



Directory of Queensland Public Libraries

Data Entry Instructions

28 October 2013

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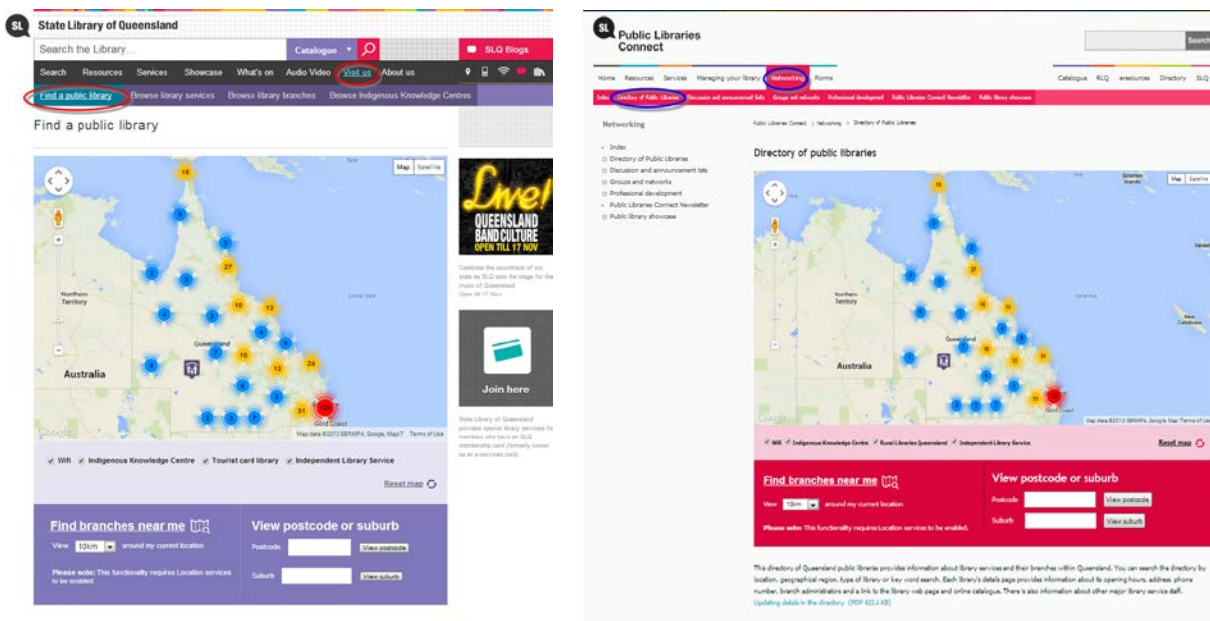
Introduction

The Directory of Queensland public libraries contains data relating to Queensland’s public library services, their branches and some staff. Since mid-October 2013 this data is now published or available in two different locations, as follows:

- **Public Libraries Connect** – You’ll find the Directory under “Networking” in the Public Libraries Connect website (<http://www.plconnect.slq.qld.gov.au/networking/directory-of-public-libraries>) – here it is organised for the use of public library staff, and includes all available data.
- **State Library of Queensland** – You’ll find “Find a public library” under “Visit us” in the main State Library of Queensland website (<http://www.slq.qld.gov.au/visit-us/find-a-public-library>) – here it is organised for the use of the general public, so it provides a subset of the available data i.e. public library staff information is not provided.

These instructions explain how you can access and update your own library service’s content.

Figure 1: Directory of Queensland public libraries landing page in State Library of Queensland website (left) and Public Libraries Connect site (right)



Matrix login

The Directory sites are hosted on Squiz Matrix, the State Library of Queensland’s web content management system (CMS). A CMS is used to manage web content and publish it on the web. You will be using Matrix to access and update your own Directory content.

