

Library Directory & Learning Calendar

Editing the Non-Resident Information

URL: <https://librarylearning.org/directory>

Agency Listing

Library Directors are Admins of their organization and building listings in L2, which gives them the ability, and the responsibility, to edit and maintain the accuracy of the data about their library. They may also designate other staff members as Admins from within the Affiliations tab in the main Agency listing for their library. The directory is comprised of two sections: agency and building listings. Agency listings can be accessed by clicking the purple hyperlink at the top of building listings.

Edit main agency and building entries

- Users with Admin roles are allowed permission to edit buildings and staff once the user is logged in.
- Click the agency name from the list of affiliated libraries in your user profile, or search the membership directory.



- Click the purple hyperlink library name to open the agency listing

Edit Non- Resident Information

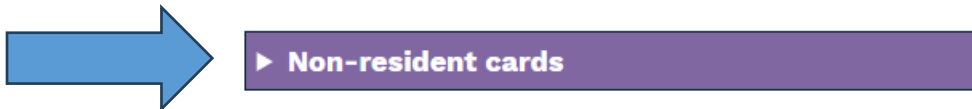
- Select the edit tab to edit the library's information. An alert banner will appear: "This content is now locked against simultaneous editing. This content will remain locked if you navigate away from this page without saving or unlocking it."
- Remember to click Save or Unlock upon navigating away from the page whether or not changes are made.
- Click EDIT from the top menu bar



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- Scroll down on page to the non-resident cards bar. Click on the purple bar.



- Edit the non-resident participation information

Edit information from your library.
Note: action needs to be taken yearly.

▼ Non-resident cards

Non-Resident Participation

N/A

Non-Participating - Does not offer nonresident cards

Not Applicable - Contracts for service from another library

Not Applicable - No unserved areas are adjacent to the library taxing area

Participating - General mathematical formula

Participating - Mixed fee structure

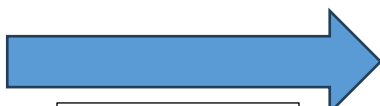
Participating - Tax bill method

Fee


\$ 226.00



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 **Action Date**

Effective Date



Action by board

- Click SAVE when finished

SAVE **PREVIEW** **UNLOCK**

