Hold Failed?  






















Send Email To Patron?  

Email Template  

Library  

St. Joseph Public Library System 

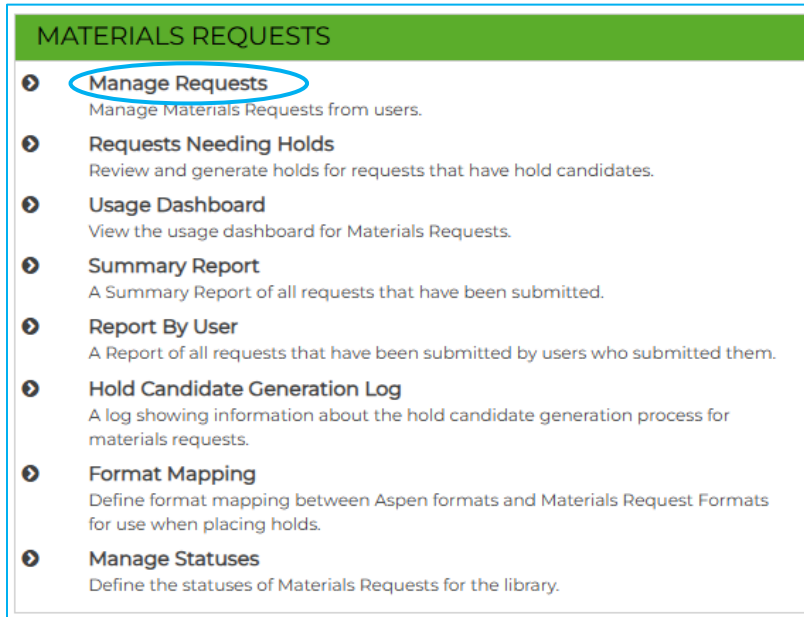
5. Click **Save Changes and Return**.

Select	Id	Description	Default Status?	Set When Patron Cancels?	Open Status?	Active Status?	Check for holds?	Hold Placed Successfully?	Hold Not Needed?	Hold Failed?	Send Email To Patron?	Library	Actions
<input type="checkbox"/>	 21	Request Submitted	Yes	No	Yes	Yes	Yes	No	No	No	No	St. Joseph Public Library System	 Edit  History
<input type="checkbox"/>	 22	Cancelled by Patron	No	Yes	No	No	No	No	No	No	No	St. Joseph Public Library System	 Edit  History
<input type="checkbox"/>	 23	Request Referred to Staff	No	No	Yes	Yes	No	No	No	No	No	St. Joseph Public Library System	 Edit  History
<input type="checkbox"/>	 32	Closed by Staff - Patron Contacted	No	No	No	No	No	No	No	No	No	St. Joseph Public Library System	 Edit  History
<input type="checkbox"/>	 24	Item Ordered & Hold Placed	No	No	No	No	No	No	No	No	No	St. Joseph Public Library System	 Edit  History
<input type="checkbox"/>	 31	Placed Hold on Item in System	No	No	No	No	No	No	No	No	No	St. Joseph Public Library System	 Edit  History
<input type="checkbox"/>	 25	Submitted for ILL	No	No	No	No	No	No	No	No	No	St. Joseph Public Library System	 Edit  History

## Managing Material Requests

While an email may be sent to staff, requests may be accessed from the Materials Request Module. This is where statuses may be changed.

1. Click on **Aspen Administration** from under the side menu.
2. Scroll down to **Materials Request** and select **Manage Statuses** or type in **Manage Statuses** in the **Search for a Setting** box.



3. If there are any open requests, this is where they will be.

<input type="checkbox"/>	Status	Format	Title	Author	Comments	Date Created	Patron	Email	Pickup Location	Staff Note	Assigned To	
<input type="checkbox"/>	Request Submitted	DVD	handmaids tale season six		Release date is 12/2/25. Will place on hold once it is ordered. Mary Beth Revels	Jul 24, 2025			St. Joseph - East Hills Library			<a href="#">Details</a> <a href="#">Update Request</a>
<input type="checkbox"/>	Request Referred to Staff	DVD	Horizon An American Epic Ch. 2		No theatrical or DVD release dates set yet. Will keep checking periodically for DVD date and will put on hold once it is ordered.	Jul 6, 2025			St. Joseph - East Hills Library			<a href="#">Details</a> <a href="#">Update Request</a>

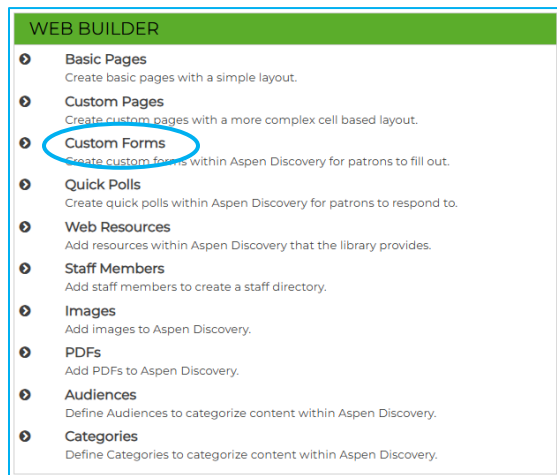
4. To update the status of the request, click on **Update Request**. A comment can also be added to help understand the condition of the request.

