

Shine Database Maintenance *Short User Guide*

URL: <http://scone.strath.ac.uk/shinestaff/OwnMenu.cfm>

*You will need the username and password.
If you have forgotten the username and password, send an email to
unionlist@shinelib.org.uk.*

At the bottom right hand corner of the home page is a link to “Union List”, where you can browse and search the current version of the Union List. There is a ‘Help’ option on each page (top right).

From the Home Page, you can select a SHINE library. Either:

- Click on ‘Browse Member Names A-Z’, locate your library (by name) in the alphabetical list provided, highlight the appropriate entry and click on “Show” at the foot of the screen. Or:
- Click on “Search for a Member Location Code”, and type in the code you are looking for. and click on “Show” at the foot of the screen.

Option 1 – Click on “**Library Maintenance**” to update your library details (address, opening hours etc)

- Make any changes to the information about your library
- Use ‘Save’ button to save new information,
- Or press ‘Clear’ to restore original information

Option 2 – Click on “**Holdings Maintenance**” to update your journal holdings details

- Amend a journal holding (ie year range/volume range) and press the ‘Update’ button. **NB** If you are updating more than one holding, you must click the ‘Update’ button for each title amended, otherwise all changes will not be saved.
- Remove a journal title from your list of holdings – click on “Remove” next to the journal title in the left-hand column of the screen.
- Add a holding – this option is at bottom left of screen. Select a journal title from the drop-down list at the bottom of the screen and add year and volume information. Then select ‘Add New Holding’. **NB** At present a new title (ie. a title that is not held by **any** of the libraries in the database) can only be added by contacting the database administrator (unionlist@shinelib.org.uk)

Option 3 – Click on “**Contact Maintenance**” to update staff contact details

- Add a New Contact – Insert details of a member of staff in your library and click on “Save”
- Browse Contact Names –
 - Update a contact - allows you to change the details of a member of staff in your library
 - Delete a contact - allows you to delete the details of a member of staff in your library
- *Note: it is advisable to add a contact and check that details are correct before making deletions*
- The ‘Rank’ option determines the order in which staff names are listed.