

## **HOURS DISPLAYED ON WEBSITE**

The University Libraries Website displays daily updated hours for different branches and service points on three pages:

- the University Libraries > Libraries & Hours page <http://library.stonybrook.edu/libraries/>
- the University Libraries Hours page <http://library.stonybrook.edu/libraries/library-hours/> (hours for CRR, Chemistry/MASIC, NRR, Main Stacks, Interlibrary Loan, HSL, Math Physics Astronomy/Music, and Special Collections)
- the Health Sciences Library Hours page  
<http://guides.library.stonybrook.edu/health-sciences-library/hours>

## **PHONE/EMAIL CHAIN FOR SEVERE WEATHER, OTHER EMERGENCIES CAUSING UNSCHEDULED CHANGE TO OUR HOURS**

In cases of weather, emergency closings and other unscheduled changes to the hours of operation for our library service areas and branches call/text/email (in order):

1. Darren Chase [Darren.Chase@stonybrook.edu](mailto:Darren.Chase@stonybrook.edu) phone and text **631.512.7642**
2. Ann Gleason [Ann.Gleason@stonybrook.edu](mailto:Ann.Gleason@stonybrook.edu) phone and text **253.278.1535**
3. Jennifer DeVito [jennifer.a.devito@stonybrook.edu](mailto:jennifer.a.devito@stonybrook.edu) **917.841.4798**
4. Kristen Cinar [Kristen.Cinar@stonybrook.edu](mailto:Kristen.Cinar@stonybrook.edu) **631.885.7026**
5. Uday Karki [Uday.Karki@stonybrook.edu](mailto:Uday.Karki@stonybrook.edu) **516.780.1069**
6. Bob Tolliver [Robert.Tolliver@stonybrook.edu](mailto:Robert.Tolliver@stonybrook.edu) phone and text **814.321.5322**
7. Kathleen Maxheimer [Kathleen.Maxheimer@stonybrook.edu](mailto:Kathleen.Maxheimer@stonybrook.edu) **631.764.7117**
8. Janet Clarke [Janet.Clarke@stonybrook.edu](mailto:Janet.Clarke@stonybrook.edu) **631.764.1614**

Members of the Webteam Emergency Response Unit (WE R U): if you are without power and/or internet during an emergency, please call or text to notify other members and Janet.

The following instructions will enable you to change, update the daily hours displayed on the University Libraries Website.

### **INSTRUCTIONS FOR CHANGING THE PHONE MESSAGE**

#### **DISTRIBUTED EMAIL LIST**

Please use and check the 'Library\_Webteam' distributed email list. The list includes: Darren Chase, Jennifer DeVito, Uday Karki, Kristen Cinar, Clara Tran, Kathleen Maxheimer, Janet Clarke.

If you are the point person for updating the website and phone message during an emergency, please notify the team via the distributed email list..

The University Libraries Website displays daily updated hours for different branches and service points on three pages:

- the University Libraries homepage <http://library.stonybrook.edu> (hours for Central

Reading Room and Main Stacks)

- the University Libraries Hours page <http://library.stonybrook.edu/libraries/library-hours/> (hours for CRR, Chemistry/MASIC, NRR, Main Stacks, Interlibrary Loan, HSL, Math Physics Astronomy/Music, and Special Collections)
- the Health Sciences Library homepage  
<http://guides.library.stonybrook.edu/health-sciences-library/hours>

## UPDATING THE DAILY HOURS DISPLAYS

The hours are displayed using a Wordpress module named GCal that pulls entries from a Google Calendar I have created named **sbulibraries**.

To change, update any daily hours displayed on any of the three pages listed above, first login to the 'sbulibraries' Google Calendar:

- Go to Google.com
- Click 'Sign In' in the upper right corner
- enter Email: **sbulibraries**
- enter Password: **M3Iv1II3**
- on the top black menu, click 'Calendar'

The Google Calendar is color-coded to indicate the entries that correspond with one of the three pages listed above (University Libraries homepage, Hours page, and Health Sciences Library homepage).