Supplemental Details (optional)	
<b>Comments</b>	<input type="text" value="No theatrical or DVD release dates set yet. Will keep checking periodically for DVD date and will put on hold once it is ordered. Mary Beth Revels"/>
Contact Information	
<b>Email</b>	<input type="text"/>
<b>Phone</b>	<input type="text" value="816-344-2386"/>
Staff Information	
<b>Request Id</b>	294
<b>Status</b>	<input type="text" value="Request Referred to Staff"/>

## CUSTOM FORMS

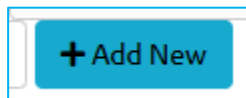
Forms are great for collecting feedback, allowing patrons to sign up for books or mailing lists, or even signing up for events.

1. Click on **Aspen Administration** from under the side menu.
2. Scroll down to **Web Builder** and select **Custom Forms** or type in **Custom Forms** in the **Search for a Setting** box

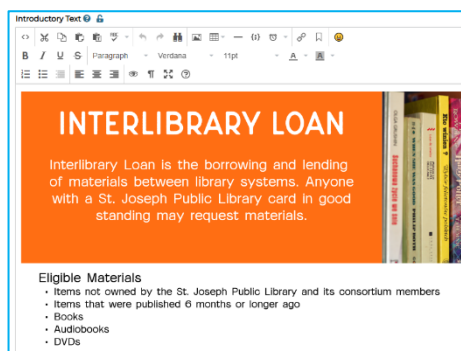


### Create a New Form

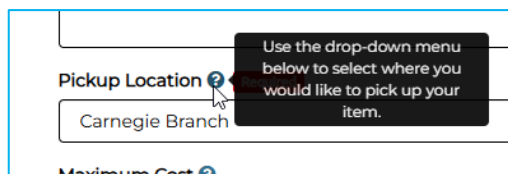
1. Click on **+ Add New**



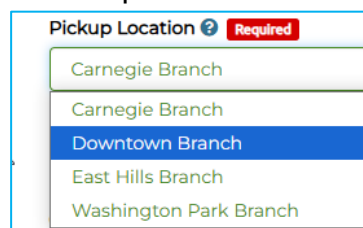
2. Fill out the information accordingly:
  - a. **Title:** Name the page
  - b. **URL Alias:** This will be part of the URL to access the form
    - i. **Ex.** /interlibraryloanrequest
  - c. **Require Login:** Checking this will require users to sign into their accounts before filling out the form
  - d. **Introductory Text:** Text that will appear at the top of the form. An image can be used as well.





- e. **Fields:** Create the fields that need to be filled out.
- i. Click on **+ Add New**.
    1. **Label:** What is being asked.
    2. **Field Type:** Select how the answer will be answered.
      - a. **Text Field:** Short text area
      - b. **Text Area:** Longer text fields
      - c. **Checkbox:** Adds a single checkbox.
      - d. **Select List:** Lets the user select an option from a dropdown list.
        - i. Options are added in the Select List Values field, each option separated with commas and no spaces.
      - e. **Date:** Allows user to type in the date or select a date from a Calendar view.
      - f. **Email Address:** Text field for an email address.
        - i. Will check the text is a valid email address.
      - g. **URL:** Text field for a URL.
        - i. Will check the text is a valid URL.
      - h. The following options will prefill the form field with existing patron account information when the user is logged in:
        - i. Barcode (Prefill)
        - ii. Username (Prefill)
        - iii. Email (Prefill)
        - iv. Phone (Prefill)
        - v. Address (Prefill)
        - vi. Address 2 (Prefill)
        - vii. City (Prefill)
        - viii. State (Prefill)
        - ix. Zip (Prefill)
    3. **Description:** Text entered will become tooltips that users can hover over on each form field to see more information.




4. **Select List Values:** If Select List is selected, enter the desired options separated with commas and no spaces.



5. **Default Value:** Enter text here if one of the fields is to be pre-populated with certain text.
6. **Required:** Checkbox next to any forms that should be required to submit the form.



