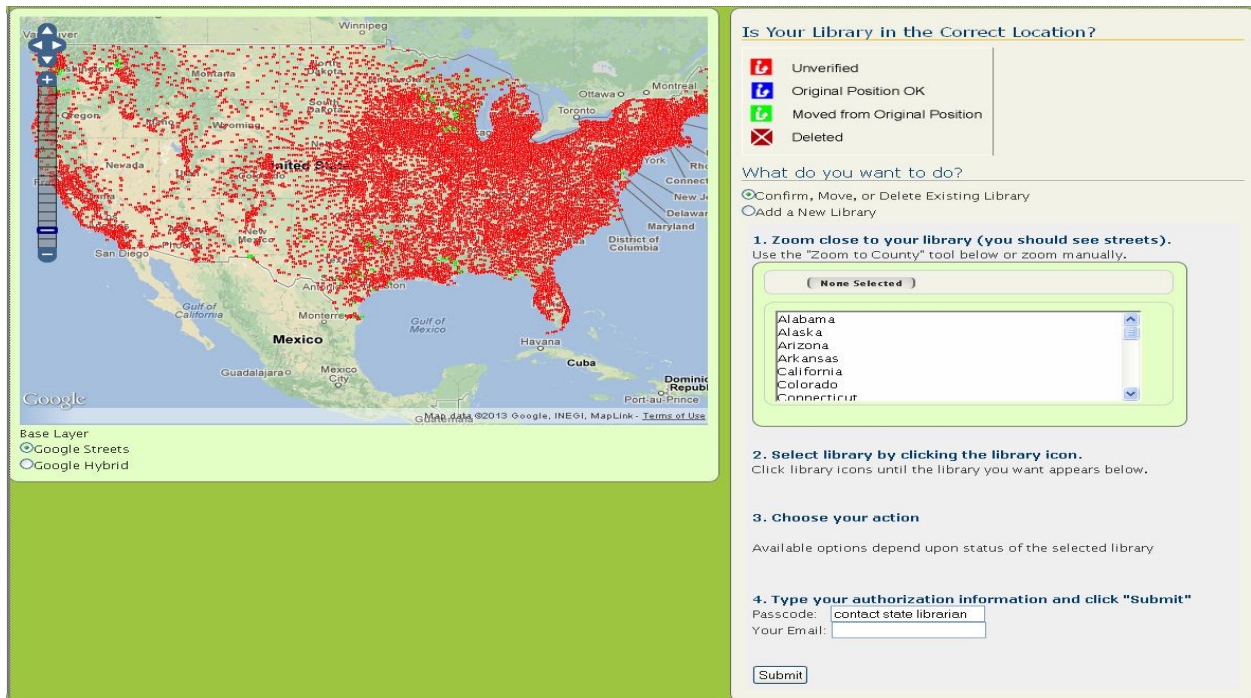
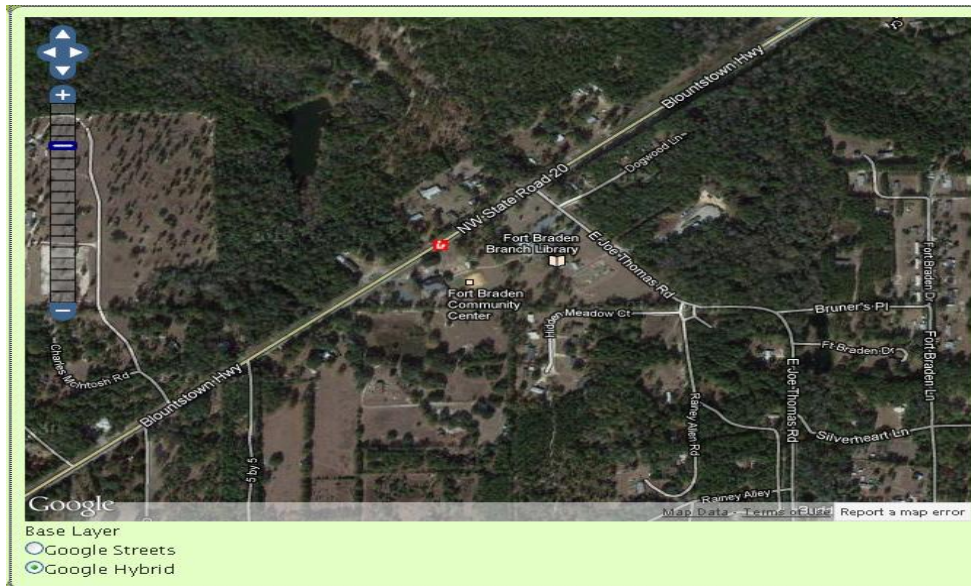


## Adding Your New Library Tutorial

0. Are you using Internet Explorer (IE) to access the website? If you are, you MUST install the Google Frame plug-in for IE before you can use the functionality of the website. To install this IE plug-in, go to [www.google.com/chrome/frame](http://www.google.com/chrome/frame) while in IE and follow the instructions. (If Google Frame is already installed as a plug-in, that webpage will tell you).
1. Go to <http://imaplibraries.org/maps.html>. Type this directly into the URL address bar of your web browser or click on the Maps link from the <http://imaplibraries.org> home page. Click on "Open the Map in a New Window" or on the map below that link to go to the web page for modifying library locations. Your browser window should look similar to the following:



2. Zoom into the area where your new library is to be located by 1) within the light green box in the center of the right panel, scroll down and select your state and then scroll down on the resulting county list to select your county to zoom to a map view of your county or 2) centering your library's approximate location on the map and then using the zoom bar to the left of the map and panning as necessary to zoom into your area of interest.
3. Continue zooming in until you can determine whether the new library should be. (Switching to the Google Hybrid base layer by clicking on the button at the lower left corner of the map may help because it will show individual buildings for many areas of the U.S.). See the picture below for an example of the zoom level detail that we recommend and also using the Google Hybrid layer for referencing the library to its correct location.



4. When you are satisfied that you can correctly locate your new library on the map, click on the Add a New Library button and you should see the following message and fill-in boxes:

**2. Mark the library location with the tip of the "cloud".**  
 You can click as many times as you want, just make sure that on the last click, the cloud tip is in the correct location. If you have trouble getting the cloud to cooperate, try panning around a few times.

**3. Fill in the library information below.**

Library Name:

Address:

City:

State:

Zip:

Phone:

**4. Type your authorization information and click "Submit"**

Passcode:

Your Email:

5. Remember that this web functionality is designed for adding newly-open library branches and outlets and NOT for making name or address changes to library branches that have just moved. In those particular instances, just e-mail those changes to Dean Jue ([djue@admin.fsu.edu](mailto:djue@admin.fsu.edu)) and he will make those changes for you (hopefully after moving the library branch to its new location using the iMapLibraries website).
6. Move the map pointer to point to the correct library location and click on your left button mouse. (The tip of the arrow for the box should point to the location where you want the library to be placed to so make sure that you are zoomed in close enough to be sure of the correct placement of the library. You can move the map pointer as many times as you need to for fine-tuning the library location.) Fill in the library information requested for your new library.

7. Fill in your passcode and your e-mail address and click the Submit button. You should get a message confirming the adding of the library. Because of browser caching, your new library may not show up on the map if you simply zoom out. If you want to confirm that your addition was made, exit your web browser and return to the iMapLibraries website again. If you encounter any problems, e-mail Dean Jue ([djue@admin.fsu.edu](mailto:djue@admin.fsu.edu)) and he will be happy to help you.