Day	Week	Month	4 Days	Agenda	More	More
Wed 3/27	Thu 3/28	Fri 3/29	Sat 3/30			
Central Reading Room	Central Reading Room	Central Reading Room	Central Reading Room			
Main Stacks	Main Stacks	Main Stacks	Main Stacks			
Health Sciences Library	Health Sciences Library	Health Sciences Library	Health Sciences Library			
The Coller Computer Lab	The Coller Computer Lab	The Coller Learning Center	The Coller Computer Lab			
Central Reading Room	Central Reading Room	Central Reading Room	Central Reading Room			
Chemistry Library/ MASIC	Chemistry Library/ MASIC	Chemistry Library/ MASIC	Chemistry Library/ MASIC			
Health Sciences Library	Health Sciences Library	Health Sciences Library	Health Sciences Library			
Interlibrary Loan	Interlibrary Loan	Interlibrary Loan	Interlibrary Loan			
Main Stacks	Main Stacks	Main Stacks	Main Stacks			
Math, Physics, Astronomy	Math, Physics, Astronomy	Math, Physics, Astronomy	Math, Physics, Astronomy			
North Reading Room (Special Collections)	Science & Engineering	North Reading Room (Special Collections)	Special Collections & Learning			
Special Collections	Special Collections	Special Collections				

Looking at the screenshot above note:

- Orange is University Libraries homepage
- Light Green is Health Sciences Library
- Dark Green in University Libraries Hours page

To change, update display hours, click on the entry you wish to update (for example, Dark Green North Reading Room hours).

← **SAVE** Discard changes Delete More Actions ↴

## North Reading Room (Science & Engineering Library)

3/27/2013 to 3/27/2013

All day  Repeat: Weekly on Monday, Tuesday, Wednesday [Edit](#)

**Event details** [Find a time](#)

Where

Video call [Add a Google+ hangout](#)

Calendar [Library Hours](#) ↴

Created by [sbulibraries@gmail.com](mailto:sbulibraries@gmail.com)

Description 8:30am - 2:00am

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Event color

Reminders No reminders set [Add a reminder](#)

Notice the hours are listed as 'Description'. **It is critical when changing and updating the hours to only change the hours in the 'Description' box. Do not change or add anything else.** Also, please notice the display format: 8:30am - 2:00am.

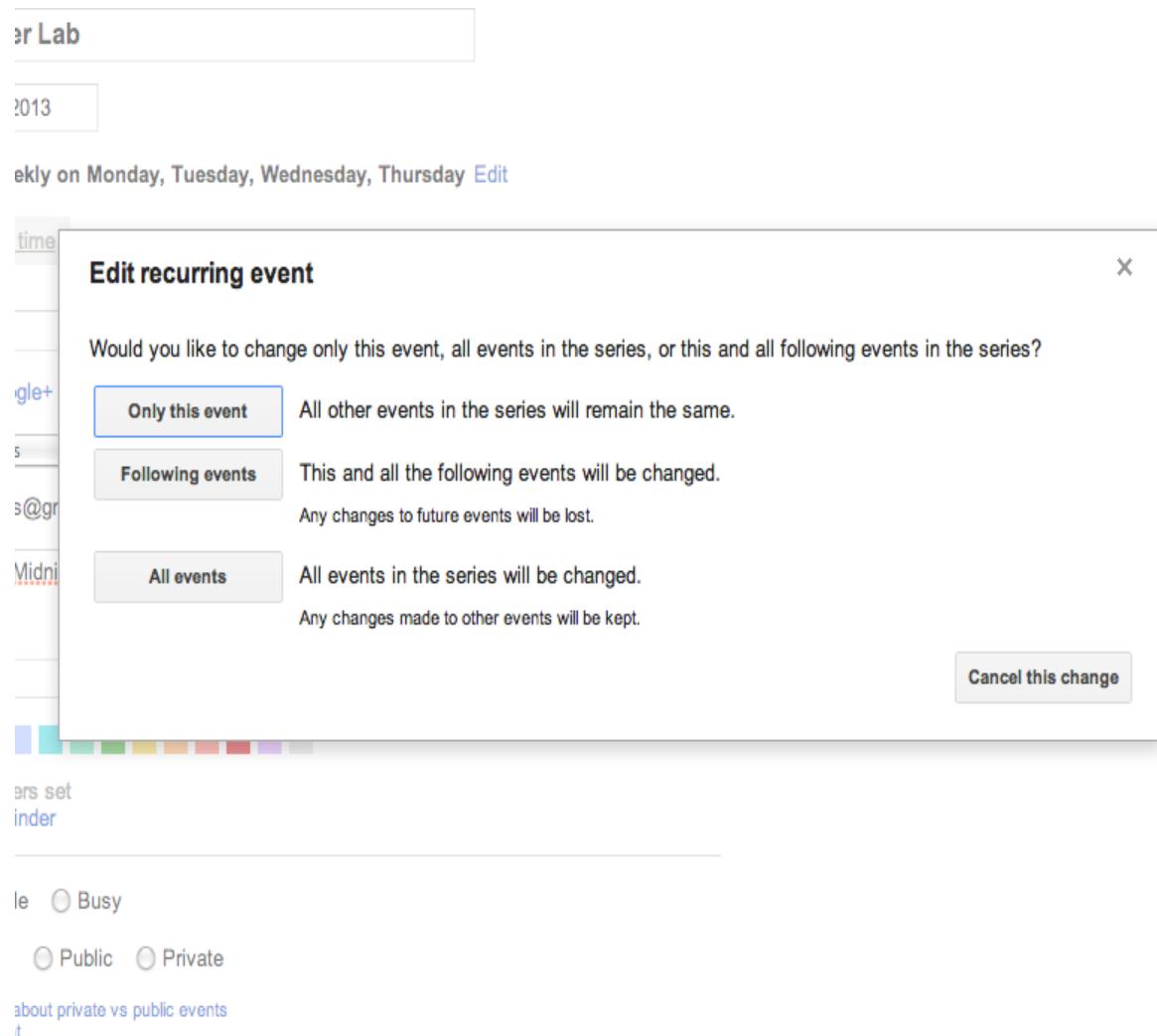
Do not deviate from the form: 0:00am - 0:00pm.

