

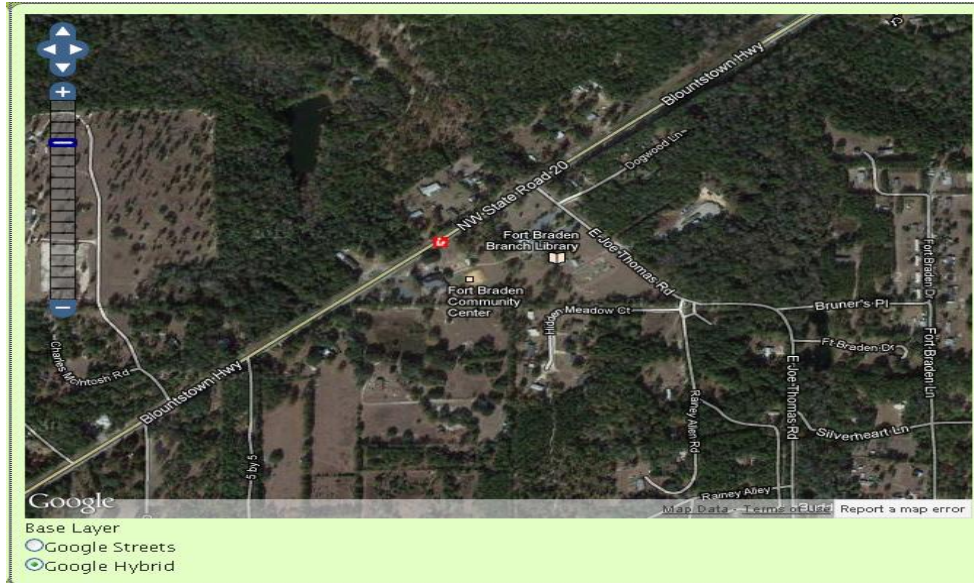
Is Your Library in the Correction Location? Tutorial

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 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:

The screenshot displays the 'Is Your Library in the Correct Location?' web application. The left side features a map of the United States with a zoom bar and a legend for 'Base Layer' (Google Streets, Google Hybrid). The right side contains a control panel with the following elements:

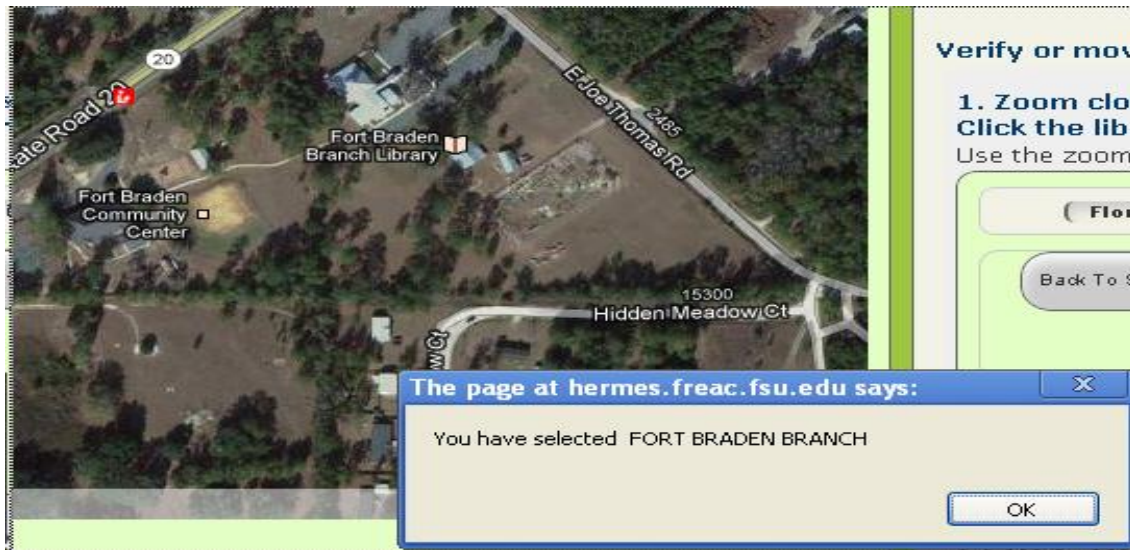
- Legend:** Unverified (red square), Original Position OK (blue square), Moved from Original Position (green square), Deleted (red X).
- What do you want to do?:** Radio buttons for 'Confirm, Move, or Delete Existing Library' and 'Add a New Library'.
- 1. Zoom close to your library (you should see streets).** A dropdown menu currently shows 'None Selected'.
- 2. Select library by clicking the library icon.** A list of states including Alabama, Alaska, Arizona, Arkansas, California, Colorado, and Connecticut.
- 3. Choose your action.** A note that available options depend on the status of the selected library.
- 4. Type your authorization information and click "Submit"** A form with fields for 'Passcode: contact state librarian' and 'Your Email:'. A 'Submit' button is at the bottom.

