



SUMMER READING PROGRAM SETUP & OPAC

SET UP THE SUMMER READING PROGRAM IN THE ILS

FIND/ADD SUMMER READING PROGRAM

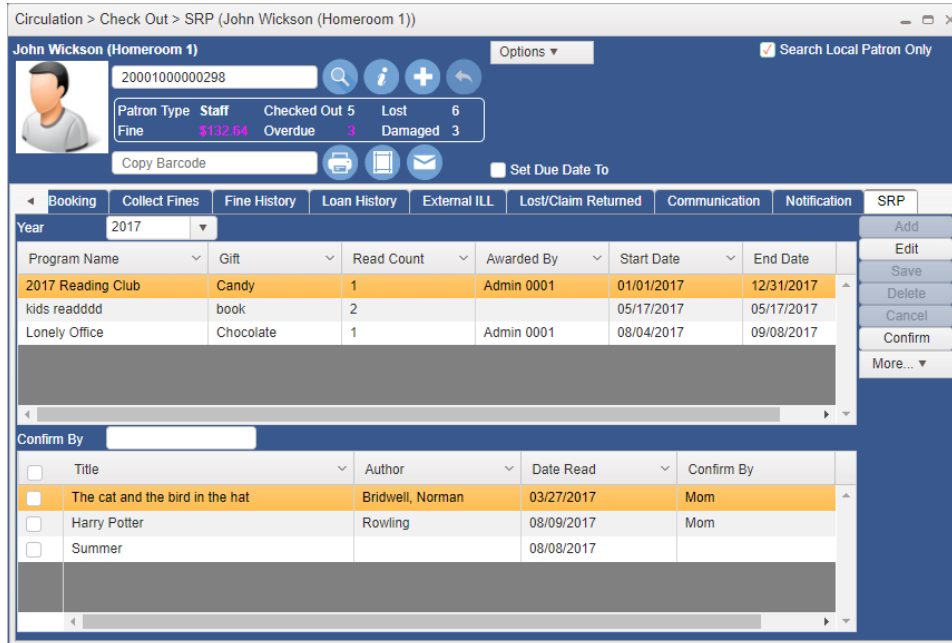
The Find/Add Summer Reading Program is used to set up and add Summer Reading Programs (SRP) to the system. This feature tracks how many books patrons need to read prior to getting a prize, reward, or simply program completion.

CREATE A NEW SRP

1. Go to **Administration > Library Setting > Find/Add Summer Reading Program**.
2. Click **New**.
3. Enter the details.
4. Click **Save**.
5. Repeat steps 2-4 to add more SRPs.

TRACKING SRP

The Summer Reading Program (SRP) tab in **Circulation > Check Out > Check Out** shows all summer reading programs for a selected year. The current year will be selected by default. The upper grid displays details about the SRPs including the program's name, gift for participating, read count required to receive a gift, and the start and end dates.



The lower grid is used to track the books a patron has read toward receiving the SRP gift. To update the patron's read count for a currently running SRP:

1. Click **Edit**. This will activate **Add**, **Save**, **Delete**, and **Cancel**.
2. Click **Add**. This will add a title space to the lower grid. The fields for Title and Author are clickable. Type in the title and author of the book you would like to add.
3. Click **Save**.
4. To confirm an entry, enter your name in the "Confirm by" box and click **Confirm**.
5. Gifts can be assigned to patrons in **Circulation > SRP Gift**.

TRACKING GIFTS FOR SRP

The Summer Reading Program (SRP) Gift feature shows all programs, associated patron read counts, and gifts for patrons who meet the program requirements. Patrons are added to this list when an item is added to their SRP list in **Circulation > Check Out** in the SRP tab.

1. Go to **Circulation > SRP Gift**.
2. Using the dropdown lists, select the Year and Program.
3. Select a patron.
4. The patron read count includes only books that have been confirmed. To confirm a book was read:
 - 1.1. Check the checkbox beside the title.
 - 1.2. Enter the name of the person who confirmed the book was read in the Confirm By field.
 - 1.3. Click **Confirm**.
5. Click **Edit** to edit, add, or remove a book for the selected patron.
 - 5.1. Click **Add** to add a new book to the list. Click into the empty Title and Author spaces in the grid and type in the information.
 - 5.2. Click **Remove** to remove a book from the list.
 - 5.3. Click **Save** when finished.
6. To assign a gift, check the checkbox beside the patron in the top left grid. Click **Assign**.
7. If you assigned a gift by accident, you can select the patron in the right grid (Patron Assigned Gift area) by using the checkbox beside their name. Click **UnAssign**.



Circulation > SRP Gift

Year 2013 Program SRP 2013 Gifts Left: 9/10

<input type="checkbox"/>	First Name	Last Name	Completed
<input checked="" type="checkbox"/>	Amy	Grant	3

Patrons Assigned a Gift

<input type="checkbox"/>	Name
<input type="checkbox"/>	Amy Grant

<input type="checkbox"/>	Title	Author	Date Read	Confirm By	Edit
<input checked="" type="checkbox"/>	Harry Potter	Rowling, JK	05/06/2013	Mom	Add
<input type="checkbox"/>	The cat in the hat	Seuss,	05/03/2013	Mom	Remove
<input type="checkbox"/>	Getting the facts	King, Andrew	05/01/2013	Mom	Save

Confirm By Confirm More... ▾

Assign Unassign

SUMMER READING PROGRAM ON THE OPAC

When a patron logs onto the OPAC, they can track their summer reading program progress by going to **My Account > Reading Program**.

1. Select the Summer Reading Program name from the "Program Name" dropdown, if it is not already selected by default.
2. Enter the Title of the book you read, the author is optional, and the date you read the book.
3. Click **Add**. Repeat for all books that you have read.
4. Click **Read** to enter the log into the system.
5. To view a history of gifts you have received from the Summer Reading Programs, click the **Gift** tab.
6. To view a history of books you've read in a Summer Reading Program, click the **History** tab.



#201 2544 Ellwood Drive, Edmonton, Alberta, Canada, T6X 0A9
insigniasupport@insigniasoftware.com
insigniasales@insigniasoftware.com
866-428-3997 or 780-428-3997
www.insigniasoftware.com

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Reading Gift History

Program Name: Summer Reads ▼ Gift Title: Prize Draw Item; Gift Value: 5.0000; Reading Count: 1; End Date: 08/31/2018

Title: Author: Reading Date:

#	Title	Author	Reading Date	#	Patron Name
<input checked="" type="checkbox"/>	Fantastic Beasts and Where to Find Them	J. K. Rowling	04/26/2018	<input checked="" type="checkbox"/>	Pika Chu
<input checked="" type="checkbox"/>	Point Blank	Anthony Horowitz	04/26/2018		
<input checked="" type="checkbox"/>	Lights Out	R. L. Stine	04/26/2018		