Midnight or noon should be indicated as either Midnight or Noon.

Closed should be indicated as CLOSED

Notice from the above screenshot the checked boxes for 'All Day' and 'Repeat'. Repeat shows which days the time repeats, in the example above it repeats Monday, Tuesday and Wednesday.

When you change, update the hours click the red SAVE button. After you click the save button a box will pop up:



Because our display hours are recurring, the options for changing the hours are 'Only this event', 'Following events' and 'All events'. **If you select 'Only this event' it will only change the display hours for that day, not the following days.** This is an acceptable "stop gap" update but only if you notify Darren that you updated 'Only this event'.

Updating using the 'Following events' function updates hours for that day along with all hours in the series (for example all following Monday, Tuesday, and Wednesday hours for North Reading Room). It is critical that you notify Darren which update function you utilized -- either 'Only this event' or 'Following events'.

After you have updated the hours in Google Calendar wait three minutes and refresh the University Libraries page you have updated. It will not display the new time for exactly three

minutes as that is the duration of the cache.

Yay! You did it. Have a cocktail.

## EMERGENCY ANNOUNCEMENTS ON THE LIBRARY WEBSITE

There are two common emergency announcements for the Library Website:

1. News Item for University Libraries (<http://library.stonybrook.edu> ) and Health Sciences Library (<http://guides.library.stonybrook.edu/health-sciences-library> ) front pages.
2. Announcement text on Hours (<http://library.stonybrook.edu/libraries/> ) and HSL Hours (<http://guides.library.stonybrook.edu/health-sciences-library/hours> ) pages.

### NEWS ITEMS

- Login to the library website: <http://library.stonybrook.edu/wp-login.php>
- Go to Create Post (follow these instructions:  
<http://guides.library.stonybrook.edu/library-website/how-to>)

### EMERGENCY ANNOUNCEMENTS

- Login to the library website: <http://library.stonybrook.edu/wp-login.php>
- Go to the either the Hours (<http://library.stonybrook.edu/libraries/> ) or HSL (<http://guides.library.stonybrook.edu/health-sciences-library> ) page.
- Click **Edit** on the bottom of the page.
- Edit the **Body:** field content with the announcement.
- Click ‘**Save**’ to publish announcement on page.