



ASPEN DISCOVERY

Aspen Configuration

System Messages

Placards

Lists

Browsing Categories

Collection Spotlights

Materials Requests

Custom Forms

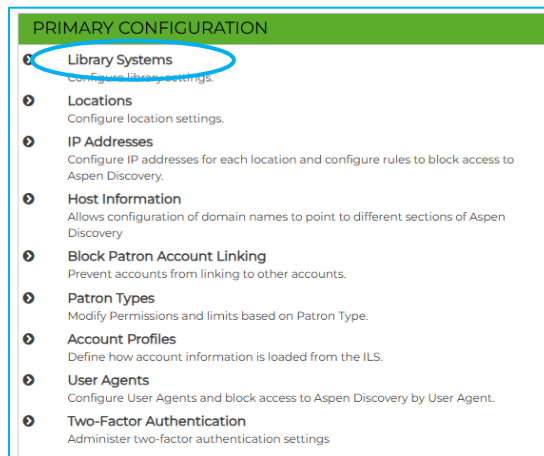
Custom Pages

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.

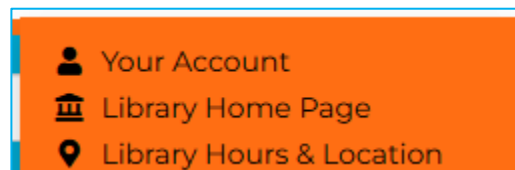
 64	sjpl	https://sjpl.modiscovery.org	St. Joseph Public Library System	ils	Yes	Yes	SJPL	23	5	9	 Edit	Histor
--	------	------------------------------	--	-----	-----	-----	------	----	---	---	--	--------

Basic Display

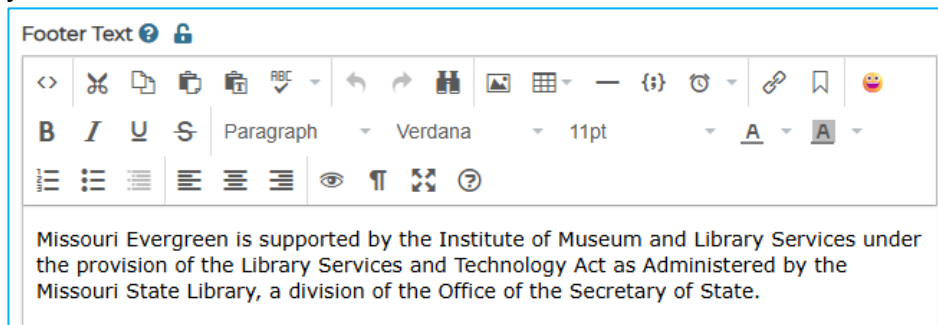
- **Home Link:** The location to send the user when they click on the home button or logo.
 - Use default or blank to go back to Aspen Discovery home location.

Home Link  

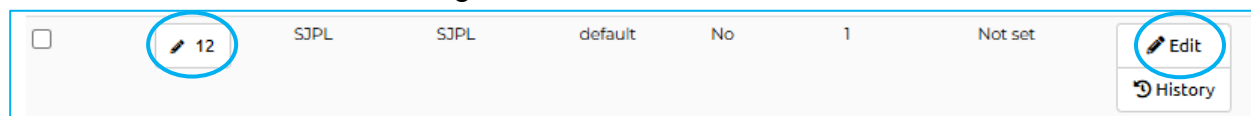
<https://sjpl.lib.mo.us/>



- **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 ⓘ 🔒

https://www.facebook.com/stjoepubliclibrary

Twitter Link URL ⓘ 🔒

Youtube Link URL ⓘ 🔒

https://www.youtube.com/stjosephpubliclibrary

Instagram Link URL ⓘ 🔒

https://www.instagram.com/stjosephpubliclibrary/

Pinterest Link URL ⓘ 🔒

https://www.pinterest.com/stjosephpubliclibrary/

GoodReads Link URL ⓘ 🔒

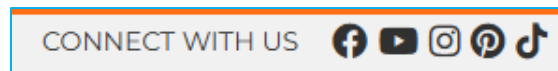
TikTok Link URL ⓘ 🔒

https://www.tiktok.com/@stjosephpubliclibrary

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 ⓘ 🔒

<> ✂ 📄 📧 📧 RBC ↶ ↷ 📷 📷 — { } ⌚ 🔗 📌 😊

B *I* U ~~S~~ Paragraph Verdana 11pt A A

☰ ☷ ☹ ☹ ☹ ☹ ☹ ☹ ☹ ☹

Your library card will expire on %date%.

7 WORDS POWERED BY TINY

ⓘ Use the token **%date%** to insert the expiration date

Expired Message ⓘ 🔒

<> ✂ 📄 📧 📧 RBC ↶ ↷ 📷 📷 — { } ⌚ 🔗 📌 😊

B *I* U ~~S~~ Paragraph Verdana 11pt A A

☰ ☷ ☹ ☹ ☹ ☹ ☹ ☹ ☹ ☹

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

Close

Sign 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>

The top screenshot shows the PayPal Developer Dashboard. The 'Apps & Credentials' tab is selected. A red box with the text 'Click this link' and a hand icon points to the 'Apps & Credentials' tab. The 'Sandbox' toggle is set to 'Live'.

The bottom screenshot shows the 'My apps & credentials' page. A red box with the text 'You may be in "Sandbox Mode" by default. If so, click the button to toggle these settings to "Live."' points to the 'Sandbox' toggle. Another red box with the text 'You should see your live app here. Click to view the client key / client secret.' points to the 'Activation_App' link. A third red box with the text 'If there are no live app credentials here, you will need to create them by clicking the "Create App" button.' points to the 'Create App' button.

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](#)

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

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

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.

New Request Summary

MATERIALS REQUEST

Are we missing something from our collection?

Please give us your suggestions!

Please enter as much information as possible so looking for. You can place up to five (5) requests

- **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 i	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

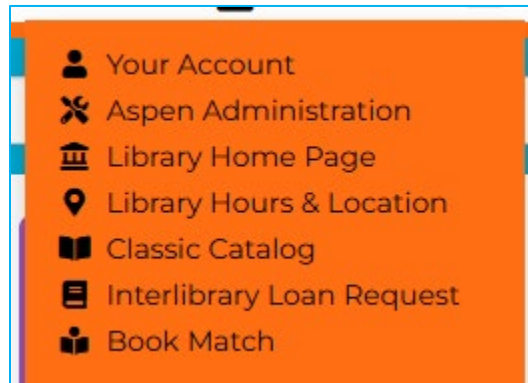
- When holidays are added, information about holiday closure will appear on pages in the user account.

Holidays ? 🔒		
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.

Menu Links ? 🔒						
Sort	Category	FontAwesome Icon Name ?	Link Text	URL	Show In Top Menu Large Screens Only	Show In Top Menu All Screens
↑	Library Home	home	Library Home	https://sjpl.lib.m	☒	☒
↑	Calendar	calendar	Calendar	https://sjpl.librai	☒	☒
↑	Calendar	calendar	Calendar	https://sjpl.librai	☒	☒
↑	Streaming	headphones	Streaming Ser	https://sjpl.lib.m	☒	☒
↑	Streaming		eBooks & eAudi	https://sjpl.mod	☒	☒
↑	Streaming		Films, Music & T	https://sjpl.mod	☒	☒
↑					☒	☒
+ 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.



Mosio

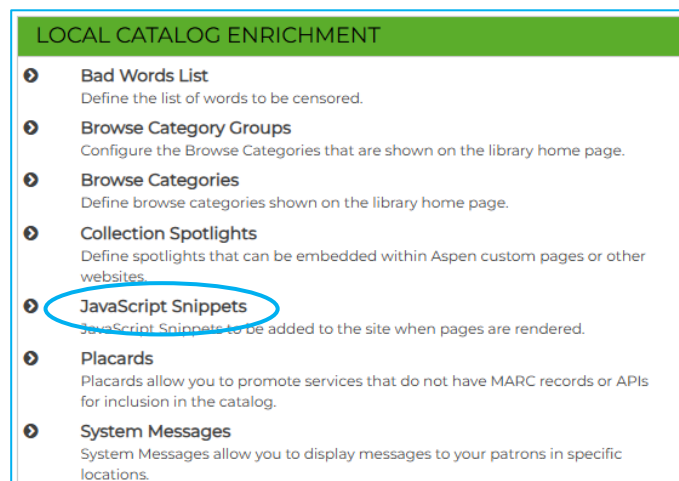


Niche
Academy
tutorials

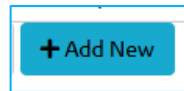


ReciteMe

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** - .

Name ? 
SJPL - Mosio

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

- To get these codes, reach out to vendor.
- Snippets must include script tags `<script></script>`

Snippet (include script tags) ? 

```
<script>//  
// v3  
  
(function() {  
  var _mosio_popout_url = 'https://chat.mosio.com/par/chat/new_chat/textsaintjoe';  
  var _is_literati = 0;  
  var _params = {"tab_url":"https://sjpl.modiscovery.org/WebBuilder/ViewImage?  
id=38","tab_width":"50px","tab_height":"95px","tab_top":"80%","tab_bottom":"auto","tab_left":"auto","tab_right":"0px","html":  
\t<div id=\"mosio_widget_tab\" class=\"mosio_patron_tab\"></div>\n"};  
}
```

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

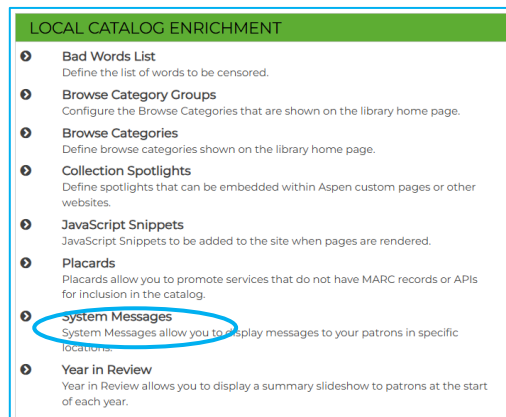
- d. **Locations:** Select the branches that have access to the snippet.

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

SYSTEM MESSAGES

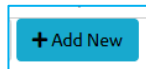
When the library is closed for the holiday or a snow closure, a banner can be applied to the top of the catalog, alerting patrons of the closure.

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.

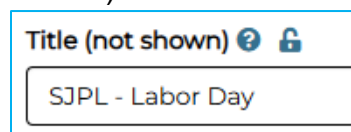


Adding a New Message

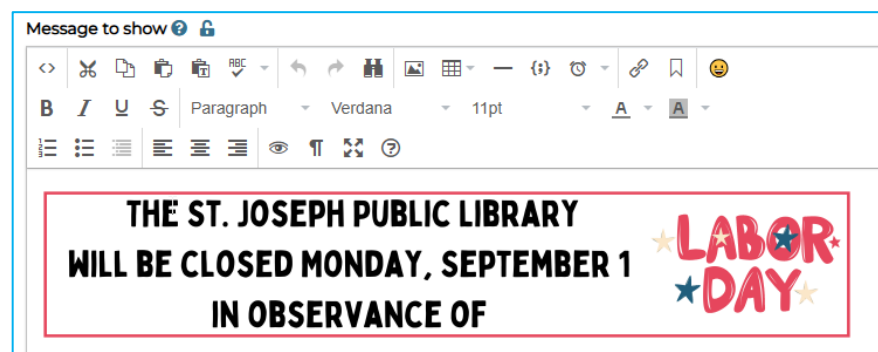
1. Click on **+ Add New**.



