

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.

Administration > Libra	ry Set	ting > Find	/Ado	I Summer Read	ding l	Program								- 0	×
Search By Year			•	Exact Match	•				T.	Find	New	Edit	Delet	e	
Year ~ Name	~	Start Date		 End Date 	~	Gift ~	Qty	~	Readi	. ~	Creat	- Date Cre	ated		~
-Summer Reading Prog Comments Gift Assigned0/0	ram-														•
Patron Name	~	Barcode		~	Boo	oks Read		~ Gif	t Date		~	Assigned By	(~
															*
												Previe	w	More	•

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.



#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

Circulation > 0	Check Out > SRF	P (John Wicksor	n (Hom	eroom 1))								- 0
John Wickson (Homeroom 1) 2000100000298 Patron Type Staff Checked Out 5 Lost 6									Patron Only				
	Fine S	132.64 Overdu			naged 3		Set Due Date T	ō					
 Booking 	Collect Fines	Fine History	Loan	History	External	ILL	Lost/Claim Re	eturned	Communica	tion	Notifica	tion	SRP
Year	2017 🔻												Add
Program Nar	me ~	Gift	~	Read Co	unt ~	Awa	arded By ~	Start I	Date ~	En	d Date		Edit
2017 Reading	g Club	Candy		1		Adm	nin 0001	01/01/	2017	12/	31/2017	^	Delete
kids readddd		book	1	2				05/17/	2017	05/	17/2017		Cancel
Lonely Office		Chocolate	1	1		Adm	nin 0001	08/04/	2017	09/	08/2017	. [Confirm
													More v
						_				_	•	*	
Coniirm By										-			
Title			~	Author		`	 Date Read 		✓ Confirm	By			
The c	at and the bird in a	the hat		Bridwel	I, Norman		03/27/2017		Mom			^	
Harry	Potter			Rowling)		08/09/2017		Mom				
Sumn	ner						08/08/2017					. 1	
4											•		

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.
 - 1.1. 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.
 - 1.2. Click **Remove** to remove a book from the list.
 - 1.3. 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.**



#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

Circu	ulation > SRP Gift												×
Year	2013	Program	SRP 2013		Gifts L	eft:9/10							
	First Name	~	Last Name		~	Completed			~	Patro	ns Assigned a G	ift	
	Amy		Grant			3					Name		
									\sim		Amy Grant		~
										I			
									\sim				
	Title	Author		Date Read	I	Confirm By			Edit	1			
	Harry Potter	Rowling, Jk	c	05/06/2013	5	Mom			Add				
	The cat in the hat	Seuss,		05/03/2013	3	Mom			Save				
	Getting the facts	King, Andre	9W	05/01/2013	}	Mom			Cancel				
<							>	\sim					\sim
Confi	rm By	C	onfirm	Nore 🔻							aign Unasa	ian	_
										As	sign Unass	iyil	

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



home	Account	Register	Services	Events	Loc	cations	Progr	ams	About U	is	A Pika Chu	
Insignia Lib	rary 🔻 Rele	evance 🔻		Q	Advanced	Project	Kids	Digital	Assets	Mediagraphy	۲	?
Reading G	ift History											
Program Nam	e: Summer Reads	▼ Gift Tit	le: Prize Draw Item; Gift	Value: 5.000	0; Reading (Count: 1; E	nd Date: 0	8/31/2018				
Title:		Author:	Rea	ding Date:	04/26/2018	3		Add				
#	Title		Author	Reading	Date				#	Patron Name	2	
	Fantastic Beasts and Them	d Where to Find	J. K. Rowling	04/26/20	18			*		Pika Chu		
	Point Blank		Anthony Horowitz	04/26/20	18							
	Lights Out		R. L. Stine	04/26/20	18							
								*				
											Read	