



CULTURE GRID

Guide to Editing Public Library Records

Collections
Trust

This guide is for Public Libraries to edit the records that appear on www.findalibrary.org.uk and <http://www.bookmarkyourlibrary.org.uk/find-a-library> and form the UK Public Library dataset published on data.gov.uk

1. Find the library using www.findalibrary.org.uk (e.g. by entering a place-name or post-code)
2. Choose the library to edit from the map and then choose the ‘more / update’ option
3. Choose ‘library edit’ at the bottom of the library-details screen
4. Log on using the username and password you have been given

You will then go to an edit-form, which is divided into sections/tabs. (*The edit form works best on Chrome v.25+, Firefox v.19+ and Internet Explorer v.8+*)

Clicking on the ‘tabs’ on the left of the form will take you to different sections of the form.

You can simply change or enter information on the form.

Clicking ‘submit’ at anytime saves changes and gives you the option to continue editing.

Once edits have been submitted they are automatically published and will appear on the websites that use these records. (Note: you may need to refresh or reload pages to see the changes.)

The most important sections to update are ‘**Identification**’, ‘**Location**’ and ‘**Contact Details**’

The Identification section should include at least:

- **Title** i.e. the main name of the library
- **Sector** as “Libraries”
- **Institution Type** as “Local / Regional government”
- **Administrative Status** as “Public”

The Location section should include as much detail as possible and especially a post-code, as this generates the Latitude and Longitude values for the centre of the post-code area, so that the library can appear on maps.

NOTE: if more accurate Latitude and Longitude values are known they can be entered instead of the ‘default’ post-code ones.



The ‘Contact Details’ section should include at least:

- Phone
- Email
- Web address

The Access section can also be completed with details of opening hours etc (these display on <http://www.bookmarkyourlibrary.org.uk/find-a-library> but NOT www.findalibrary.org.uk)

All other sections of the edit-form need not be used.

Deleting records:

If you wish to delete a record, for example because the library has permanently closed, simply click ‘delete this record’ at the bottom of the edit form. (You will be prompted to confirm deletions.)

Creating new records

If you wish to add a new record click on editor home in the main left hand menu (or go to <http://www.culturegrid.org.uk/dpp/edit/home>)

Choose ‘Create a New Record’ (third paragraph down).

This will take you the same edit form as described above, where **you will need to add all details to at least the Identification, Location and Contact Details sections**. If any essential information is missed after you click ‘submit’ you will be prompted to add it.

Note for the **Identification** section, the following **MUST** be entered for new records:

- **Sector** as “Libraries”
- **Institution Type** as “Local / Regional government”
- **Administrative Status** as “Public”

Reporting issues:

If any issues arise contact culturegrid@collectionstrust.org.uk giving details of: what actions led to the issue; which record was being used; a screen-shot or copy of any error messages and which browser-version is being used. A response should be provided within 2 working days.