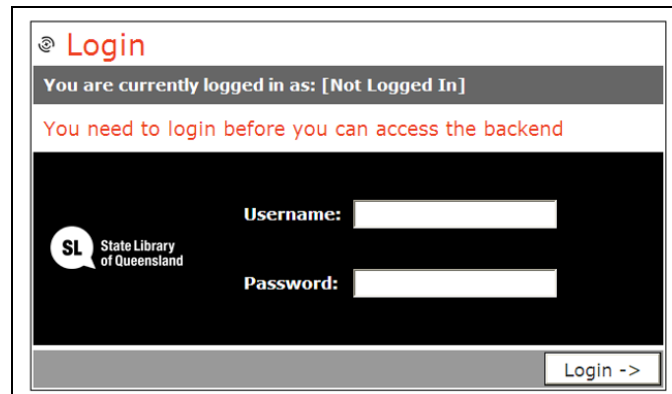
Each Library Service has been provided with a document containing a unique URL, username and password. This means you can only access and make changes to your own Library Service’s records within the Directory.

If you are uncertain of your username or password please submit the “Lost your username or password” form which is available on our website: <http://plconnect.slq.qld.gov.au/forms/directory-of-queensland-public-libraries-information-request>

Copy and paste the unique URL which your library service has been assigned into your web browser (e.g. Internet Explorer).

The Matrix login page will now appear. Enter your username and password.

Figure 2: Matrix login page



- **Login to Matrix on a computer that is NOT accessible to the public. This will help to ensure that unauthorised people do not gain access to your Directory details.**
- **Your username and password are case sensitive so enter them exactly as provided.**

Data entry forms

After logging in, a page will appear (see Figure 3, next page) that gives you links to the separate data entry forms for your library service, its individual library branches, and any non-branch-related staff contacts that you wish to highlight.

Think of the data entry forms as the “back end” of the Directory (the hidden side that only you can see, and the public never sees). When you make a change to a data entry form it appears on the “front end” of the Directory (the visible side that everyone can see).

Figure 3 shows that there are three types of data entry forms that may display.

1. **Update Local Government/Library Service details** – Select this hyperlink to make changes to information about your Library service or Local Government details.
2. **Update Library Branch details** - Select a hyperlink from this second area if you wish to change any details relating to a particular library branch. (NB: If you only have one library branch within your Library Service then only one hyperlink will display here. If you have 15 branches, then 15 links will be displayed here.) You can edit details for the individual library manager and for one other branch staff member on each of these forms.
3. **Update Staff details** - Select a hyperlink from this third area if you wish to change the details of a Staff contact who is not associated with a specific branch. (See section 2 above for entering branch staff details.) There are many Library Services in the Directory that do not have Staff Contact details, so do not worry if you do not see this third set of hyperlinks on your Data entry forms main page.

Figure 3: Sample library service data entry landing page

SL Explain and Send Suggestions

Directory of Queensland Public Libraries

Data entry page

Ipswich City Council library services

Update Local Government/Library Service details:

Select the link below to view the Service's editing form and update its details.
The form opens in its own browser window, so you don't lose access to this Landing Page.

[Ipswich Libraries](#)
Local Government: Ipswich City Council
Record status: Live

Update Library Branch details:

Select a link below to view that Branch's editing form and update its details.
Each form opens in its own browser window, so you don't lose access to this Landing Page.

Ipswich Library Location: Ipswich Status of record: Live	Ipswich Mobile Library Location: Status of record: Live
Redbank Plains Library Location: Redbank Plains Status of record: Live	Redbank Plaza Library Location: Redbank Status of record: Live

Update Non-branch related staff details:

Select a link below to view that Staff member's editing form, update its details etc.
Each form opens in its own browser window, so you don't lose access to this Landing Page.
Note: only staff not associated with a particular branch are listed here. Add Branch staff to branch records above.

Library Services Manager Currently: Narelle Rhodes Record status: Live	Lending Services Coordinator Currently: Marianne Ryan Record status: Live
Community Outreach Coordinator Currently: Carol Moore Record status: Live	Information Services Delivery Coordinator Currently: Colleen Gagen Record status: Live
Inter-Library Loans Officer Currently: Trish Diamond Record status: Live	Library Operations Manager Currently: Cheryl Pyle Record status: Live
Library Technologies & Collection Services Manager Currently: Cathy Watson Record status: Live	Reference Desk Currently: Record status: Live
Currently: Record status: Live	Young Peoples Librarian Currently: Rosalie Stafford Record status: Live

Other forms

Each form opens in its own browser window, so you don't lose access to this Landing Page.