Fields  

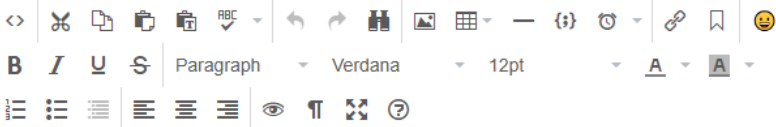
t	Label	Field Type	Description	Select List Values (separate values with commas)	Default Value	Required
	Title	Text Field				<input checked="" type="checkbox"/>
	Author	Text Field				<input checked="" type="checkbox"/>
	Format	Select List	Use the drop-d	Regular Print, L		<input checked="" type="checkbox"/>
	Name (First anc	Text Field				<input checked="" type="checkbox"/>
	Library Card Nu	Text Field				<input checked="" type="checkbox"/>
	Phone Number	Text Field				<input checked="" type="checkbox"/>
	Pickup Locati	Select List	Use the drop-d	Carnegie Branc		<input checked="" type="checkbox"/>
	Maximum Cost	Text Field	Please enter th			<input type="checkbox"/>
	Comments	Text Field				<input type="checkbox"/>
		Text Field				<input type="checkbox"/>



[+ Add New](#)

- f. **Email Results To:** Enter an email address, so a form submission will be sent. If entering multiple email addresses, separate each address with a semicolon and no spaces.
- g. **Submission Result Text:** Text that appears after successfully submitting the form.

Submission Result Text  



Your request has been submitted to the Interlibrary Loan librarian. You will be contacted once the item has been received. This may take 2 to 3 weeks. If the interlibrary loan librarian cannot fill your request, you will be contacted via email or postcard. If you have any questions, feel free to contact the interlibrary loan librarian by emailing [bbarton@sjpl.lib.mo.us](mailto:bbarton@sjpl.lib.mo.us) or by phone (816) 236-2107.

Thank you!

h. **Libraries:** Select St. Joseph Public Library

3. Click **Save Changes and Return.**

*View a Form*

Add the URL alias to the end of the main catalog URL.

<https://sjpl.modiscovery.org/interlibraryloanrequest>

## Interlibrary Loan Request

### INTERLIBRARY LOAN

Interlibrary Loan is the borrowing and lending of materials between library systems. Anyone with a St. Joseph Public Library card in good standing may request materials.

#### Eligible Materials

- Items not owned by the St. Joseph Public Library and its consortium members
- Items that were published 6 months or longer ago
- Books
- Audiobooks
- DVDs

#### Ineligible Materials

- Items owned by St. Joseph Public Library and its consortium members
- Items that were published more recently than 6 months ago
- Music CDs
- eBooks and eAudiobooks

#### Limits and Fees

Patrons may have up to 5 interlibrary loans checked out on their card. While it is our policy not to charge patrons for interlibrary loan items, some libraries do charge to borrow their materials. If this happens, you will be asked in advance of us ordering the material if you are willing to accept the fee. Fees can range from as little as \$5.00 dollars on up.

Title **Required**

Author **Required**

Format **Required**

Regular Print

Name (First and Last) **Required**

Library Card Number **Required**

Phone Number **Required**

Pickup Location **Required**

Carnegie Branch

Maximum Cost

Comments

**Submit**

## View and Manage Form Submissions

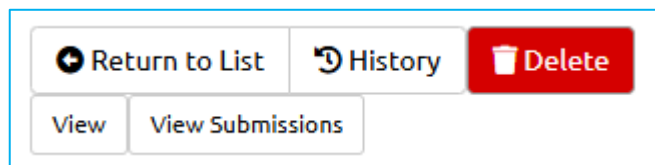
1. There are multiple ways of viewing the submissions.
  - a. Custom WebBuilder Forms list
    - i. Click on **View Submissions** next to the correct list.



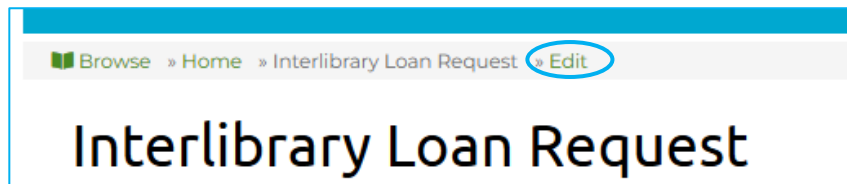
- b. Custom WebBuilder Forms list
  - i. Click on **Edit** next to the correct list.



