

SHINE Database Maintenance Short User Guide

<http://www.slainte.org.uk/shinemember>

The Member Maintenance Menu allows SHINE members to update:

- journal holdings
- address/contact details of their library or information service
- personal contact details

The menu can be found at:

<http://www.slainte.org.uk/shinemember/>

You will need the username and password. If you have forgotten these, use the online form http://www.shinelib.org.uk/our_work/union_list_database, (or email the Shine Committee info@shinelib.org.uk) to receive a reminder.

Home page:

Options are:

- * Browse member names A-Z
- * Search for a member location code
- * Frequently Asked Questions

Home **FAQ** **Union list** **Help**

Towards the top of the page there is a link to 'Union list', where you can browse and search the union list.

Member maintenance menu

The 'Home' and 'Help' options also appear on each page.

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".

Or:

* Click on "Search for a Member location code", type in the code you are looking for, and click on "Show". Tip: you don't need the whole code – you can just use the first part of the code (the geographical code) eg. a search for "AA" will bring up a list of all member libraries in Ayrshire and Arran.

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Once you have selected your library, you have the following options:

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
- * press “Clear” to restore original information

Note:

Use this option if you want to indicate

- * whether your library is a Participant or Provider
- * whether it is covered by the terms of the CLA Licence for NHS Scotland libraries
- * any temporary change to your service status, eg. if all staff will be on annual leave or if your service is moving to a new location. Use the “Service Status” option and choose from “Normal” (the default option), “Service temporarily unavailable”, “Delays possible – please use as last resort”, and “Service permanently suspended”. Remember to change the status back when your service status returns to normal. You can also send a message to lis-shine@jiscmail.ac.uk.

Option 2 : Select your library, then click on “Holdings Maintenance” to update your journal holdings details.

- * To amend a journal holding (ie. Year range/volume range) and press the “Update” button in the right hand column. ***NB if you are updating more than one title you must click the “Update” button for each individual title amended, to make sure that each amendment is saved.***
- * To 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.
- * To add a holding – this option is at the bottom of the 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”. NB this only applies for titles already on the database. If you are adding a title which does not appear in the drop down list, please contact the database administrator via the online form http://www.shinelib.org.uk/our_work/union_list_database.

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”.
- * 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.