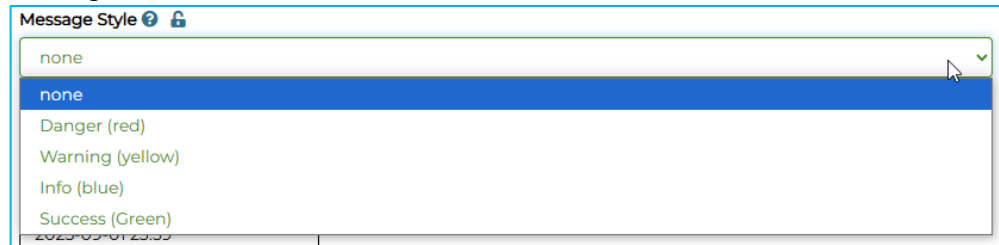
2. Fill out the information accordingly:
 - a. **Title (not shown):** The title should always start with **SJPL –** (type of notification).



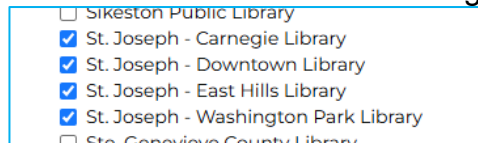
- b. **Message to show:** This is where the message will be typed to be displayed, or an image can be used.
 - i. An image can be create in Canva with the size of 800 x 150 px.



- 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.



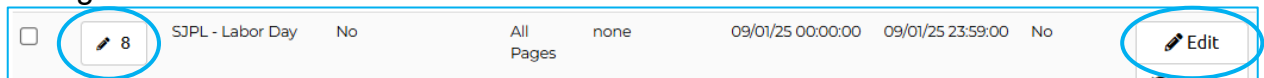
- e. **Start Date to Show:** Set the date of when you want the message to show.
- f. **End Date to Show:** Set the date of when you want the message to go away.
- g. **Libraries:** Select **St. Joseph Public Library**
- h. **Locations:** Select branches that the message pertains to.



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.

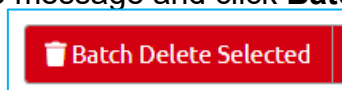


- 2. Any information can be changed from updating the image or changing the date.

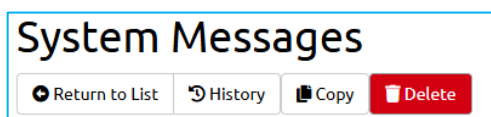
Deleting a New Message

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

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



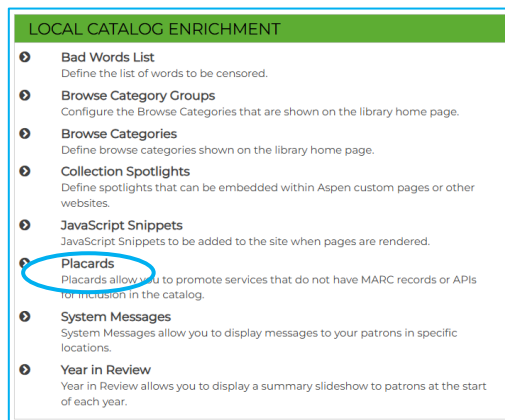
- 2. Select the message and click **Edit**.
 - a. Click **Delete**



PLACARDS

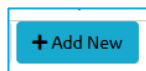
The use of placards in the catalog, is a way of helping to promote a program or club. Placards appear at the top of the search results when using specific keywords that trigger the placard.

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.

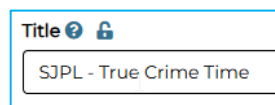


Adding a New Message

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.

Keyword Search

True Crime Time

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

Link

<https://sjpl.librarymarket.com/events/month?keywords=true%20crime>

- f. **Triggers:**

- i. Use keywords that are related to the topic.

Trigger word	Exact Match	Actions
crime	☐	Delete
killer	☐	Delete
killing	☐	Delete
murder	☐	Delete
true crime	☐	Delete

- g. **Libraries:** Select St. Joseph Public Library

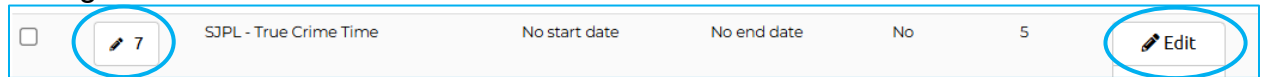
- h. **Locations:** Select branches that the message pertains to.

☐ Sikeston Public Library
☒ St. Joseph - Carnegie Library
☒ St. Joseph - Downtown Library
☒ St. Joseph - East Hills Library
☒ St. Joseph - Washington Park Library
☐ St. Genevieve County Library

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.

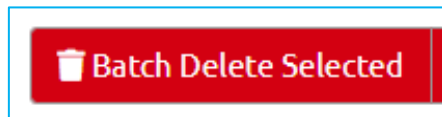


2. Any information can be changed from updating the image or changing the date.

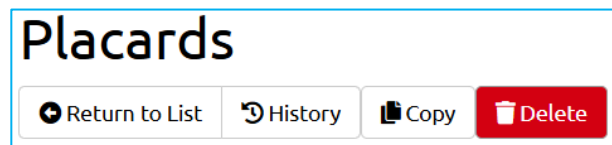
Deleting a Placard

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

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



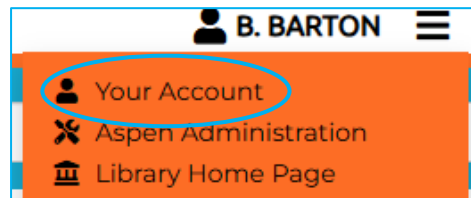
2. Select the message and click **Edit**.
 - a. Click **Delete**



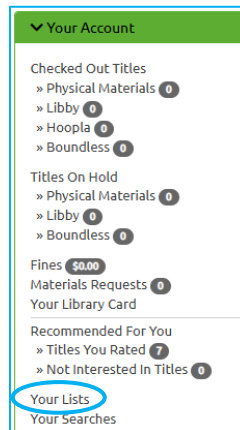
LISTS

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

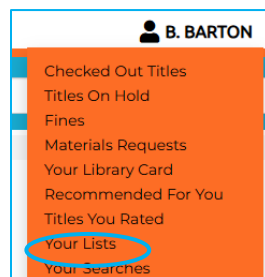
1. There are two ways of accessing lists.
 - a. Click on the drop-down menu and select **Your Account**.



- 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**.

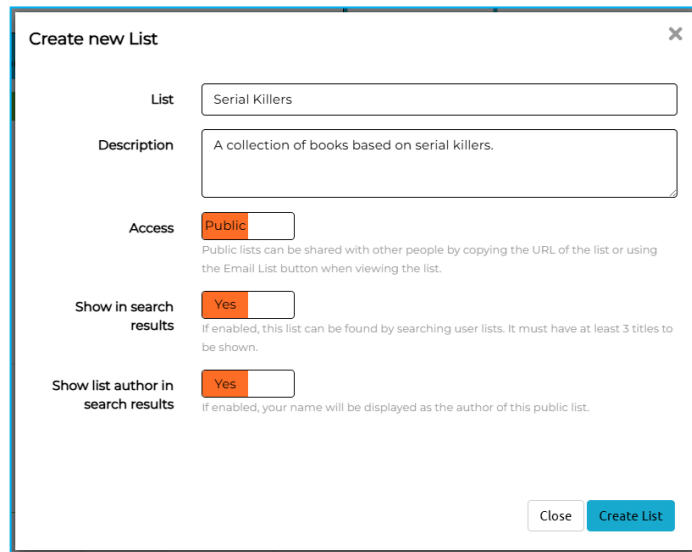


Adding a New List

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 'Create new List' dialog box contains the following fields and options:

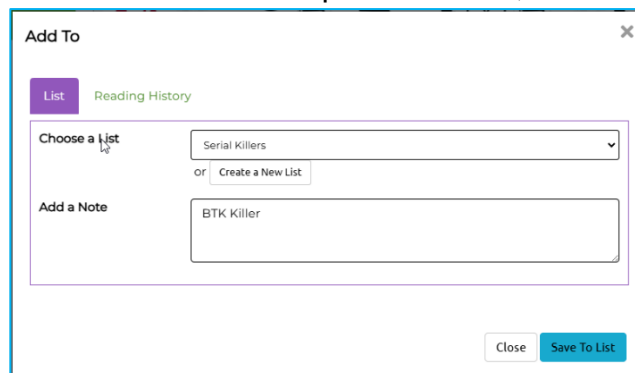
- List:** Text input field with 'Serial Killers' entered.
- Description:** Text area with 'A collection of books based on serial killers.'
- Access:** Radio button selected for 'Public'. Below it, a note states: 'Public lists can be shared with other people by copying the URL of the list or using the 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.'

At the bottom right are 'Close' and 'Create List' buttons.

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 'Add To' dialog box contains the following elements:

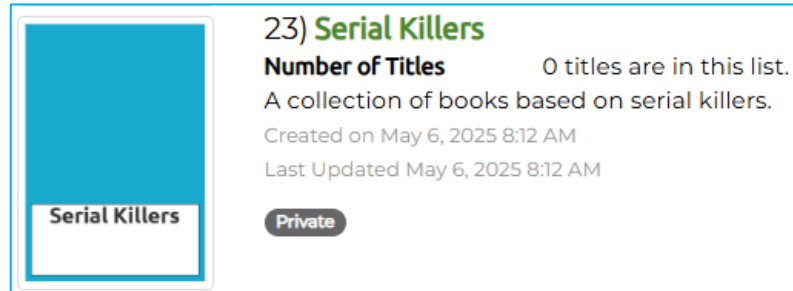
- List:** A tab labeled 'List' is selected, with 'Reading History' as an alternative.
- Choose a List:** A dropdown menu showing 'Serial Killers' with a downward arrow.
- or Create a New List:** A button located below the dropdown menu.
- Add a Note:** A text area containing 'BTK Killer'.

At the bottom right are 'Close' and 'Save To List' buttons.

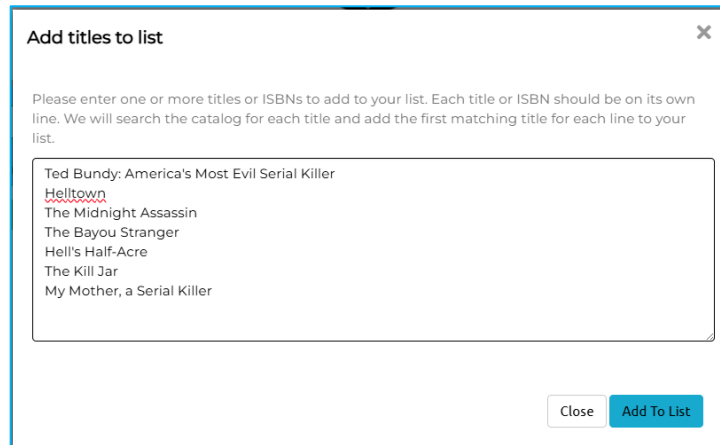
- iv. Click **Save to List**.

b. Multiple Titles

- i. Select the list by clicking on the title

A screenshot of a book list interface. On the left is a blue square placeholder with the text 'Serial Killers' at the bottom. To the right, the title '23) Serial Killers' is displayed in green. Below the title, it says 'Number of Titles' followed by '0 titles are in this list.' and a description 'A collection of books based on serial killers.' It also shows the creation and last update dates as 'May 6, 2025 8:12 AM'. A 'Private' button is at the bottom right.

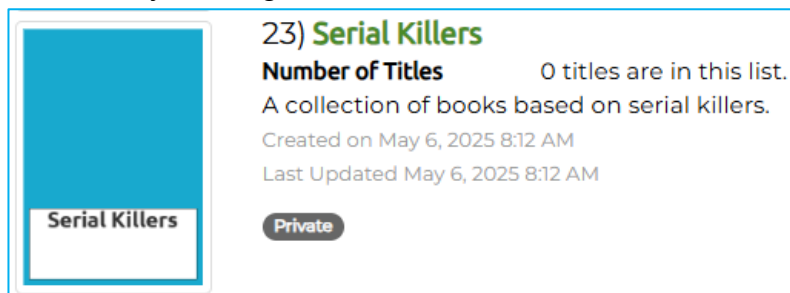
- ii. Click on **Add Multiple Titles**
- iii. Either enter ISBNs or titles into the list, one per line
1. For common title, Aspen will choose the most relevant based on its algorithm. Make sure to look over the list once the titles have been added.