2. Zoom into your library branch 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 library is correctly located or not. (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. If the library has a blue (already verified) or green (already moved) library icon or a 'X' through a brownish background (closed library), no further action on the outlet is possible at this time. If that information is not correct, e-mail Dean Jue (djue@admin.fsu.edu) about the specific library in question. He can re-set the library back to its unverified status (a red library icon).

5. Click on the unverified library of interest. There will be a box displaying the library name you are selecting when the application recognizes the selected library. Click on the OK button.



6. After clicking on OK, more detailed information about the selected library as well as the available action options will be displayed in the panel to the right of the map.

**1. Zoom close to your library (you should see streets).
Click the library icon.**
Use the zoom tool below or zoom manually.

(Florida) (Leon)

Back To State List Back To County List

FORT BRADEN BRANCH
Address: 1 6327 BLOUNTSTOWN HIGHWAY
Status: Unverified
Last updated by:
Last updated on: 1/8/13 12:00 AM

2. Choose your action

Confirm – Library is in the correct location

Move – Click the map where the library SHOULD be located.
NOTE: The pointed tip of the caption indicates the location. Click as many times as you want but make sure the final click is in the correct location. If you have trouble getting the 'cloud' to appear, zoom and pan around a few times.

Delete – Mark Library for Deletion

7. Click on the action that needs to be taken with the chosen library outlet. (If you are getting the message there is no action to take BUT the library is still unverified (i.e., the library icon is red), then you are likely using Internet Explorer without having installed Google Frame. You need to follow the instructions in Step 0 above before you can see the action options for your library.)
8. If the library is already in the correct location (or the branch should be deleted), click on the appropriate option (i.e., either confirm or delete), go to Step 3 on the web page and enter the passcode (Contact your state librarian for the passcode), type in your e-mail address, and hit the SUBMIT button. Go to Step 11.

2. Choose your action

Confirm – Library is in the correct location

Move – Click the map where the library SHOULD be located.
NOTE: The pointed tip of the caption indicates the location. Click as many times as you want but make sure the final click is in the correct location. If you have trouble getting the 'cloud' to appear, zoom and pan around a few times.

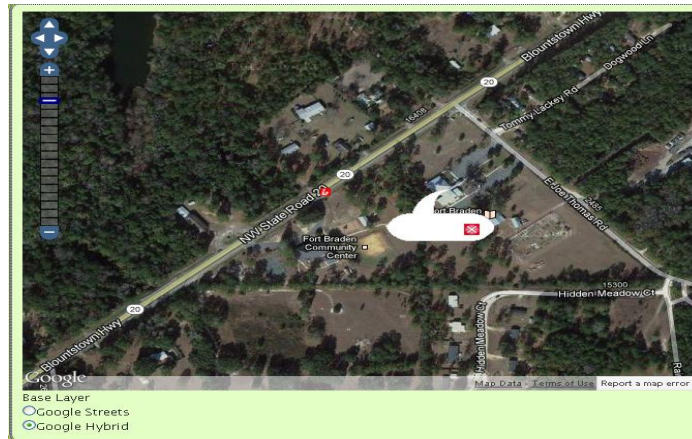
Delete – Mark Library for Deletion

3. Type your authorization information and click "Submit"

Passcode:

Your Email:

9. If you need to move the library's location, click on the move button, then zoom and pan in or out on the map as necessary to maneuver to the correct library location. 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 moved 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.)



10. **Make sure that the chosen action is still Move at this point.** Enter the passcode (Contact your state librarian for the passcode), type in your e-mail address, and hit the SUBMIT button.

Move - Click the map where the library SHOULD be located.
NOTE: The pointed tip of the caption indicates the location. Click as many times as you want but make sure the final click is in the correct location. If you have trouble getting the 'cloud' to appear, zoom and pan around a few times.

Delete - Mark Library for Deletion

3. Type your authorization information and click "Submit"

Passcode:

Your Email:

11. You should get a message confirming the success of your action. Because of your browser caching of the original library data, your changes may not be reflected in the map if you simply zoom out. If you want to confirm that your changes were correct, you may need to completely exit your web browser and return to the iMapLibraries website again. THANK YOU for your help!! If you encounter any problems using this web application, e-mail Dean Jue (djue@admin.fsu.edu) and he will be happy to help you.