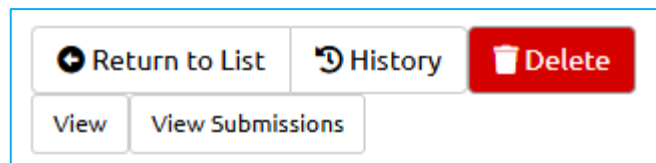
- ii. Click on **View Submissions**.



- c. From viewing the form
  - i. Click on **Edit** on the form



- ii. Click on **View Submissions**.

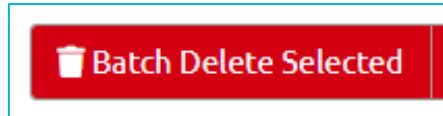


2. This screen will show any submissions the form has received.
3. Click on **Edit** to view the details.
4. Check **Mark as Read** to mark the submission as *Read*.
5. Click **Save Changes and Return** to save.

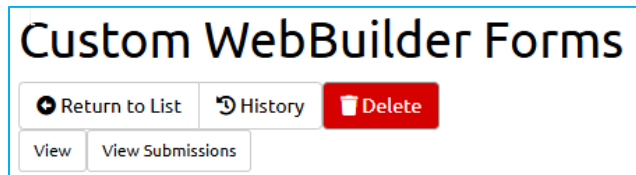
## *Deleting a Form*

If a form needs to be deleted, there are two ways to do so.

1. Select the message and click **Batch Delete Selected**

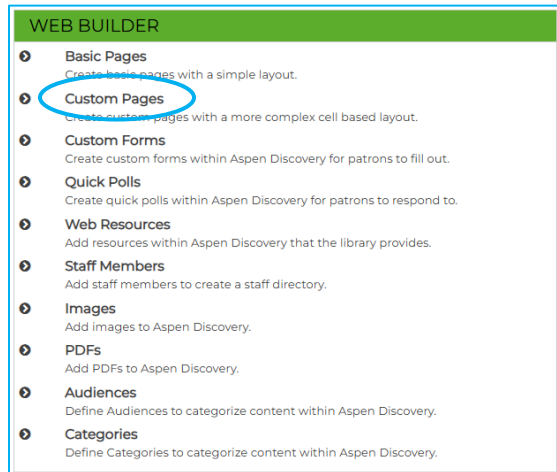


2. Select the message and click **Edit**.
  - a. Click **Delete**



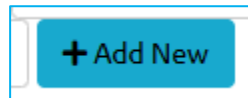
## CUSTOM PAGES

1. Click on **Aspen Administration** from under the side menu.
2. Scroll down to **Web Builder** and select **Custom Pages** or type in **Custom Pages** in the **Search for a Setting** box



### *Creating a New Page*

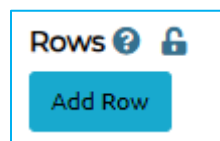
1. Click on **+ Add New**



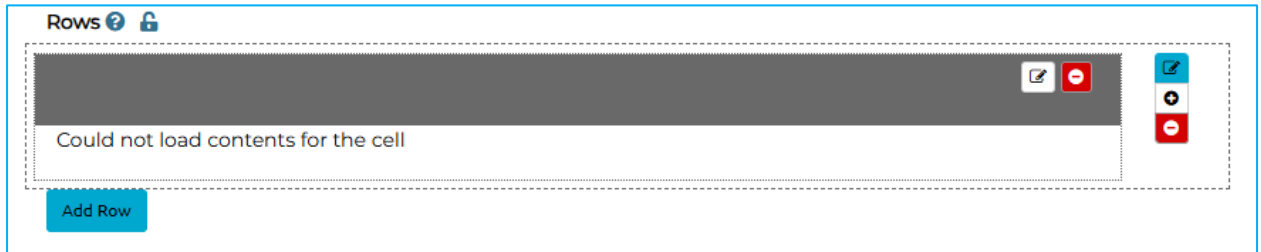
2. Fill out the information accordingly:
  - a. **Title:** Name the page
  - b. **URL Alias:** This will be part of the URL to access the page
    - i. **Ex.** /ebooks-eaudiobooks
  - c. **Require Login:** Checking this will require users to sign into their accounts to have access to the page
  - d. **Audience:** Define audiences for the page
  - e. **Categories:** Define categories for the page
  - f. **Libraries:** Select St. Joseph Public Library