A screenshot of a dialog box titled 'Add titles to list'. It contains instructions: '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.' Below the text is a text area containing a list of titles: 'Ted Bundy: America's Most Evil Serial Killer', 'Helltown', 'The Midnight Assassin', 'The Bayou Stranger', 'Hell's Half-Acre', 'The Kill Jar', and 'My Mother, a Serial Killer'. At the bottom right are 'Close' and 'Add To List' buttons.

- iv. Click **Add to List**

Editing a List

1. Select the list by clicking on the title

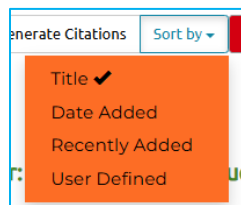
A screenshot of a book list interface, identical to the one above. It shows a blue square placeholder with 'Serial Killers' text, the title '23) Serial Killers' in green, and details about the number of titles (0), description, and dates. A 'Private' button is at the bottom right.

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.

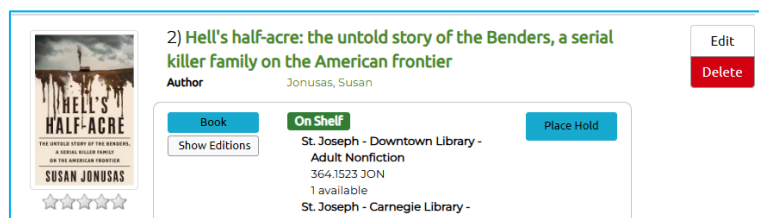


4. The list can be sorted by clicking on **Sort by**.
 - a. **Title**: in alphabetical order
 - b. **Date Added**: oldest to newest
 - c. **Recently Added**: newest to oldest
 - d. **User Defined**: changing the position number or moving titles one by one with up and down arrow.

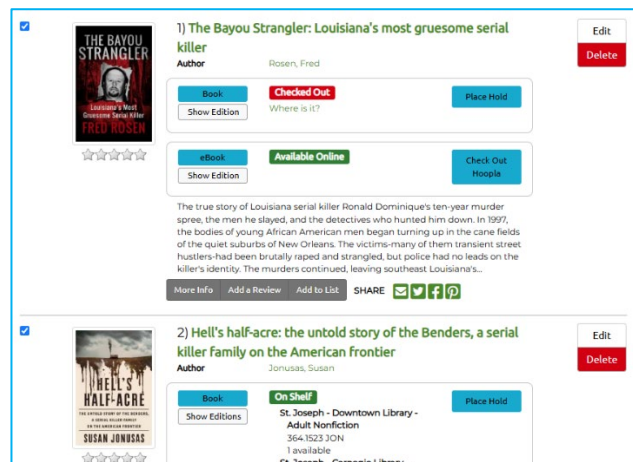


Deleting a Title or a List

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



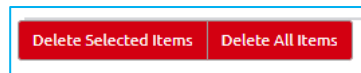
2. Deleting Multiple Titles
 - a. Select the titles that need to be deleted.



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

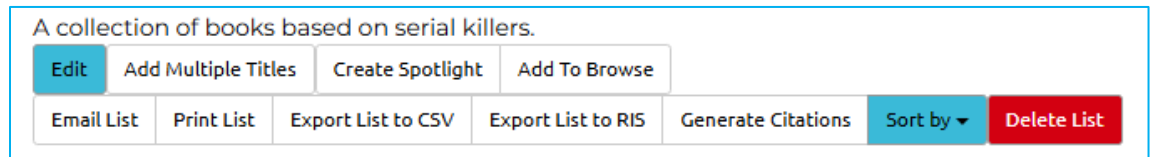
3. Deleting All Titles

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



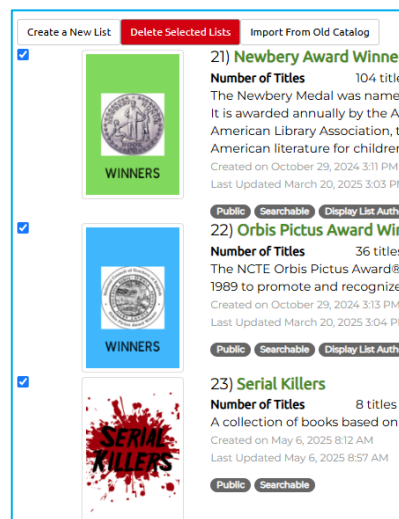
4. Deleting a List

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



5. Deleting Multiple Lists

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



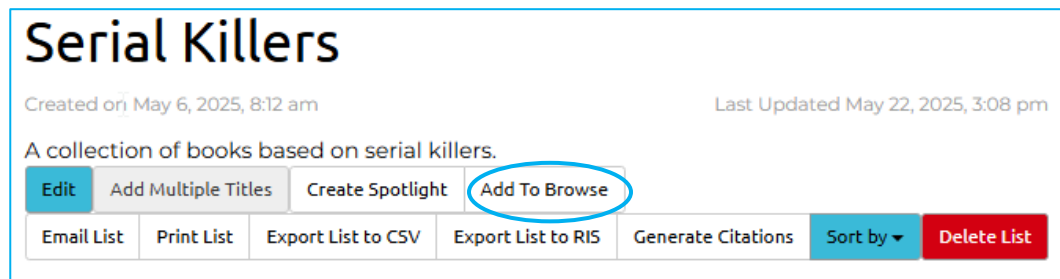
BROWSING CATEGORIES

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

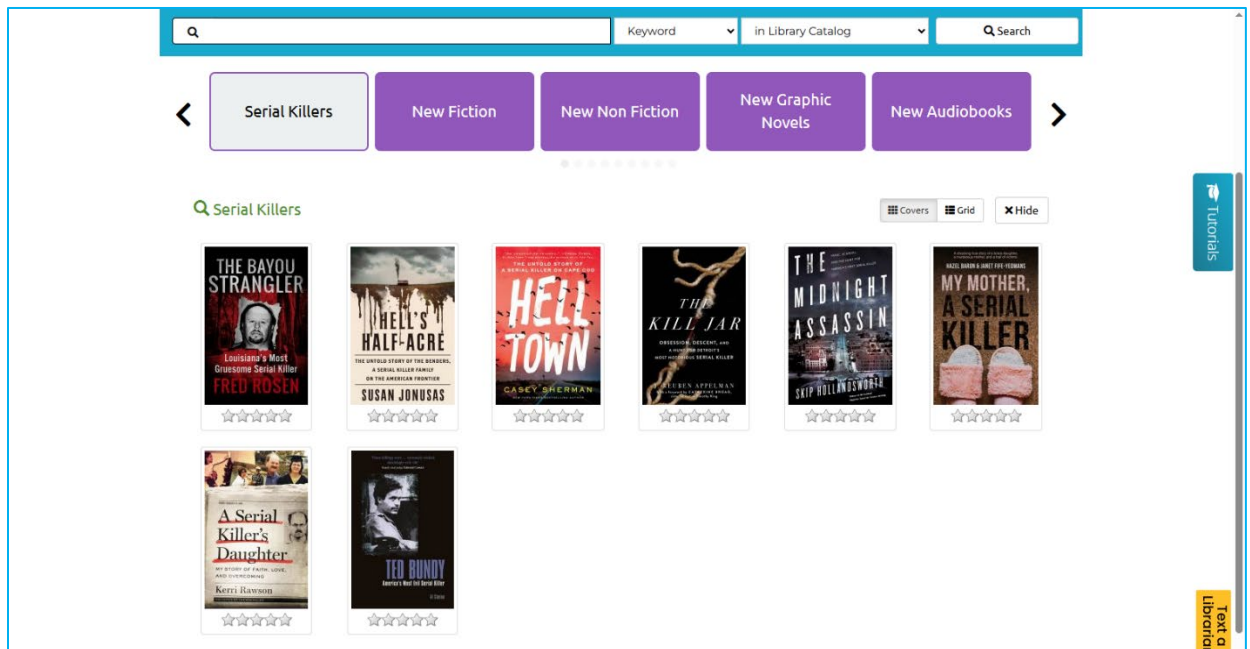
1. Once a list has been created (see Lists), open the list. The list will need to be **Public**.
2. Click on **Add to Browse**



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

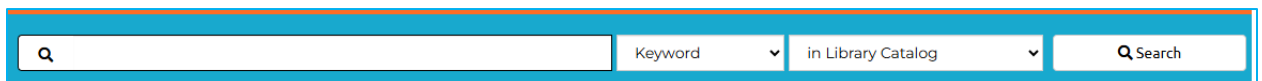
A dialog box titled 'Add as Browse Category to Home Page' with a close button (X) in the top right corner. Inside, there is a blue instruction bar that says 'Please enter a name for the browse category to be created.' Below this is a text input field labeled 'New Category Name' containing the text 'Serial Killers'. Underneath is a dropdown menu labeled 'Add as a Sub-Category to (optional)' with 'Select One' chosen. A checkbox labeled 'Add to Home Page after creation (main categories only)' is checked. At the bottom right are 'Close' and 'Create Category' buttons.

4. Click on **Create Category**.

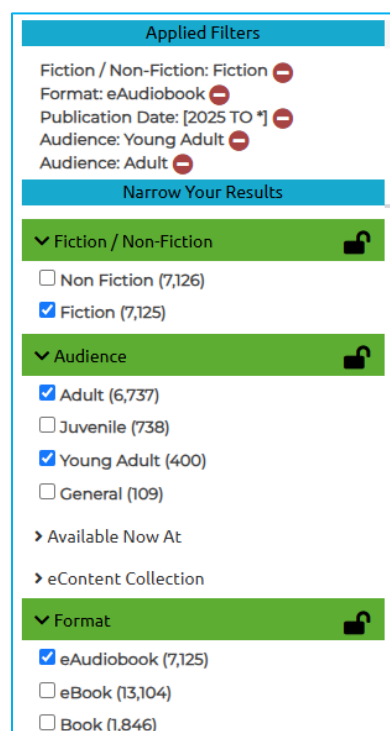


Creating a Browse Category from Search Results

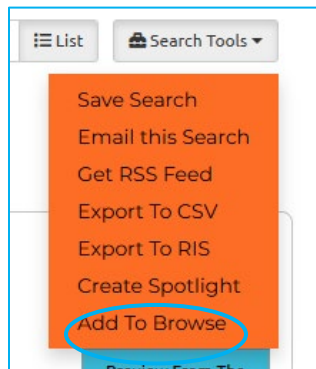
1. Leave the search box blank, then click **Search**.



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



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



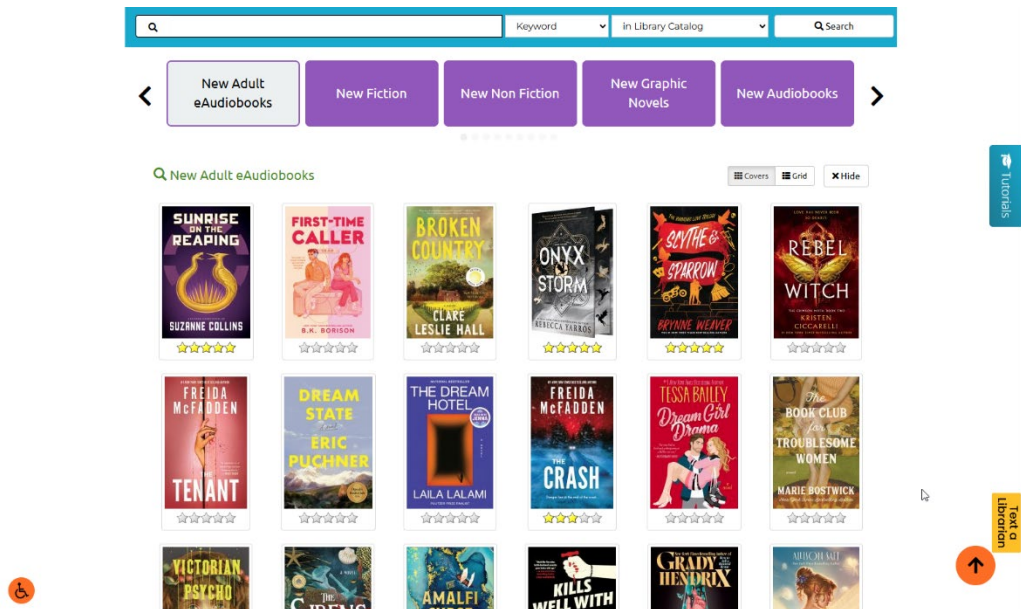
4. Click on **Create New**.

