

1. Visit the Directory of Washington Libraries - <https://directory.walibraries.org>

2. Search Records

- a. Enter Search term using First Names, Last Names, Full Names, Name variants, such as Memorial Names, Acronyms, Organizational Affiliations, etc.); or
- b. Choose to Show All records

3. Limit/Filter Results

- a. By Library System, Branch or Person Record Type; or
- b. By Record Attributes (e.g. Library Type, Job Function, Physical Location)

1 directory.walibraries.org

2a Search: wsl

2b SHOW ALL:

3a Directory of Washington Libraries

3b Advanced Filters

4 5 Library Systems 15 Branch Libraries 66 Library Persons

5 Central Library, Library Development

6 LIBRARY STAFF

7 Evelyn Lindberg

8 Central Library - Library Development

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10 By using this site you agree to use the information provided here for non-commercial purposes only.

4. Optionally download all Records off the Results List, as separate csv file(s) according to Library System, Branch or Person Record Type via Download Buttons

5. Select a Record from the Results List to display its details

6. Toggle open additional Library data subsets (Staff & Branches) in the Details panel

7. Click on variously listed links to view the details of related records

8. Click the Edit Button to open the form for directly editing the Record

9. Click the Plus Button to add a new Library System, Branch or Person Record

10. Use the information provided by the Library Directory for non-commercial purposes only

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Adding or Editing Record

- If a Record is being added, it will have “New” in its form title, “Edit” will display instead for existing Records being updated.

- Use the Add buttons to assign additional facets to a record allowing for multiple expressions of a particular characteristic. For example, a person can have more than one position (be the manager of two or more separate branches or is both an Assistant Dean and a Department Head), have more than one Job Function (Administration/ Management & Reference Services), or a library can be more than one kind of library (both a Public Library and an Academic or Tribal Library).

- A Confirmation Email is required. It may be used in the data validation / authentication process.

- All Forms have both a Submit (new or updated record) Button and a Cancel (current action) Button. **New and Updated Record submissions are reviewed before any changes are accepted and pushed out.**

New Person Record

First Name:

Last Name:

Phone:

Phone Ext:

Email:

Title:

Role: -- Select Library Role .

Position Information

Library: -- Select Library --

Responsibility: -- Select Level --

Staff List Order: -- Select Order --

Local Phone:

Local Phone Ext:

Job Function: -- Select Job Function .

Last Updated: March 13, 2023 12:47:22 PM

Confirmation Email:

Submit New Record Cancel Add Record

Form Field Help Notes

- First names, middle names, their initials and those portions of a compound surname not used to alphabetize the record can be included in this field.

Edit Library Record

Name

Preferred: Washington State Library

Alternate:

Short: WSL

Descriptors & Affiliations

Library Type: Government

Category: State

Last Updated: January 31, 2022 8:11:00 PM

Confirmation Email:

Submit Update Cancel Edit Remove Record

- Form Field Help Notes will display tips for the form field or button that is currently in focus.

Form Field Help Notes

- Click the Remove Record button to archive the record and remove it from active display.

- A Remove Record button is available on forms being used to update existing records. Removing the Record, does not actually remove it from the Library Directory only from online display. This allows for the record to be quickly restored if necessary.
- If a new record being added name matches on an existing record, there will be the option to open the existing record for review and editing.