

Using Library Online for different time limits at different times of day.

Library Online allows for different time limits at different times of day.

To accomplish this, Library Online moves workstations from one workstation type (with one set of limits) to another workstation type (with another set of limits) by a schedule you create. The schedule is called the "Workstation Type Schedule".

Right now, each workstation is assigned to a single workstation type, specified in the "Workstation Administration" area. What you can do with a Workstation Type Schedule is tell Library Online to temporarily move the workstation from this specified type to a different type.

Let's look at a specific scenario to see how this works:

The scenario: A library has the following criteria:

- Right now, all workstations are in a type called "Type A". Patrons can have a maximum of 2 hours per day in 1 hour sessions.
- The library would like to limit the amount of time patrons can have to 30 minutes in one 30 minute session between the hours of 3-6, but only Monday-Friday.
- The library opens at 9, and closes at 8:45.

To make this scenario happen, the following steps would need to happen:

1. Create another workstation type (let's call it "Type B"). This workstation type would have a limit of 1 session per day, and a session length of 30 minutes.
2. Create a workstation type schedule. The schedule would tell Library Online to move the workstations from Type A to Type B from 3-6 pm, Monday-Friday.

Because the workstation type schedule tells Library Online to move workstations to one type for part of the day (3-6 pm in our scenario), it's important to think about what workstation type the computers start in. In our example, it would be best to start the workstations in Type A, since they start and end the day in that type.

3. Change each workstation to use the workstation type schedule created, and verify that each workstation is starting in the type NOT specified in the schedule.

Because the workstation type schedule moves workstations from one type to another (in our example, from Type A to Type B), it is important that the workstations are in Type A to begin with. It's a

good idea to verify this information as you assign each workstation to the type schedule you made in Step 2.

Here's how to do each of these steps:

1. Create another workstation type:

- a. Go to <http://libonline.scls.lib.wi.us/admin>
- b. Log in with the Branch Administrator login (it should end with "adm")
- c. From the "System" menu at the top of the screen, choose "Branch Administration"
- d. Click on the library's name.
- e. Scroll down to the bottom of the screen.
- f. Near the bottom, you'll see a pull-down menu labeled "Workstation types". Click the "New Workstation Type" button to the right.
- g. Enter the information for the new workstation type (Type B, in our scenario). (Don't forget to check the appropriate boxes if you limit for fines!)
- h. Click the "Save Changes" button at the bottom of the screen.

2. Create a workstation type schedule

- a. From the "System" menu at the top of the screen, choose "Branch Administration"
- b. Click on the library's name.
- c. Scroll down to the bottom of the screen.
- d. Near the bottom, you'll see a pull-down labeled, "Workstation Type Schedules". Click the "New Schedule" button to the right.
- e. In the "Schedule Name" box, enter a name for the schedule.
- f. Check the box at the beginning of the first line.
- g. Choose the first day of the week you want this schedule to be in effect. (This would be Monday, in our scenario)
- h. Enter the time of day you want the computers to move to a different type in the "Start Time" area. (This would be 3:00 PM in our example)
- i. Enter the time of day you want the computers to move back to the original type in the "End Time" area. (This would be 6:00 PM in our example)
- j. Choose the workstation type you want the computers to move to for the time period between "Start Time" and "End Time." (This would be Type B in our example)
- k. Repeat steps f-j for each day of the week you want the schedule change to take place. (This would be Tuesday-Friday in our example)

- I. Click "Save Changes" at the bottom of the screen.
3. **Change each workstation to use the workstation type schedule created, and verify that each workstation is starting in the type NOT specified in the schedule.**
- a. From the "Bookings" menu at the top of the screen, choose "Workstation Administration"
 - b. Click the "Search" button to view all of the computers in your library.
 - c. All of the computers will be listed. Click on the "Edit" button at the end of the row for a computer on the list that will use the workstation type schedule.
 - d. In the "Type" line, verify that the computer is currently in the workstation type that it should start in (in other words, not the type that you specified in the Workstation Type Schedule). (In our example, this would be Type A.)
 - e. In the "Type Schedule" line, choose the type schedule you created in step 2.
 - f. Click the "Save Changes" button at the bottom of the screen.

How using a workstation type schedule changes reservations:

Using a workstation type schedule will impact what your patrons will see when they make reservations.

As you think about how you might set up a schedule, keep the following information in mind:

- **If your patrons search by PC type**, they have to understand that there are now 2 different types, based on time of day.

In our example, workstations will be Type A from opening until 3:00, and then Type B from 3-6 pm, and then Type A again from 6 pm until close.

Let's say Type A is the default type in the pull-down menu. If a patron comes in at 3:30, and chooses to book the next available computer without checking that workstation type, they will get a reservation after 6 pm, even if computers are available at 3:45 or 4:00.

Patrons will have to choose the proper workstation type from the list before making a reservation. To make this clear to the patrons, you may want to consider renaming your workstation types with time indications. For example, you could change "Internet" to "Internet

(before 3 PM, after 6 PM)" and "Internet (3-6 PM)".

- **If your patrons search by Application**, and sort by PC Name, workstations using a schedule will be identified as, "Mixed Type" with the type at the time of day appearing in the timeslot area, as shown below:

Library OnLine - Microsoft Internet Explorer

Help | My Reservations | Logout

Reserve a Computer

Welcome, STEFANIE L MORRILL

[Select a Different Library](#) | [Select a Different Search Option](#) | [Refresh Search Results](#)

You are currently booking PCs from
Belleville Public Library.

To make a reservation, please click on "available" in a time slot below.

<< previous day Tuesday, Aug 23 2005 next day >>

Mixed Types

	12:00 pm - 1:00 pm (Adult)	1:00 pm - 2:00 pm (Adult)	2:00 pm - 3:00 pm (Adult)	3:00 pm - 3:30 pm (General)
General 2	available	booked	available	available
Internet 3	available	booked	available	available
Adult 1	available	booked	available	available
General 1	available	booked	available	available

next

This can be particularly confusing if not all of your computers are using schedules because, in addition to "Mixed Types", the other workstation types will be listed.

If your patrons typically sort by PC Type, they'll see a list of all of the types:

Reserve a Computer



Welcome, STEFANIE L MORRILL

[Select a Different Library](#) | [Select a Different Search Option](#) | [Refresh Search Results](#)

You are currently booking PCs from

Belleville Public Library.

General

Adult

General

Tuesday Aug 23 2005	Wednesday Aug 24 2005	Thursday Aug 25 2005	Friday Aug 26 2005
3:00 pm available	3:00 pm available	3:00 pm available	
3:30 pm available	3:30 pm available	3:30 pm available	
4:00 pm available	4:00 pm available	4:00 pm available	
4:30 pm available	4:30 pm available	4:30 pm available	
5:00 pm available	5:00 pm available	5:00 pm available	
5:30 pm available	5:30 pm available	5:30 pm available	
6:00 pm available	6:00 pm available	6:00 pm available	
6:30 pm available	6:30 pm available	6:30 pm available	

Adult [top](#)

Tuesday Aug 23 2005	Wednesday Aug 24 2005	Thursday Aug 25 2005	Friday Aug 26 2005	Saturday Aug 27 2005
12:00 pm available	9:00 am available	9:00 am available		
1:00 pm booked	10:00 am available	10:00 am available		
2:00 pm available	11:00 am available	11:00 am available		
	12:00 pm available	12:00 pm available		
	1:00 pm booked	1:00 pm booked		
	2:00 pm available	2:00 pm available		