A screenshot of a dialog box titled 'Add as Browse Category to Home Page'. Inside the dialog, there is a blue box with the text 'Would you like to update an existing browse category or create a new one?'. Below this, there are two buttons: 'Update Existing' and 'Create New'. At the bottom right of the dialog, there is a 'Close' button.

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

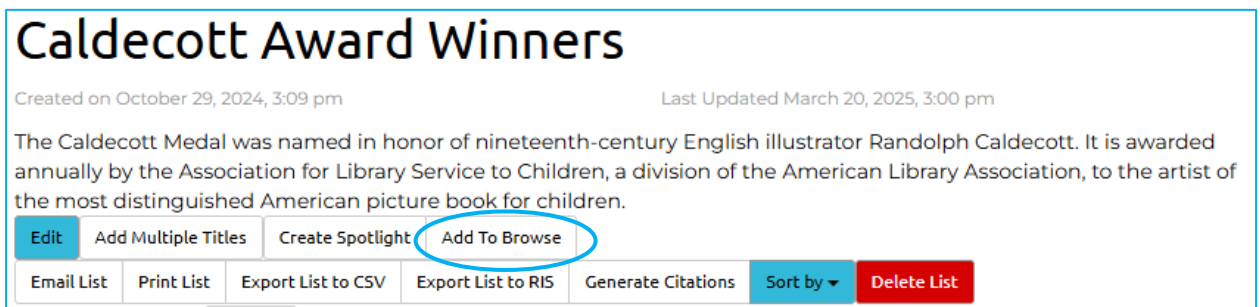
A screenshot of a dialog box titled 'Add as New Browse Category'. Inside the dialog, there is a blue box with the text 'Please enter a name for the browse category to be created.' Below this, there is a text input field labeled 'New Category Name' with the text 'New Adult eAudiobooks' entered. Below the input field, there is a dropdown menu labeled 'Add as a Sub-Category to (optional)' with 'Select One' selected. At the bottom left, there is a checked checkbox labeled 'Add to Home Page after creation (main categories only)'. At the bottom right, there are two buttons: 'Close' and 'Create Category'.

6. Click on **Create Category**.

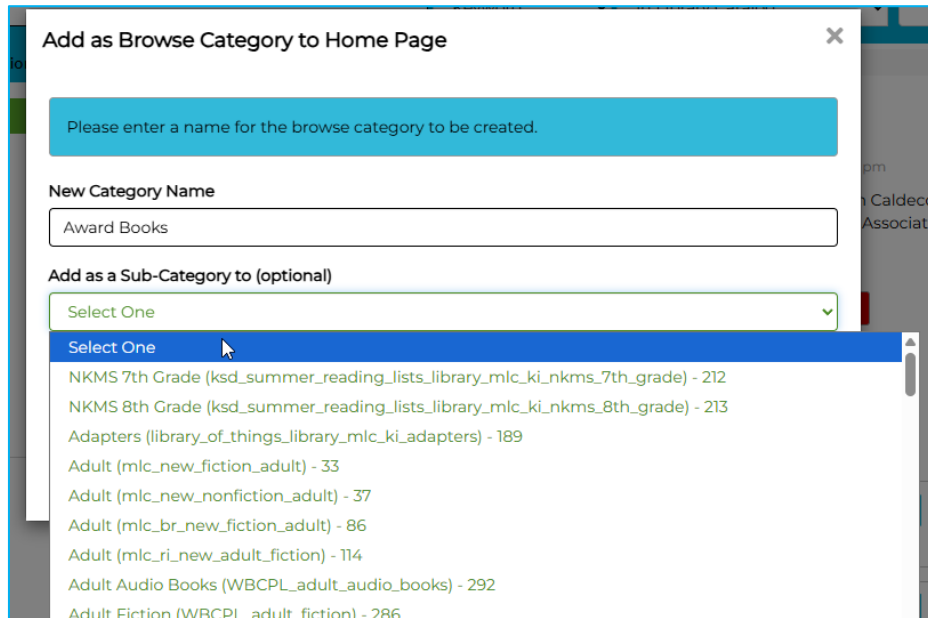


Creating a New Sub-category from a List

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**



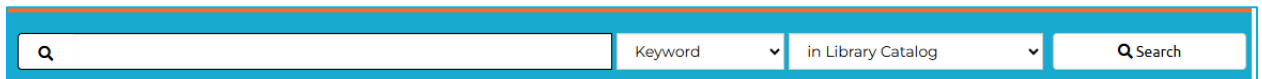
3. Enter a title for the sub-category in the **New Category Name** box and under **Add as a Sub-Category to**, select the Browse Category in which the sub-category goes under.



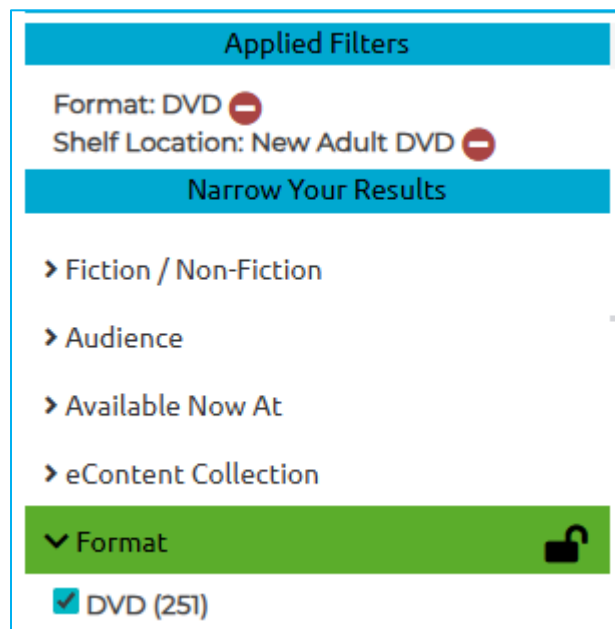
4. Click on **Create Category**.

Creating a New Sub-category from Search Results

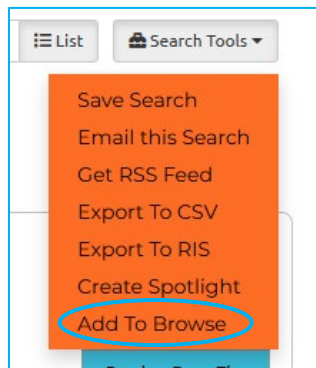
1. Leave the search box blank, then click **Search**.



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



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



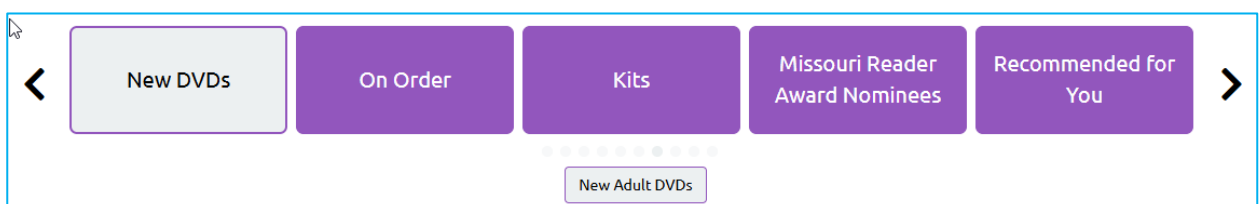
4. Click on **Create New**.

A screenshot of a dialog box titled 'Add as Browse Category to Home Page'. It 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 at the bottom right.

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.

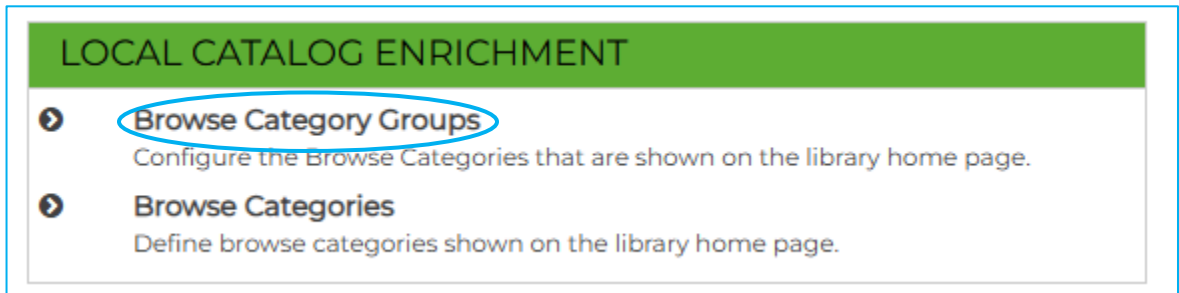
A screenshot of a dialog box titled 'Add as New Browse Category'. It contains a text input field for 'New Category Name' with the value 'New Adult DVDs'. Below it is a dropdown menu for 'Add as a Sub-Category to (optional)' with the value 'New DVDs (sjpl_new_dvds) - 9'. There is a checkbox for 'Add to Home Page after creation (main categories only)' which is currently unchecked. At the bottom right are 'Close' and 'Create Category' buttons.

6. Click **Create Category**.

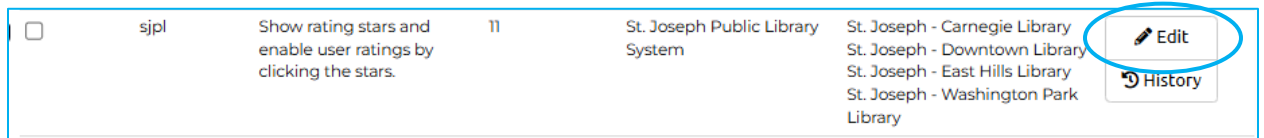


Arranging Browse Categories and Subcategories

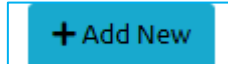
1. Click on **Aspen Administration** from under the side menu.
2. Scroll down to **Local Catalog Enrichment** and select **Browse Category Groups** or type in **Browsing Category Groups** in the **Search for a Setting** box.



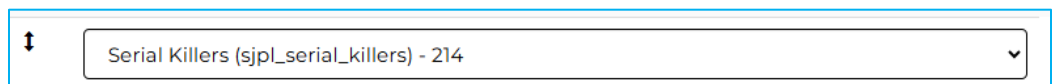
3. Scroll down to **sjpl** and click on **Edit**.



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.

↑	New DVDs (sjpl_new_dvds) - 9	Edit Delete
↑	Serial Killers (sjpl_serial_killers) - 214	Edit Delete
↑	On Order (sjpl_on_order) - 13	Edit Delete

- d. Click **Save Changes and Stay Here** or click the save 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**

↑	New Non Fiction (sjpl_new_non_fiction) - 12	Edit Delete
---	---	--

- 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.