3. Click **Save Changes and Continue Editing.**

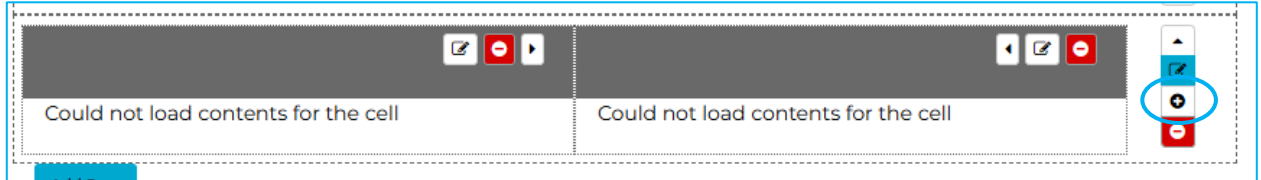
4. Click on **Add Row**



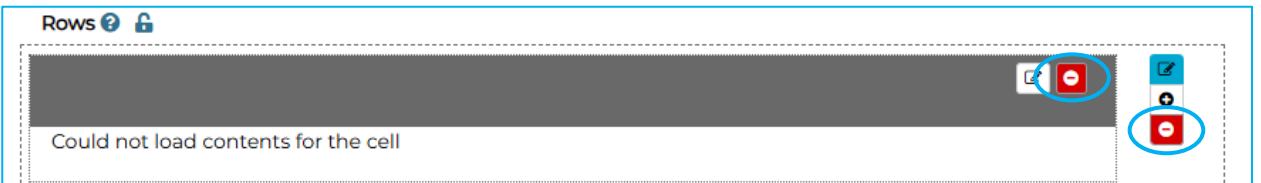
5. A row will appear.



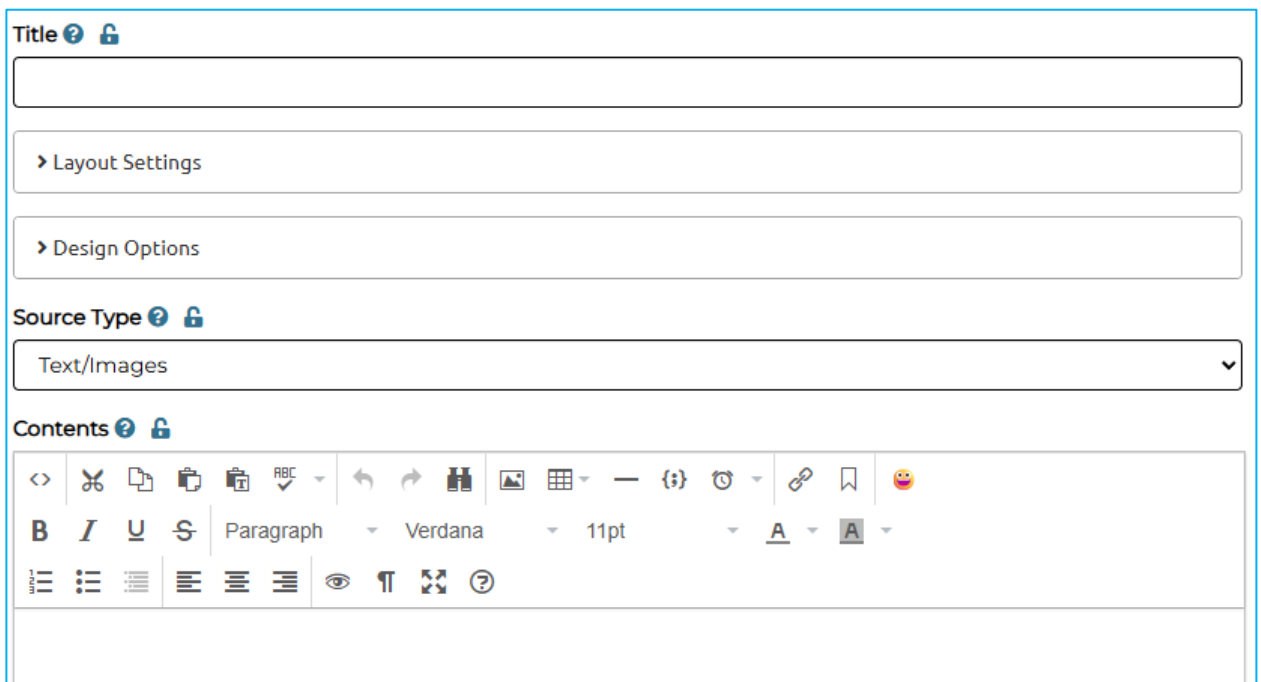
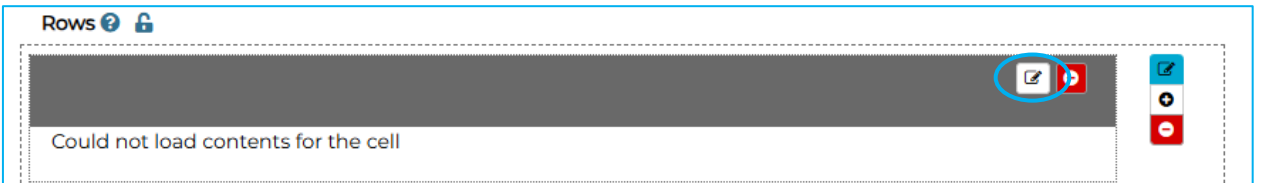
a. Click on the plus sign (+) in the row to add a cell.



b. Click on the minus sign (-) on a cell or row to delete it.



c. Click on the Edit icon in a cell to edit that cell's contents.



d. Click on the Edit icon in a row will edit its properties.