[Notification of change](#)
Use this form to advise us when you have updated the record of your Library Service, of a Library or of a Staff member.

[Request a new record](#)
Use this form to get us to create a record for a new Library or Staff member.

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Your role is to make sure the information displayed in the Directory remains current and is correct. To do this:

- **access your library service's data entry landing page**
- **click on the appropriate hyperlink to access the data entry form you need to edit (branch details, staff details, etc)**
- **update the relevant data fields on the data entry form**
- **save your changes.**

Request new record form

To add a new Staff Contact entry or new Library Branch entry you need to submit the “Request a new record” form to let us know. We will then create the new data record and notify you by email when it is ready for you to add content. This form is located under the heading “Other forms” on your Data Entry landing page, or use this link to access it - http://www.libraries.slq.qld.gov.au/servpages/new_record.

- **Data for staff associated with a particular library branch, e.g. the branch manager, should be entered in the data entry form for that branch. Only staff not associated with a particular branch, e.g. a library service administrator or an Inter-library loans contact person, should have a separate Data entry form.**

Editing via a Data Entry Form

The editing process is straightforward. Follow the same steps for all three types of Data entry forms.

Figure 4: Ipswich City Council's data record under the heading “Update Library Branch details”

The screenshot shows a web browser window displaying the "Public libraries directory - editing form" for Ipswich Library. The form includes a "Record name" field with "Ipswich Library" entered. Below this, there is a section for "Individual library information" with several fields: "Branch name" (Ipswich Central Library), "Branch type" (Administration), "WIFI availability" (Yes), "Street address - Line 1" (Ipswich Central Library), "Street address - Line 2" (40 South Street), "Street address - Town, Suburb or Locality" (Ipswich), "Street address - Postcode" (4300), "Postal address - Line 1" (Post Office Box 202), and "Postal address - Line 2" (). Each field has a "Use default" checkbox. The "Branch name" field is marked with a red asterisk, indicating it is a required field.

Required fields

- **If a field descriptor has a red asterisk* just below its caption it cannot be left blank - you must enter some content into it.**

Text fields

Some fields are “free text” fields so you can enter any text you like, and some are drop down lists where you choose one of the options in the list.

To enter text into free text fields, first click on the tick box named “Use default” to clear the tick. If you do not enter text in any non-required field here the content of this field will simply not display on the relevant front end page of the Directory.

For example there are three separate sets of address fields on the Library Branch data entry form. You may choose to only fill in the visiting and postal address fields. In this instance the

ILL delivery address – the third set of address fields – will not appear on pages in the Front End (PLC version) of the Directory because you did not enter any content into the ILL address fields.

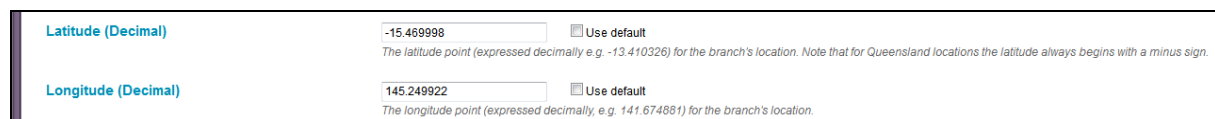
You must enter the opening hours for each library branch – these are required fields. The display will show on the front end of the Directory as “Closed” if these fields are left blank, which may not be what you intend. On the other hand, if your library is closed on a particular day leave the “Use default” checkbox ticked and it will show on the front end pages as “Closed”.

Latitude and longitude

The Directory utilises the latest Google Maps technology to display interactive maps. Decimal latitude and longitude information for each library branch is used to display the marker on the map. Therefore, it is vital to ensure that latitude and longitude information is accurate so that the marker is located in the correct position on the map. Any incorrect latitude and longitude information will result in the branch not being shown in the correct location. There are some tips below to assist you in this process.

(Note: Mobile libraries can be given the latitude and longitude for any spot within your local government council area, as long as it is not the same values as any of the other branches.)