Sort	Sub-Category	Actions
↑	New Adult Non Fiction (sjpl_new_non_fiction_new_adult_non_fiction) - 16	Edit Delete
↑	New Juvenile Non Fiction (sjpl_new_non_fiction_new_juvenile_non_fiction) - 20	Edit Delete
↑	New Teen Non Fiction (sjpl_new_non_fiction_new_teen_non_fiction) - 22	Edit Delete

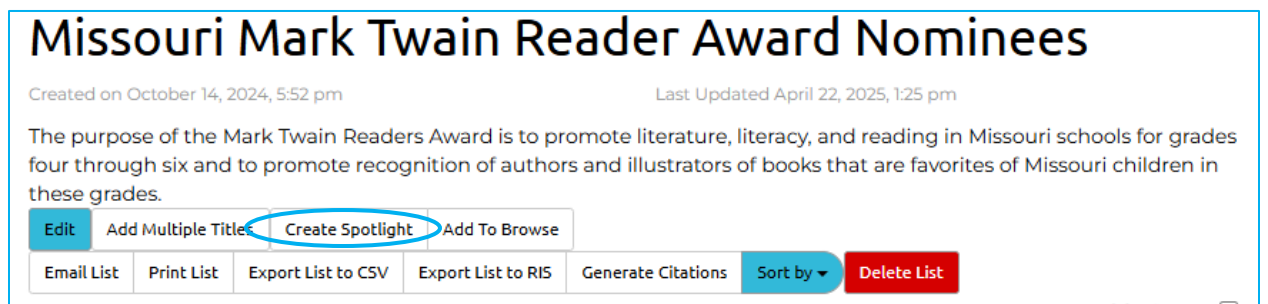
- g. Click **Save Changes and Return**.

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.

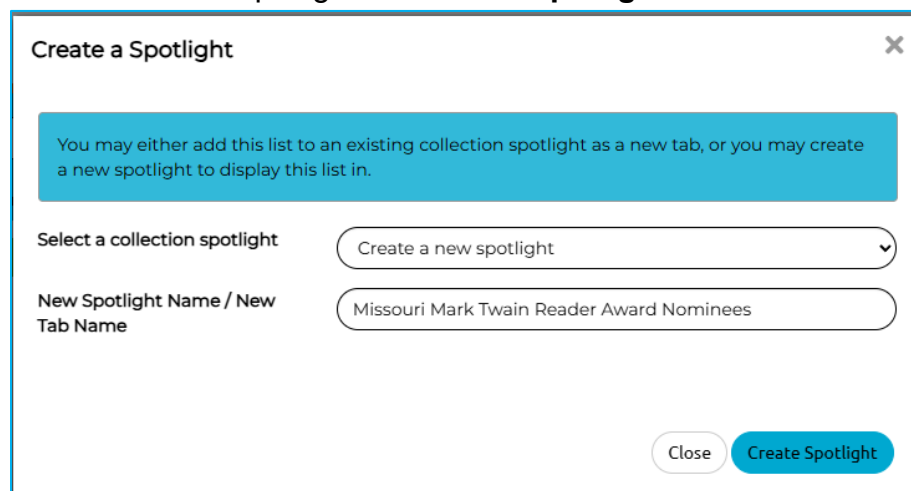
Creating a Collection Spotlight from a List

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 titled "Missouri Mark Twain Reader Award Nominees". Below the title, it says "Created on October 14, 2024, 5:52 pm" and "Last Updated April 22, 2025, 1:25 pm". A description follows: "The purpose of the Mark Twain Readers Award is to promote literature, literacy, and reading in Missouri schools for grades four through six and to promote recognition of authors and illustrators of books that are favorites of Missouri children in these grades." Below the description is a row of buttons: "Edit", "Add Multiple Titles", "Create Spotlight" (circled in blue), and "Add To Browse". Below this row is another row of buttons: "Email List", "Print List", "Export List to CSV", "Export List to RIS", "Generate Citations", "Sort by" (with a dropdown arrow), and "Delete List".

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

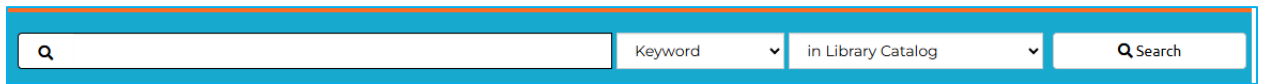


The screenshot shows a "Create a Spotlight" dialog box. It has a title bar with a close button (X). Inside, there is a blue box with the text: "You may either add this list to an existing collection spotlight as a new tab, or you may create a new spotlight to display this list in." Below this, there are two fields. The first is labeled "Select a collection spotlight" and has a dropdown menu with "Create a new spotlight" selected. The second is labeled "New Spotlight Name / New Tab Name" and contains the text "Missouri Mark Twain Reader Award Nominees". At the bottom right, there are two buttons: "Close" and "Create Spotlight".

4. Click on **Create Spotlight**.

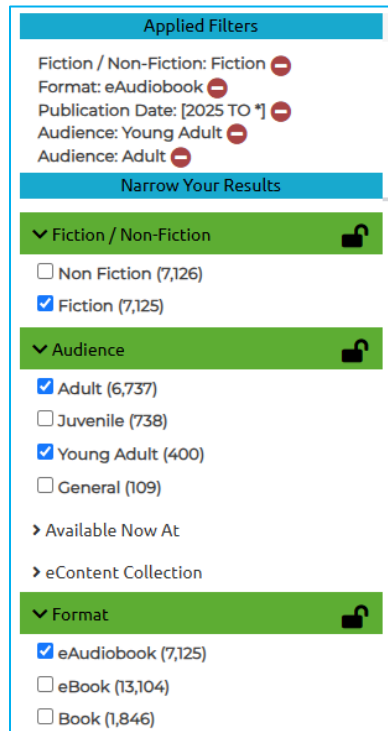
Creating a Browse Category from Search Results

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



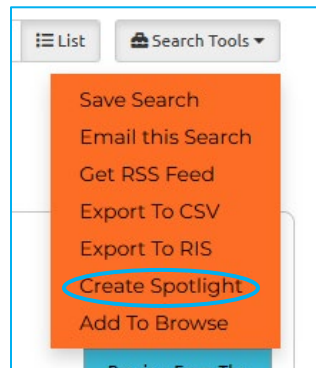
The image shows a search interface with a search bar on the left, a dropdown menu labeled 'Keyword' in the middle, another dropdown menu labeled 'in Library Catalog' on the right, and a 'Search' button on the far right.

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



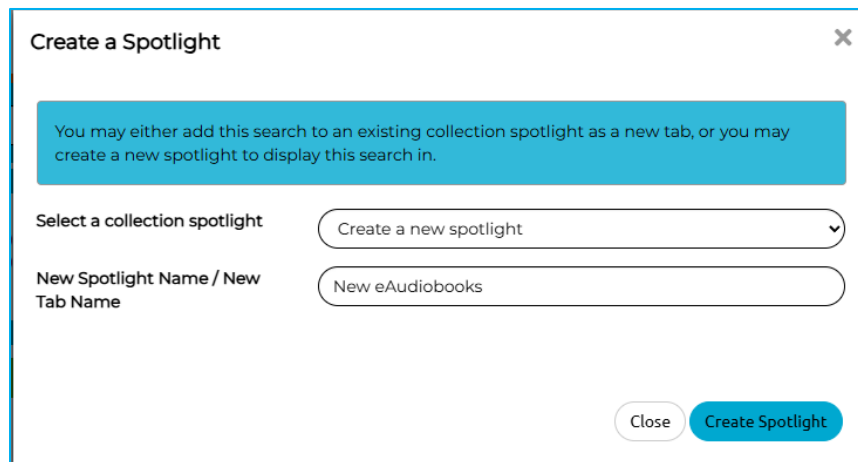
The image shows a 'Search Facets' panel. It has a header 'Applied Filters' with a list of filters: 'Fiction / Non-Fiction: Fiction', 'Format: eAudiobook', 'Publication Date: [2025 TO *]', 'Audience: Young Adult', and 'Audience: Adult'. Below this is a section 'Narrow Your Results' with three expandable categories: 'Fiction / Non-Fiction', 'Audience', and 'Format'. Each category has a list of options with checkboxes and counts. For 'Fiction / Non-Fiction', 'Non Fiction (7,126)' is unchecked and 'Fiction (7,125)' is checked. For 'Audience', 'Adult (6,737)' is checked, 'Juvenile (738)' is unchecked, 'Young Adult (400)' is checked, and 'General (109)' is unchecked. For 'Format', 'eAudiobook (7,125)' is checked, 'eBook (13,104)' is unchecked, and 'Book (1,846)' is unchecked. There are also links for 'Available Now At' and 'eContent Collection'.

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



The image shows a 'Search Tools' drop-down menu. The menu is open, showing a list of options: 'Save Search', 'Email this Search', 'Get RSS Feed', 'Export To CSV', 'Export To RIS', 'Create Spotlight', and 'Add To Browse'. The 'Create Spotlight' option is highlighted with a red circle.

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

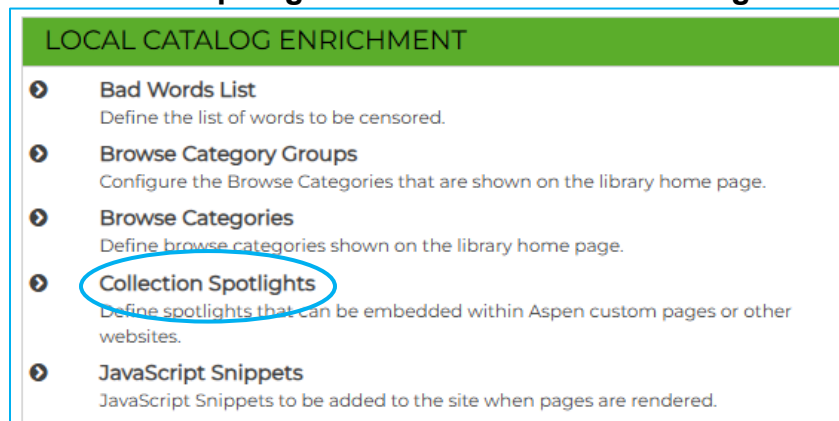


The 'Create a Spotlight' dialog box features a title bar with a close button (X). Below the title bar is a blue informational box stating: 'You may either add this search to an existing collection spotlight as a new tab, or you may create a new spotlight to display this search in.' The main area contains two input fields: 'Select a collection spotlight' with a dropdown menu currently showing 'Create a new spotlight', and 'New Spotlight Name / New Tab Name' with a text input field containing 'New eAudiobooks'. At the bottom right are two buttons: 'Close' and 'Create Spotlight'.

5. Click on **Create Spotlight**.

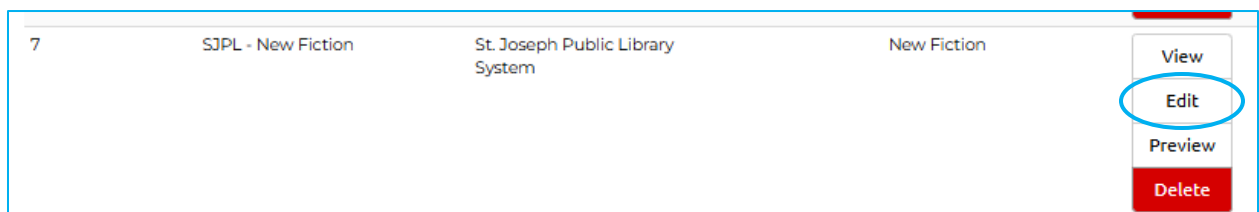
Editing a Collection Spotlight

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.



The 'LOCAL CATALOG ENRICHMENT' settings page has a green header. It lists several settings, each with an information icon (i) and a description. The 'Collection Spotlights' setting is circled in blue. The settings listed are: '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), and 'JavaScript Snippets' (JavaScript Snippets to be added to the site when pages are rendered).

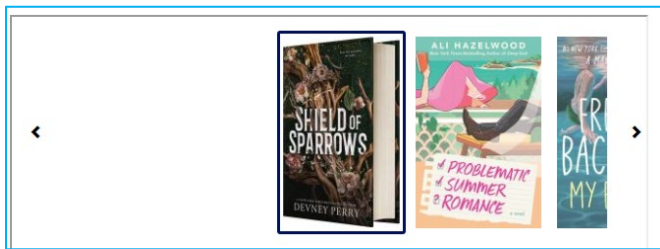
3. Scroll and find the collection spotlight that needs to be edited. Click on **Edit**.



A table showing collection spotlights. The table has columns for an index (7), a title (SJPL - New Fiction), a description (St. Joseph Public Library System), and a category (New Fiction). On the right side of the table, there is a vertical stack of buttons: 'View', 'Edit' (circled in blue), 'Preview', and 'Delete'.