Rows ?

Could not load contents for the cell

Row Title ?

Other Services

› Design Options

Cells ?

Sort	Title	Source Type	Source Id	Source Info	Image action	UI to
↑		Text/Images ▼			None ▼	

+ Add New

e. Click on the directional arrows to move the position of the cell or row.

web\_resource : 24

web\_resource : 25

Missouri Libraries 2 Go

Missouri Libraries to Go

hoopla

Hoopla

Borrow and enjoy audiobooks,

### Adding Content to a Page

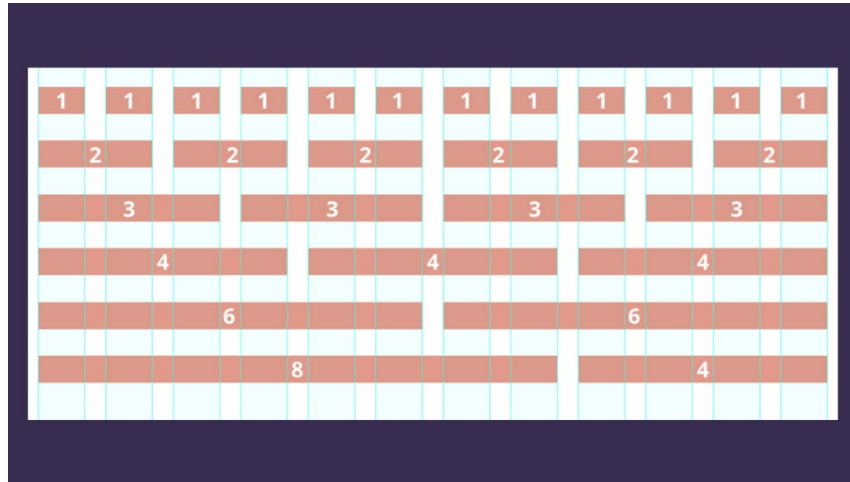
1. Click on the **Edit** icon in a cell.
2. Fill out the information accordingly:
  - a. **Title**: Name the cell. This is optional and the text will display above the cell content.

Title ?

eAudiobooks

b. **Layout Settings:**

- i. **Column Width:** Aspen's web builder uses a 12-column structure of rows and cells to build layouts. When more cells are added to the row, Aspen distributes the cells and resizes them automatically.



- ii. **Vertical Alignment:** Adjust how the cell's contents are vertically positioned within the cell.
- iii. **Horizontal Justification:** Adjust how the cell's text is aligned within the cell.
- iv. **Make Cell Accordion:** Checking this box will turn the cell into an "accordion" which functions as a header that expands.

Layout Settings

Column Width Tiny Size

Column Width Extra Small Size

Column Width Small Size

Column Width Medium Size

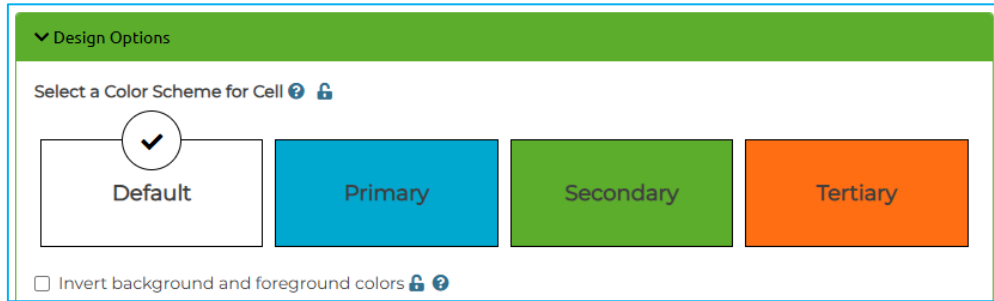
Column Width Large Size

Vertical Alignment

Horizontal Justification

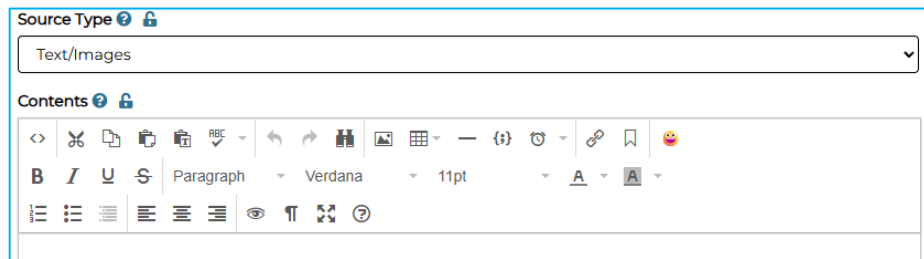
Make cell accordion (Title is required to use)

