Find information about creating descriptions of unique collections that you supply, listing your departments operating hours and closures, and creating contacts for interlibrary loan or document delivery. Policies Directory can be used to manage policies for your library’s Collections, Schedule and Contact information.

Collections

Create descriptions of each unique collection that you supply (or do not supply) to borrowing libraries. If you have a URL link to a collection’s description, enter it on the Collections tab.

If you enter collections on the Collections tab, they are also available on the Policies tab for selection in creating copy and loan policies.

Schedule

List your department’s normal operating hours and any closures, such as holiday breaks, regular “closed” days, etc.

Note: Changing Supplier status on the Profile tab overrides any Supplier status you may have set on the Schedule tab (under Closures). However, during Closure periods Supplier status is checked on the Schedule tab every midnight (Eastern Standard Time). If the two statuses conflict, the status on the Profile tab is changed to match the status on the Schedule tab. The only time the two statuses might conflict is during a Closure period. See Change Supplier Status for more information.

Contacts

Create multiple contacts. We highly recommend that you maintain current contact information.

Have the following information available:

• A list of contacts for interlibrary loan or document delivery. List contacts for lending and borrowing. In many cases, this contact may be one person. Other contacts might be in billing, returns, general, etc. A complete list of contact types is located in the drop-down box on the Add Contacts workform.

• Each contact’s phone, email, fax or other communication numbers or addresses.
  Note: You may list as much contact information as each contact wishes to be made public.

• Addresses for each contact, if they differ from the main shipping address.

• For Electronic contact types, use the Attention: field to note the type of electronic contact (Skype, Yahoo messenger, etc.) and the URL: field to define the specific address (if one is needed).