4. Things that can be edited:

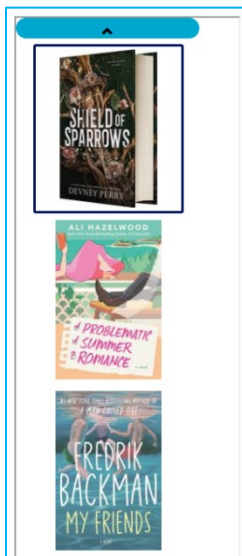
- a. **Description:** An internal description of the spotlight.
- b. **The number of titles that should be shown:** Default is set to 25.
- c. **Should the title for the currently selected item be shown:** If checked, title will display below the cover images.
- d. **Should the author (catalog items) /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:



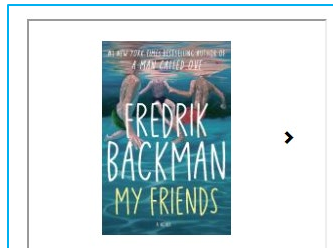
iii. Vertical:



iv. Single Title:



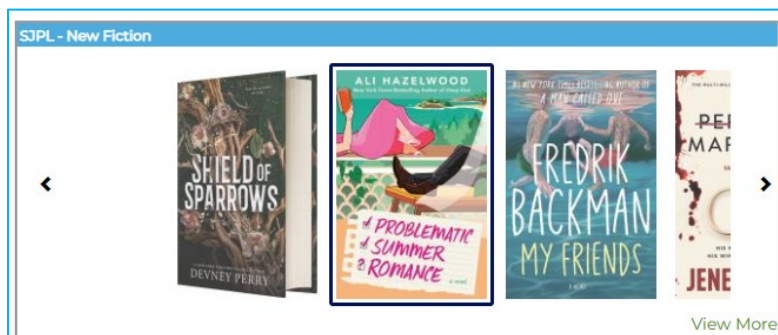
v. Single Title with a Next Button:



vi. Text Only List:



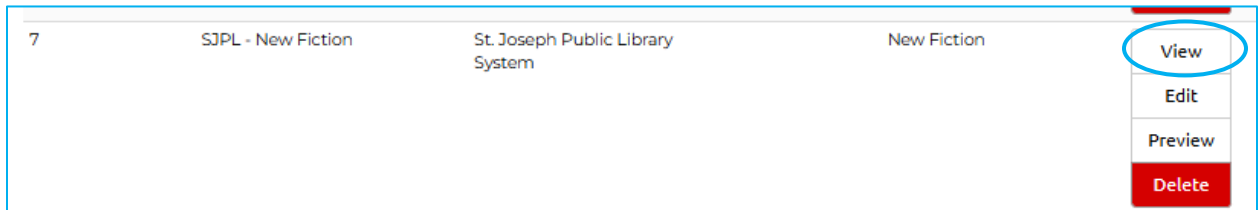
- g. **Should the display automatically rotate between titles?:** If checked, the spotlight will automatically rotate between titles.
 - i. This will only apply to Horizontal, Vertical, Single Title and Single Title with a Next Button. NOT, Horizontal Carousel or Text Only.
- h. **The cover size to use 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

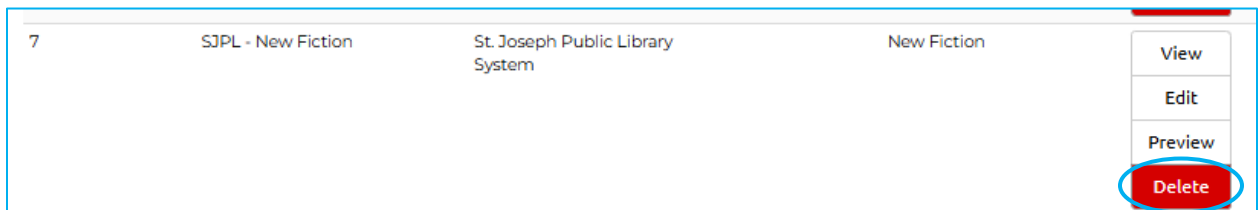
1. Scroll and find the collection spotlight. Click on **View**.



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

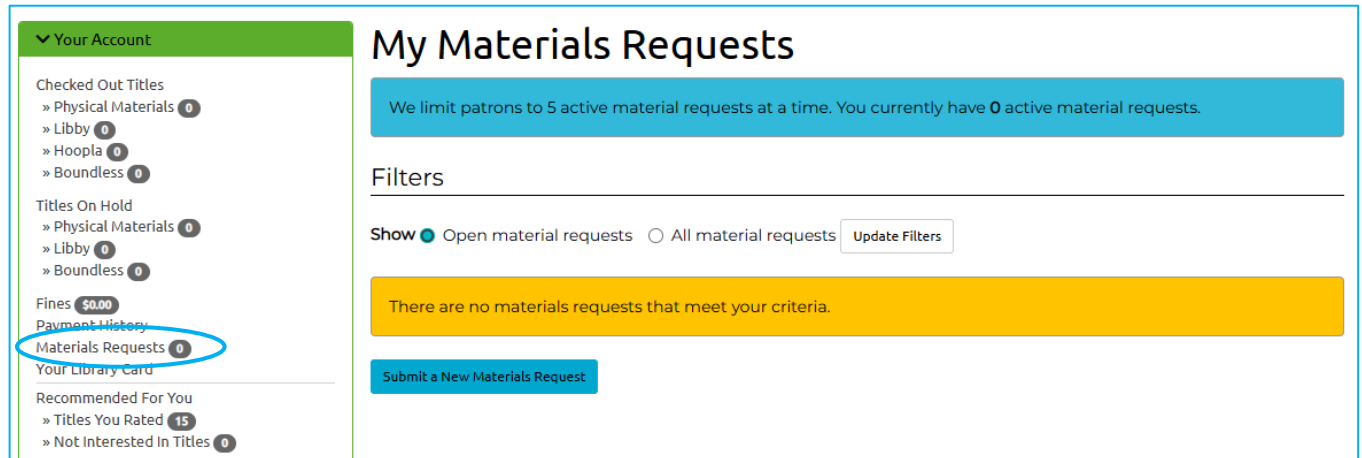
Deleting a Collection Spotlight

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.

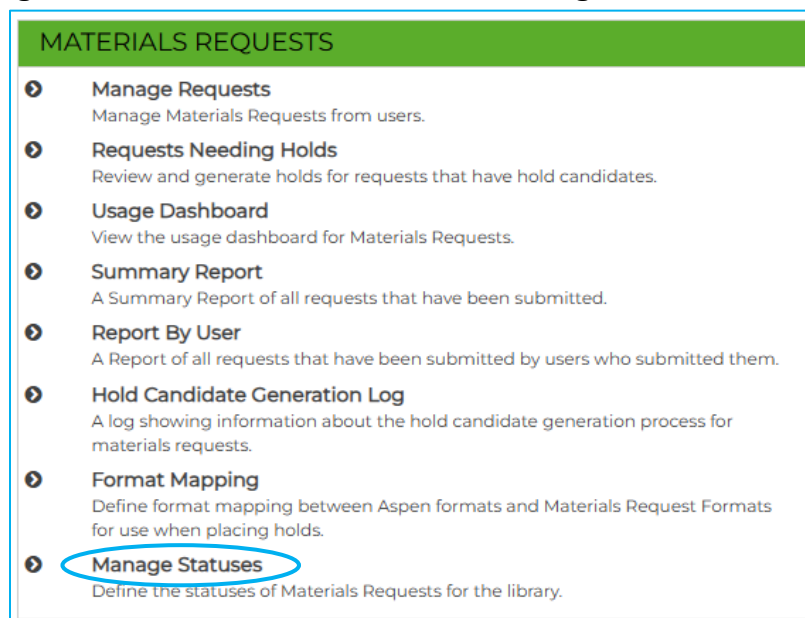


First, fill out the Materials **Request** section on the **Library Systems** page under **Primary Configuration**. (See Aspen Configuration – Materials Request.)

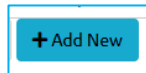
Creating Materials Request Statuses

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

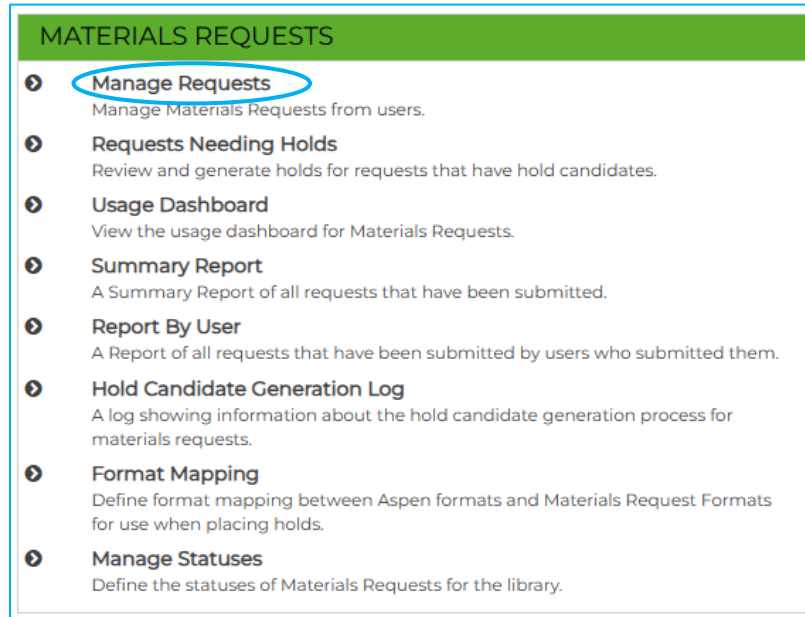
5. Click **Save Changes and Return**.

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
☐	 21	Request Submitted	Yes	No	Yes	Yes	Yes	No	No	No	No	St. Joseph Public Library System	 Edit  History
☐	 22	Cancelled by Patron	No	Yes	No	No	No	No	No	No	No	St. Joseph Public Library System	 Edit  History
☐	 23	Request Referred to Staff	No	No	Yes	Yes	No	No	No	No	No	St. Joseph Public Library System	 Edit  History
☐	 32	Closed by Staff - Patron Contacted	No	No	No	No	No	No	No	No	No	St. Joseph Public Library System	 Edit  History
☐	 24	Item Ordered & Hold Placed	No	No	No	No	No	No	No	No	No	St. Joseph Public Library System	 Edit  History
☐	 31	Placed Hold on Item in System	No	No	No	No	No	No	No	No	No	St. Joseph Public Library System	 Edit  History
☐	 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.

☐	Status	Format	Title	Author	Comments	Date Created	Patron	Email	Pickup Location	Staff Note	Assigned To	
☐												
☐	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			Details Update Request
☐	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			Details Update Request

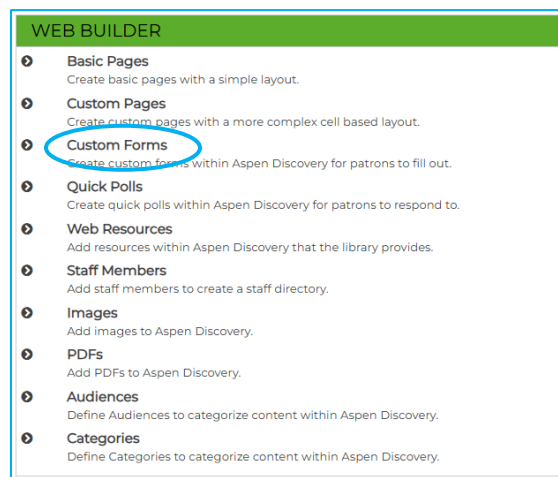
4. To update the status of the request, click on **Update Request**. A comment can also be added to help understand the condition of the request.

