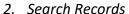
1. Visit the Directory of Washington Libraries - https://directory.walibraries.org



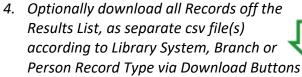
a. Enter Search term using First Names, Last Names, Full Names, Name variants, such as Memorial Names. Acronyms, Organizational Affiliations, etc.); or

b. Choose to Show All

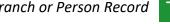
- 3. Limit/Filter Results

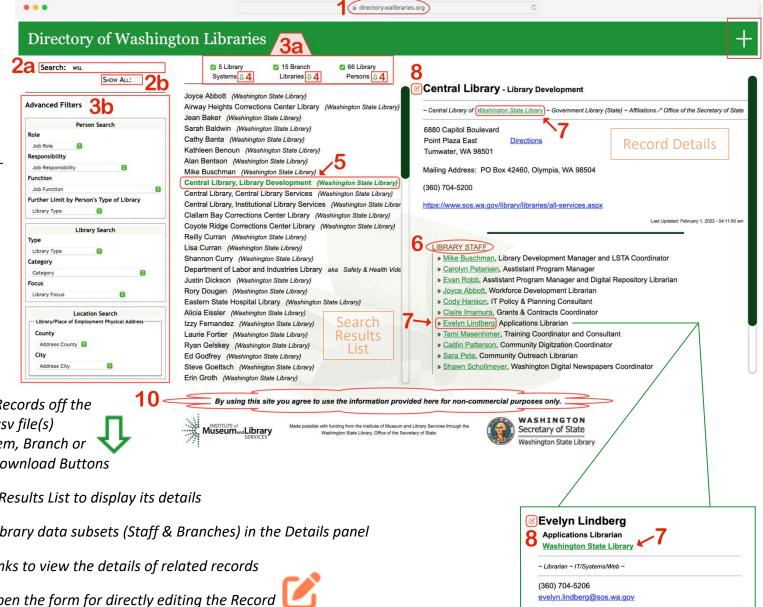
records

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



- Select a Record from the Results List to display its details
- Toggle open additional Library data subsets (Staff & Branches) in the Details panel
- Click on variously listed links to view the details of related records
- Click the Edit Button to open the form for directly editing the Record
- Click the Plus Button to add a new Library System, Branch or Person Record





Central Library - Library Development, (360) 704-5200

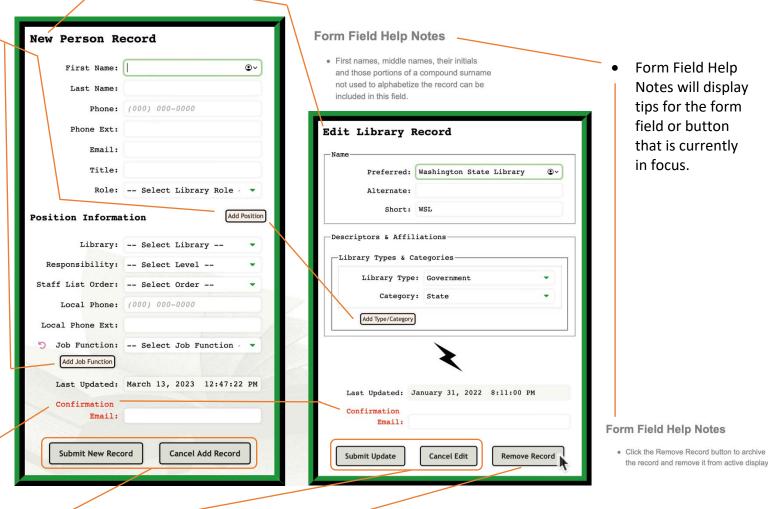
IT/Systems/Web

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

## 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.



- 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.