

## 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..


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(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>

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

- Go to Google.com
- Click 'Sign In' in the upper right corner
- enter Email: **sbulibraries**
- enter Password: **M3lv1ll3**
- on the top black menu, click 'Calendar'

	Day	Week	Month	4 Days	Agenda	More ▾	
	Wed 3/27	Thu 3/28	Fri 3/29	Sat 3/30			
rr	Central Reading Room	Central Reading Room	Central Reading Room	Central Reading Room			
	Main Stacks	Main Stacks	Main Stacks	Main Stacks			
ar	Health Sciences Librar	Health Sciences Librar	Health Sciences Librar	Health Sciences Librar			
L	The Coller Computer L	The Coller Computer L	The Coller Learning C	The Coller Computer L			
rr	Central Reading Room	Central Reading Room	Central Reading Room	Central Reading Room			
A:	Chemistry Library/ MA:	Chemistry Library/ MA:	Chemistry Library/ MA:	Chemistry Library/ MA:			
ar	Health Sciences Librar	Health Sciences Librar	Health Sciences Librar	Health Sciences Librar			
	Interlibrary Loan	Interlibrary Loan	Interlibrary Loan	Main Stacks			
	Main Stacks	Main Stacks	Main Stacks	Math, Physics, Astrono			
o	Math, Physics, Astrono	Math, Physics, Astrono	Math, Physics, Astrono	Science & Engineering			
(	North Reading Room (	Science & Engineering	North Reading Room (	Special Collections & I			
	Special Collections	Special Collections	Special Collections				

- 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).

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SAVE

Discard changes

Delete

More Actions

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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](#)

Description 

8:30am - 2:00am

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:

ar Lab

2013

ekly on Monday, Tuesday, Wednesday, Thursday [Edit](#)

time

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Midni

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le ☒ Busy

☐ Public ☐ Private

[about private vs public events](#)

it

### Edit recurring event

Would you like to change only this event, all events in the series, or this and all following events in the series?

<b>Only this event</b>	All other events in the series will remain the same.
<b>Following events</b>	This and all the following events will be changed. Any changes to future events will be lost.
<b>All events</b>	All events in the series will be changed. Any changes made to other events will be kept.

[Cancel this change](#)

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.