Supplemental Details (optional)	
Comments	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	
Email	
Phone	816-344-2386
Staff Information	
Request Id	294
Status	Request Referred to Staff

CUSTOM FORMS

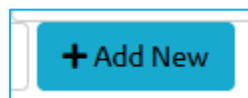
Forms are great for collecting feedback, allowing patrons to sign up for books or mailing lists, or even signing up for events.

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

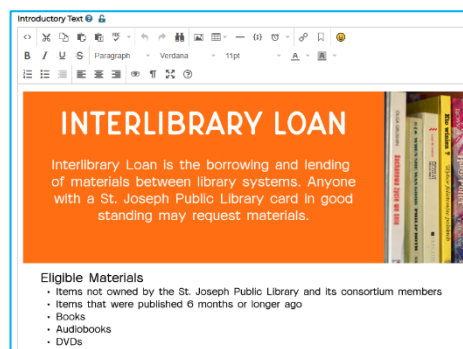


Create a New Form

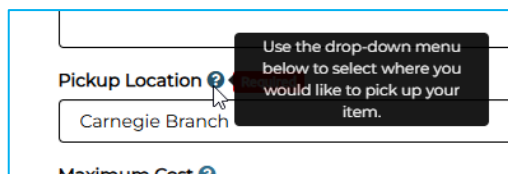
1. Click on **+ Add New**



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.

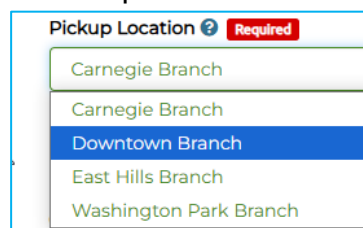


- e. **Fields:** Create the fields that need to be filled out.
- i. Click on **+ Add New**.
 1. **Label:** What is being asked.
 2. **Field Type:** Select how the answer will be answered.
 - a. **Text Field:** Short text area
 - b. **Text Area:** Longer text fields
 - c. **Checkbox:** Adds a single checkbox.
 - 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.



A screenshot of a form field labeled "Pickup Location" with a question mark icon. Below the label, the text "Carnegie Branch" is visible. A tooltip box is open, displaying the text: "Use the drop-down menu below to select where you would like to pick up your item."

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



A screenshot of a dropdown menu for the "Pickup Location" field, which is marked as "Required". The menu is open, showing a list of branch names: "Carnegie Branch", "Carnegie Branch", "Downtown Branch" (highlighted in blue), "East Hills Branch", and "Washington Park Branch".

- Fields ? 

t	Label	Field Type	Description	Select List Values (separate values with commas)	Default Value	Required
	Title	Text Field 				☒
	Author	Text Field 				☒
	Format	Select List 	Use the drop-down	Regular Print, L		☒
	Name (First and Last)	Text Field 				☒
	Library Card Number	Text Field 				☒
	Phone Number	Text Field 				☒
	Pickup Location	Select List 	Use the drop-down	Carnegie Branch		☒
	Maximum Cost	Text Field 	Please enter the maximum cost			☐
	Comments	Text Field 				☐
		Text Field 				☐


 Add New

- Submission Result Text

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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 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

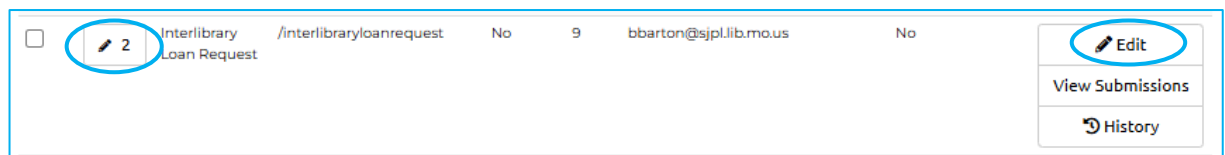
Submit

View and Manage Form Submissions

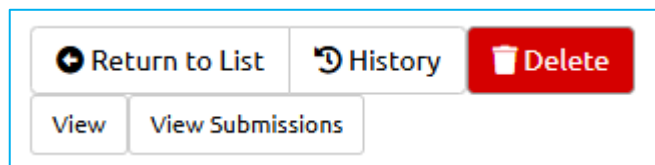
1. There are multiple ways of viewing the submissions.
 - a. Custom WebBuilder Forms list
 - i. Click on **View Submissions** next to the correct list.



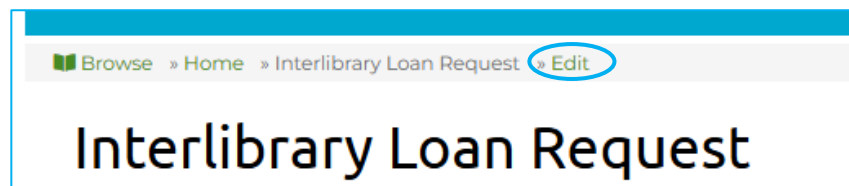
- b. Custom WebBuilder Forms list
 - i. Click on **Edit** next to the correct list.



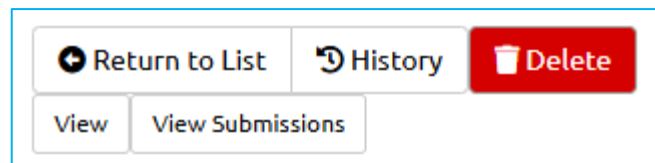
- ii. Click on **View Submissions**.



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



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

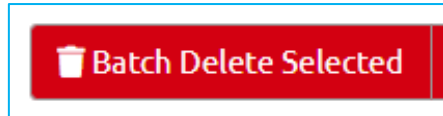


2. This screen will show any submissions the form has received.
3. Click on **Edit** to view the details.
4. Check **Mark as Read** to mark the submission as *Read*.
5. Click **Save Changes and Return** to save.

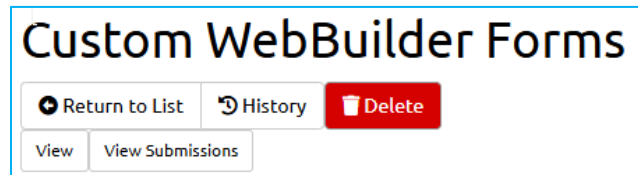
Deleting a Form

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

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

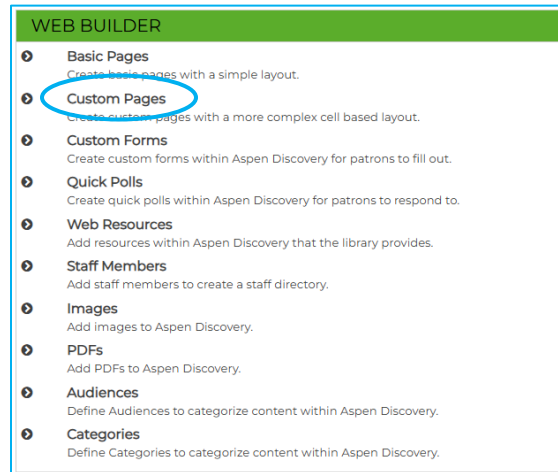


2. Select the message and click **Edit**.
 - a. Click **Delete**



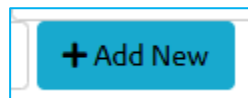
CUSTOM PAGES

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

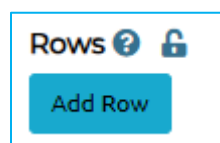
1. Click on **+ Add New**



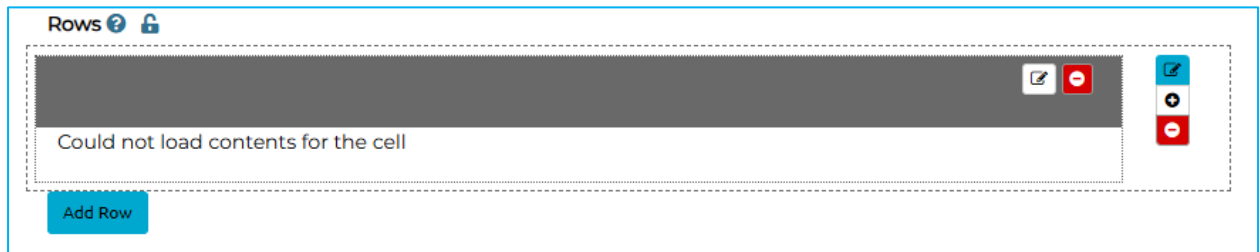
2. Fill out the information accordingly:
 - a. **Title:** Name the page
 - b. **URL Alias:** This will be part of the URL to access the page
 - i. **Ex.** /ebooks-eaudiobooks
 - c. **Require Login:** Checking this will require users to sign into their accounts to have access to the page
 - d. **Audience:** 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.**

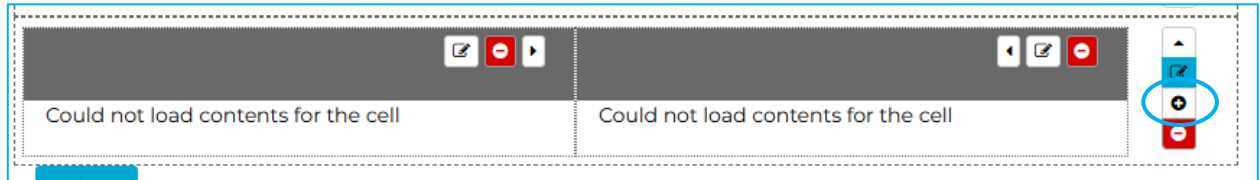
4. Click on **Add Row**



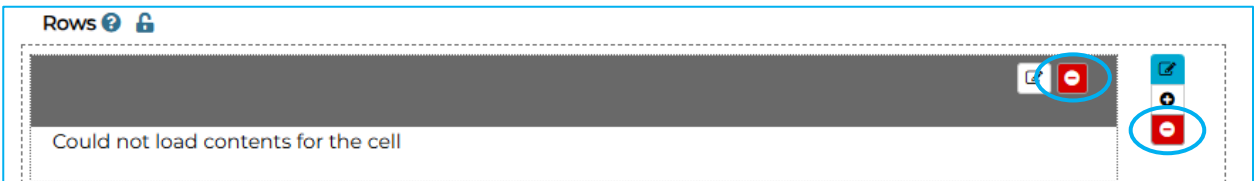
5. A row will appear.



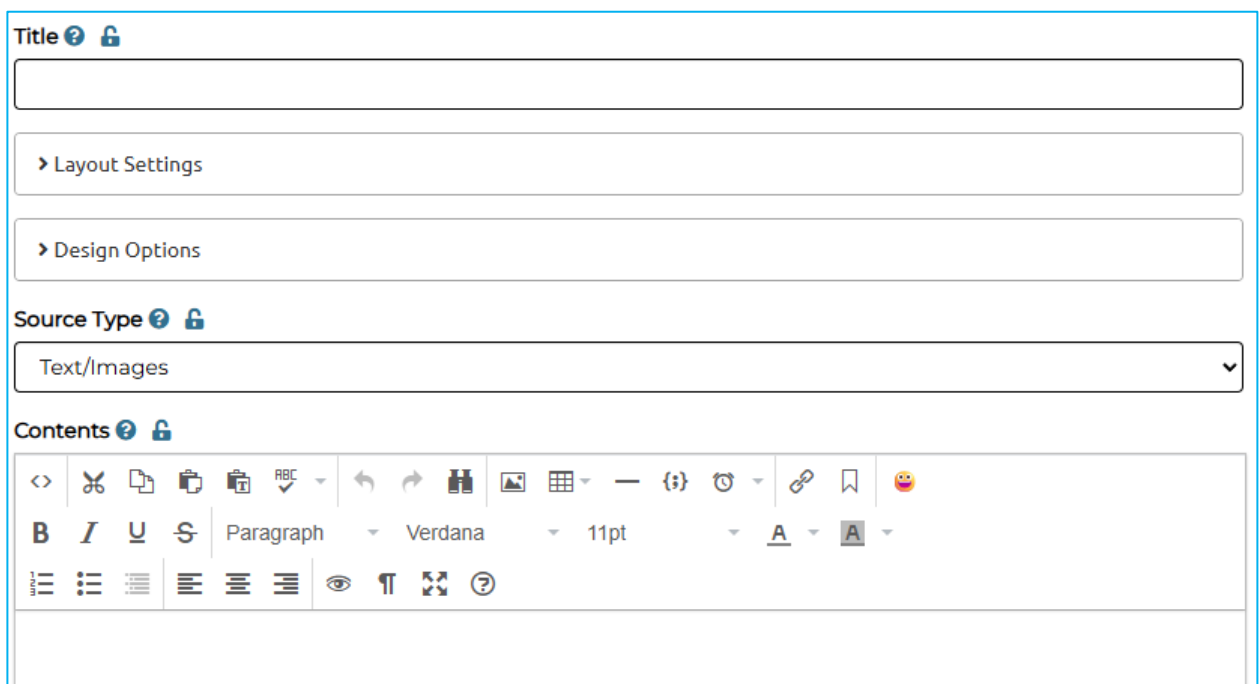
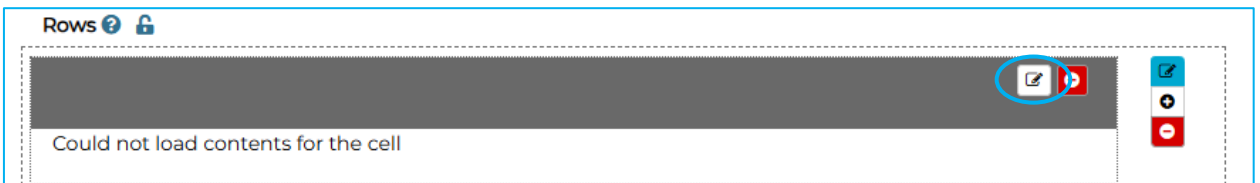
a. Click on the plus sign (+) in the row to add a cell.