Fig 5: Latitude and Longitude fields in a Library Branch data entry form



The screenshot shows two input fields for latitude and longitude. The first field is labeled "Latitude (Decimal)" and contains the value "-15.469998". To its right is a checkbox labeled "Use default" which is checked. Below the field is a small text note: "The latitude point (expressed decimally e.g. -13.410326) for the branch's location. Note that for Queensland locations the latitude always begins with a minus sign." The second field is labeled "Longitude (Decimal)" and contains the value "145.249922". To its right is a checkbox labeled "Use default" which is checked. Below the field is a small text note: "The longitude point (expressed decimally, e.g. 141.674881) for the branch's location."

To find a branch library's latitude and longitude, follow these steps:

- In a web browser on a PC or laptop open Google Maps <http://maps.google.com>
- Find the branch location on the Google Maps by typing the library branch's full street address into the Google Maps search bar.
- Right-click on the precise location and choose “Center map here” from the popup menu.
- Click on the small chain icon at the top left of the map. A small window flies out in the top left corner of the map.
- Copy the contents of the first field in the window – the link that starts with <https://maps.google.com>.
- Paste the link into a text editor like Notepad.
- Look for the string within the link that starts with “ll=” followed by two decimal numbers which are separated by a comma. This is the latitude and longitude of your library branch.
- Copy the first decimal number (which for Queensland always starts with a minus sign) into the “Latitude” field in the Library Branch data entry form, and the second decimal number into the “Longitude” field.

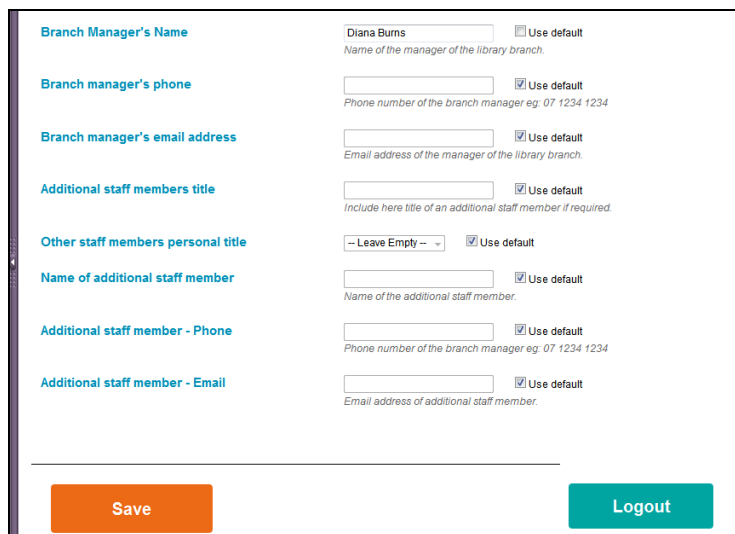
Saving your work

Once you have made all changes, **click on the Save button** at the bottom of the form. Your changes will automatically display on the front end page. Figure 6 shows the location of the Save button in the data entry forms.

Logout

Once you have made all changes and **saved** your changes, don't forget to logout using the Logout button at the bottom of the data entry form. Figure 6 shows the location of the Logout button in the data entry form.

Fig 6: Save and Logout buttons in a data entry form



The image shows a data entry form with the following fields and controls:

- Branch Manager's Name:** Text input with "Diana Burns" entered. Includes a "Use default" checkbox.
- Branch manager's phone:** Text input. Includes a "Use default" checkbox.
- Branch manager's email address:** Text input. Includes a "Use default" checkbox.
- Additional staff members title:** Text input. Includes a "Use default" checkbox.
- Other staff members personal title:** Dropdown menu with "-- Leave Empty --" selected. Includes a "Use default" checkbox.
- Name of additional staff member:** Text input. Includes a "Use default" checkbox.
- Additional staff member - Phone:** Text input. Includes a "Use default" checkbox.
- Additional staff member - Email:** Text input. Includes a "Use default" checkbox.

At the bottom of the form, there are two buttons: an orange "Save" button on the left and a teal "Logout" button on the right.

Upon logging out you will see a screen showing all the data entered for the current data record (see Figure 12) and link to let you log back in if you need to edit the data further.

Help

If you require assistance with using Matrix, please contact State Library on 07 3842 9976.