c. **Design Options:** Select a color scheme for the cell.

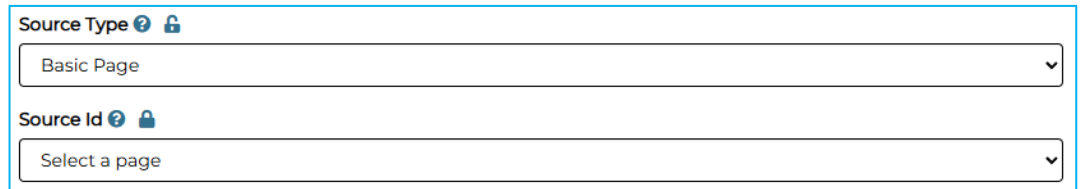


d. **Source Type:** Specify what content is being used.

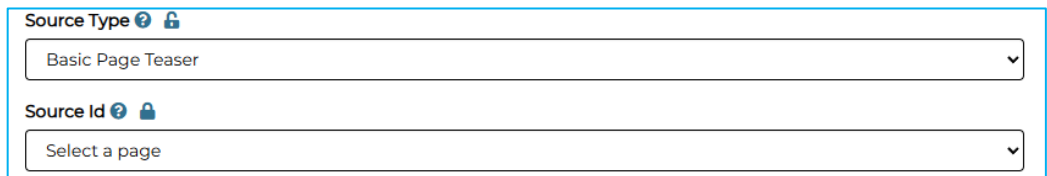
i. **Text/Images:** The default text editor. Images may be embedded with the text.



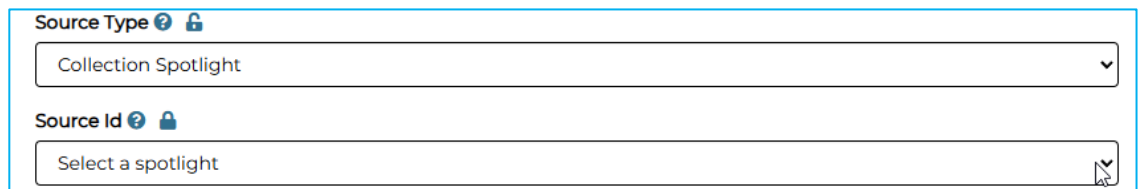
ii. **Basic Page:** Embed an existing Basic Page. Select the desired basic page from drop-down list.



iii. **Basic Page Teaser:** Embed the teaser for a Basic Page.



iv. **Collection Spotlight:** Embed an existing collection spotlight. Select the desired collection spotlight from the drop-down list.



- v. **Form:** Embed a custom form created with Aspen’s web builder module.

Source Type ⓘ 🔒

Form

Source Id ⓘ 🔒

Select a form

- vi. **Image:** Embed an existing image from the Images section of the web builder module. The image can also link out to a page or website by adding the URL.

Source Type ⓘ 🔒

Image

Source Id ⓘ 🔒

Select an image

Image action ⓘ 🔒

None

Image alt description ⓘ 🔒

- vii. **PDF:** Embed an existing PDF from the PDFs section of the web builder module. Choose whether to display the PDF embedded within the cell or to display a thumbnail link to the chosen PDF.

Source Type ⓘ 🔒

PDF

Source Id ⓘ 🔒

Select a PDF

Display the PDF ⓘ 🔒

Embedded in Cell

- viii. **iFrame:** Embed an iFrame from an external source using the iFrame URL. Specify the height (in pixels) for the iFrame.

Source Type ⓘ 🔒



iFrame


Source Info ⓘ 🔒



Height for iFrame ⓘ 🔒

0



ix. **Vimeo Video:** Embed a video from Vimeo using its URL.


Source Type  



Vimeo Video 

Source Info  



x. **YouTube Video:** Embed a video from YouTube using its URL.


Source Type  

YouTube Video 



Source Info  


xi. **Library Hours and Locations:** Embed the hours and locations information for the library. This is the same information that is displayed in the side menu's Library Hours & Locations link.