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

Missouri Libraries 2 Go

web_resource : 25

hoopla

Borrow and enjoy audiobooks,

Adding Content to a Page

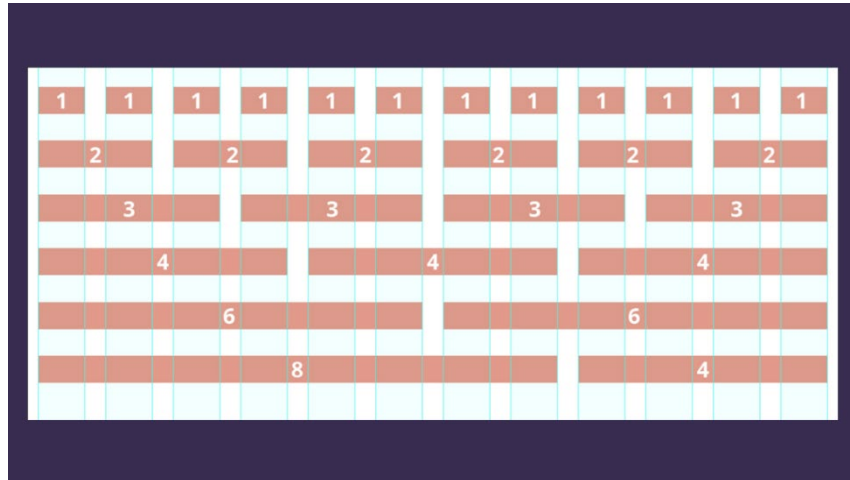
1. Click on the **Edit** icon in a cell.
2. Fill out the information accordingly:
 - a. **Title:** Name the cell. This is optional and the text will display above the cell content.

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 ?

12

Column Width Extra Small Size ?

12

Column Width Small Size ?

6

Column Width Medium Size ?

6

Column Width Large Size ?

6

Vertical Alignment ?

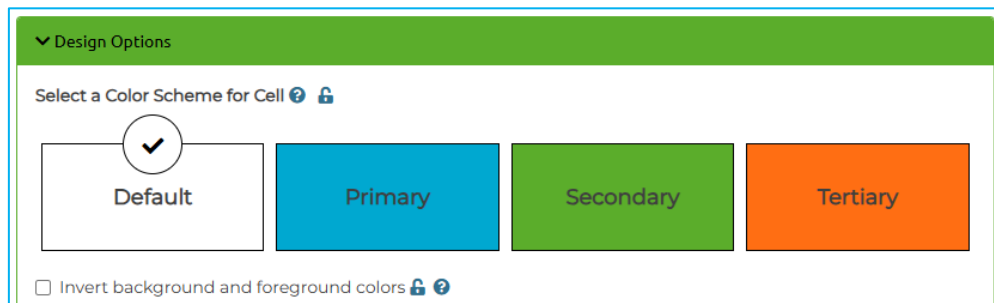
Top of Row

Horizontal Justification ?

Left

☐ Make cell accordion (Title is required to use) ?

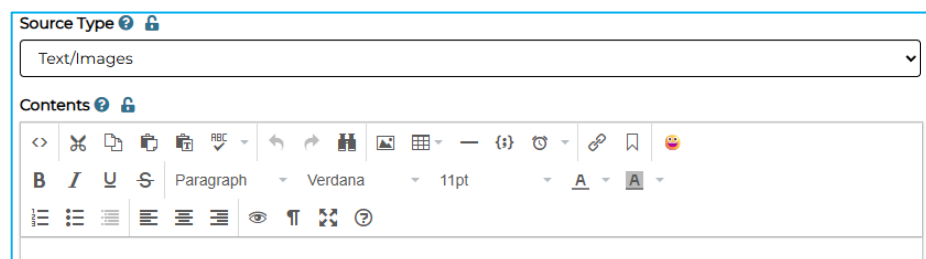
- c. **Design Options:** Select a color scheme for the cell.



The Design Options panel has a green header with a dropdown arrow and the text "Design Options". Below the header, it says "Select a Color Scheme for Cell" with a help icon and a lock icon. There are four color scheme buttons: "Default" (white with a checkmark icon), "Primary" (blue), "Secondary" (green), and "Tertiary" (orange). At the bottom, there is a checkbox labeled "Invert background and foreground colors" with a lock icon and a help icon.

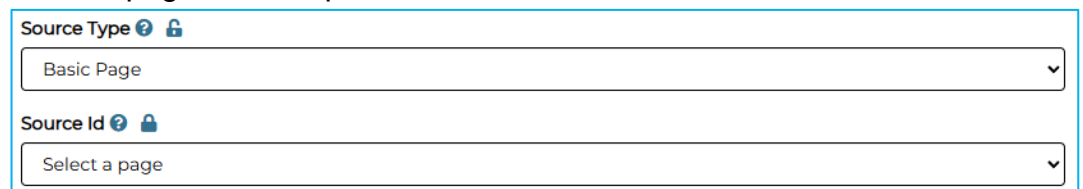
- d. **Source Type:** Specify what content is being used.

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



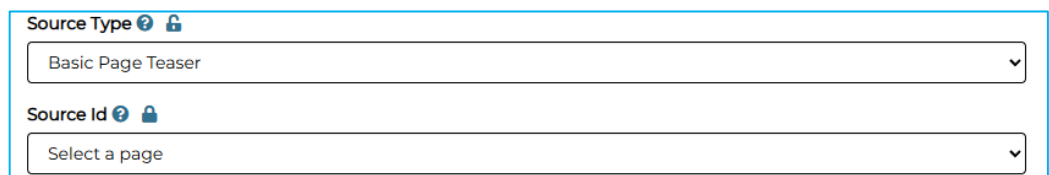
The Source Type panel for "Text/Images" has a dropdown menu showing "Text/Images". Below it is a "Contents" section with a toolbar containing icons for undo, redo, bold, italic, underline, link, unlink, list, indent, outdent, and other text formatting options. The toolbar also shows the current paragraph style as "Paragraph", the font as "Verdana", and the font size as "11pt".

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



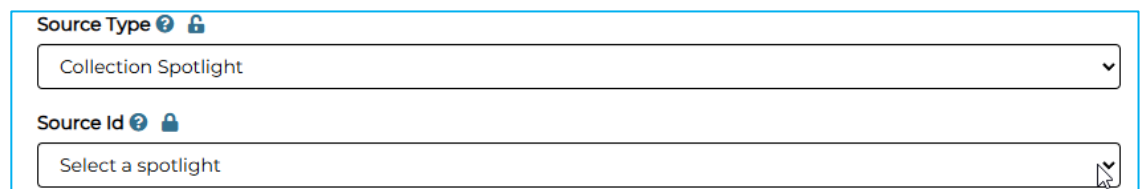
The Source Type panel for "Basic Page" has a dropdown menu showing "Basic Page". Below it is a "Source Id" section with a dropdown menu showing "Select a page".

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



The Source Type panel for "Basic Page Teaser" has a dropdown menu showing "Basic Page Teaser". Below it is a "Source Id" section with a dropdown menu showing "Select a page".

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



The Source Type panel for "Collection Spotlight" has a dropdown menu showing "Collection Spotlight". Below it is a "Source Id" section with a dropdown menu showing "Select a spotlight".

- 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
↑		Web Resource ▼	▼		None ▼	☐
↑		Web Resource ▼	▼		None ▼	☐

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

Keyword in Library Catalog

[Browse](#) » [Home](#) » [eBooks & eAudiobooks](#) » [Edit](#)

eBooks



Missouri Libraries to Go

eBooks, eAudiobooks, and eMagazines along with a variety of add-on services. Powered by OverDrive and the Libby App. We are part of the Missouri Libraries 2Go Consortium. To use the Libby App, download from the Apple or Google store and select "Missouri Libraries 2Go" as the library – then select St. Joseph Public Library.

[Open Resource](#)



Hoopla

Borrow and enjoy audiobooks, eBooks, comics, movies, TV, magazines, or music.

[Open Resource](#)



Ebsco eBooks

Search for eBooks on many topics that can be read on your computer or downloaded with an Ebsco account.

[Open Resource](#)

eAudiobooks



Hoopla

Borrow and enjoy audiobooks, eBooks, comics, movies, TV, magazines, or music.

[Open Resource](#)



Boundless

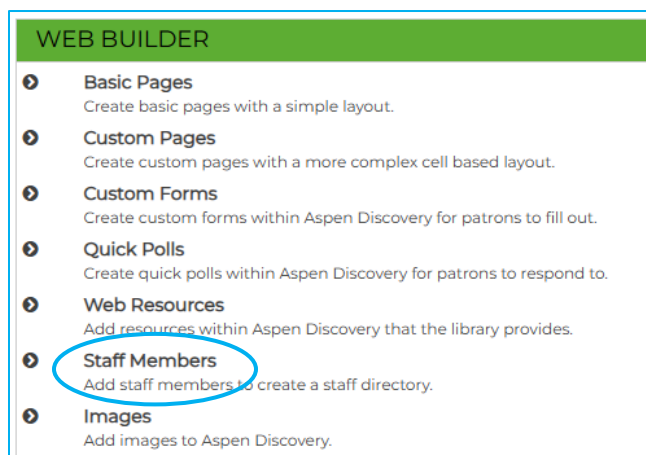
eBooks and eAudiobooks. Use the link to access on your computer or download the app from the Apple or Google store. If you used Axis360 before, you will need to download the new app. Search for our library as "St Joseph Public Library" (no period after St). Contact feedback@sjpl.lib.mo.us if you have any questions.

[Open Resource](#)

STAFF MEMBERS

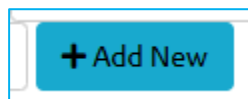
Under the **Contact Us** menu, there is a link for the Staff Directory. This consists of the director, branch managers, department managers, resource sharing librarian and library-by-mail contact.

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.

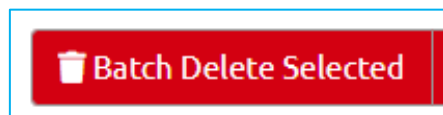
☐	 9	St. Joseph Public Library System	Bethany Barton	Resource Sharing Librarian	bbarton@sjpl.lib.mo.us	816-236-2107	 Edit
--------------------------	---	----------------------------------	----------------	----------------------------	------------------------	--------------	--

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**

