5.10 PREPARING THE COBISS+ NOTIFICATION

In the COBISS3 software, you can enter the text that will appear in COBISS+ above the material data in the display of the selected search result in our library when a user selects your library on the Virtual library of Slovenia webpage for searching in library catalogues in the drop-down list. If your library has more departments, you can prepare the notification for the library as a whole and notifications for individual departments (see chapter *5.10.1*).

> Tip:
>
> If the entire text of the notification is not shown in COBISS+, click **Show more**.

To edit the notification, you must have the privilege *ADM_NOTIF – Preparation of COBISS+ notification*.

Procedure 1. Select the **System / Messages / Prepare COBISS+ notification** method. The **COBISS+ notification** window will open.
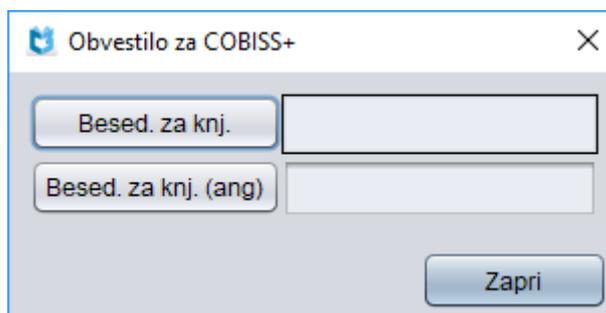

Figure 5.10-1: Window for preparing the COBISS+ notification

2. Click the **Text for library** button. The **Text for library** window will open, where you can enter the text that will appear in COBISS+ when your library is selected. If the text is already entered, you can *update* it, or *delete* it when it is no longer up-to-date.

3. If you wish to prepare the notification also in the English language, click the **Text for library (eng)** button. The **Text for library (eng)** will open, where you can enter the desired text (usually the translation of the text). If the text is already entered, you can *update* it, or *delete* it when it is no longer up-to-date. Users will see the English text if they select the English language for display as they enter COBISS+.

4. To save the changes (entering, updating or deleting the text), click the **OK** button in the **Text for library** or **Text for library (eng)** window.

The updates appear in COBISS+ as soon as you click the **OK** button in the window for entering the text.

5. To exit the **COBISS+ notification** window, click the **Close** button.

You can use HTML elements when forming the text, e.g. if the text should appear in bold in COBISS+ enter it between and . If you wish it to appear in italics, enter it between and . You can also add hyperlinks to other pages and create paragraphs.

A hyperlink to another web page must be entered as follows:

<a href="http://*<link>*">*<name of the link>*

Example:

Reference service Ask a Librarian

In the text that will appear in COBISS+, the link to the web page with the presentation of the reference service Ask a Librarian will be displayed as Reference service Ask a Librarian.

Tip:

When writing the text or information that we wish to appear, the "less is more" rule should be applied as texts that are too long tend to discourage people from reading. Also, use bold text only to emphasize the most important parts of the text and not the entire text.

5.10.1   Preparing the notification in libraries with departments

If your library has more departments, you can prepare:

- a notification for the library as a whole, and
- a notification for individual departments

Procedure   1. Select the **System / Messages / Prepare COBISS+ notification** method.

The **COBISS+ notification** window will open.
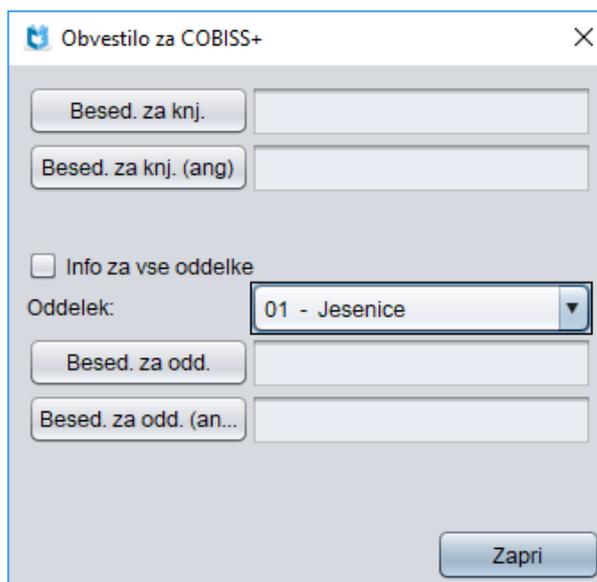
Figure 5.10-2: Window for preparing the COBISS+ notification in a library with departments

2. Prepare the notification for the library as a whole (see chapter *5.10.1.1*).

3. Prepare the notification for individual library departments (see chapter *5.10.1.2*).

4. To exit the **COBISS+ notification** window, click the **Close** button.

5.10.1.1 Preparing the notification for the library as a whole

If you wish to prepare a notification for the library as a whole, click the **Text for library** or **Text for library (eng)** button in the **COBISS+ notification** window (see *Figure 5.10-2)*, and enter the desired text. If the text is already entered, you can *update* it. When the text is no longer up-to-date, you can *delete* it.

The text that you will enter into the **Text for library** window and into **Text for library (eng)** window will appear in COBISS+ when all the departments or one individual department of your library is selected, for which no special notification is prepared (see chapter *Error! Reference source not found.*).

5.10.1.2 Preparing the notification for individual library departments

If you wish to prepare *a notification for an individual department*, firstly select the relevant department form the drop-down list in the **COBISS+ notification** window (see *Figure 5.10-2)* under "Department", then click either

the **Text for dpt.** button or **Text for dpt. (eng)** button and enter the text for this department.

The text will be displayed in COBISS+ when this department of your library is selected.

Note:

When preparing a notification for an individual department, the »Info for all departments« checkbox must not be ticked.

If you wish to prepare *a uniform notification for all the departments*, tick the "Info for all departments" checkbox in the **COBISS+ notification** window and then click either the **Text for dpt.** button or **Text for dpt. (eng)** button and enter the desired text. When doing this, it does not matter which department has been selected from the drop-down list under "Department".

The text will be displayed in COBISS+ when any department of your library is selected.

Note:

If you enter a notification for the entire library as well as a notification for the selected department, the text for the department will be displayed in COBISS+ when displaying the search result in the selected department; when displaying the search result in other departments or in all departments of your library the text for the library will be displayed.

If text for departments is already entered, you can *update* it. When the text is no longer up-to-date, you can *delete* it.

Tip:

If you wish to prepare a similar notification for most departments, enter a uniform text for all the departments (firstly tick the "Info for all departments" checkbox, then click the **Text for dpt.** button or the **Text for dpt. (eng)** button and then enter the text). Then modify the text for individual departments as appropriate (firstly select the relevant department from the drop-down list under "Department", then click either the **Text for dpt.** button or the **Text for dpt. (eng)** button and modify the text; before entering the text, make sure that the "Info for all departments" checkbox is not ticked.

Tip:

If you wish to delete a notification for *all the departments*, *firstly* tick the "Info for all departments" checkbox in the **COBISS+ notification** window, then click the **Text for dpt.** button or the **Text for dpt. (eng)** button and delete the entered text. When doing this, it does not matter which department has been selected from the drop-down list under "Department".