Source Type  


Library Hours and Locations 

xii. **Web Resource:** Embed a single existing web resource. These can be added via the Web Resource section of the Web Builder module.



Source Type  


Web Resource 



Source Id  


Select a web resource 

xiii. **Quick Poll:** Add a quick poll to engage with patrons.

Source Type  

Quick Poll 

Source Id  

Select a quick poll 

6. Click **Save Changes and Return.**

## Editing a Row

1. Click on the **Edit** icon in a row.
2. Things that can be edited within a row.
  - a. **Make row accordion:** Checking this box will turn the row into an “accordion” which functions as a header that expands. A row title is required to use this function.
  - b. **Row Title:** Name the row. This is optional and the text will display above the cell content.
  - c. **Design Options:** Select a color scheme for the row.
  - d. **Cells:** This section displays the cells within the current row. Cells can be edited or deleted from here.

Cells ? 🔒


Sort	Title	Source Type	Source Id	Source Info	Image action	UI to
↑	<input type="text"/>	Web Resourc <input type="text"/>	<input type="text"/>	<input type="text"/>	None <input type="text"/>	<input type="checkbox"/>
↑	<input type="text"/>	Web Resourc <input type="text"/>	<input type="text"/>	<input type="text"/>	None <input type="text"/>	<input type="checkbox"/>

3. Click **Save Changes and Return.**

q Keyword in Library Catalog Search


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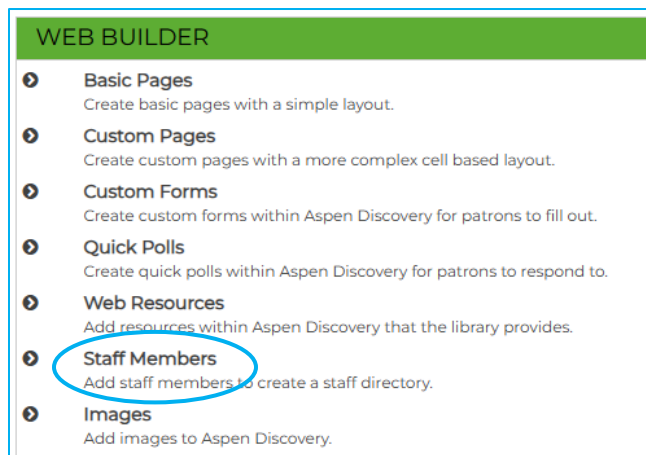
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## STAFF MEMBERS

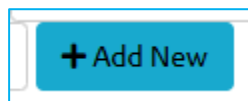
Under the **Contact Us** menu, there is a link for the Staff Directory. This consists of the director, branch managers, department managers, resource sharing librarian and library-by-mail contact.

2. Click on **Aspen Administration** from under the side menu.
3. Scroll down to **Web Builder** and select **Staff Members** or type in **Staff Members** in the **Search for a Setting** box.



### *Adding a Staff Member*

1. Click on **+ Add New**



2. Fill out the information accordingly:
  - a. **Library:** St. Joseph Public Library System
  - b. **Name:** staff member's name
  - c. **Role:** job title of staff member
  - d. **Email:** staff member's email
  - e. **Phone:** phone number of branch or department of staff member
  - f. **Photo:** This is optional. Use Canva to make an image that is 500 x 500 px

**Library** ⓘ 🔒

St. Joseph Public Library System

**Name** ⓘ 🔒

Bethany Barton

**Role** ⓘ 🔒

Resource Sharing Librarian


**Email** ⓘ 🔒

bbarton@sjpl.lib.mo.us

**Phone** ⓘ 🔒

816-236-2107

**Photo (500px x 500px max)** ⓘ 🔒





Select an image... photoBethany.png

Remove

3. Click **Save Changes and Return**

### *Editing a Staff Member*

1. Find the staff member that needs to be edited and click on the pencil.
  - a. There are two pencils that can be clicked. On the left of the title and to the right at the end of the row.

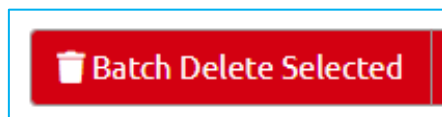
<input type="checkbox"/>	 9	St. Joseph Public Library System	Bethany Barton	Resource Sharing Librarian	bbarton@sjpl.lib.mo.us	816-236-2107	 Edit
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2. Any information can be changed from updating the image or changing the date.

### *Deleting a Staff Member*

If a staff member needs to be deleted, there are two ways to do so.

1. Select the staff member and click **Batch Delete Selected**



2. Select the staff member and click **Edit**.
  - a. Click **Delete**

