

Aspen Administration

Customizing Your Library's Catalog



Aspen Administration

What does an Aspen Administrator do?

- **Customize your catalog to match your library's branding.**
- **Create Browse Categories.**
- **Add Menu links.**
- **Update Library Hours.**
- **Add Holiday Closures.**
- **View Dashboards.**
- **Embed Collection Spotlights into your website.**
- **Create Placards to promote events and services!**
- **Use System Messages to communicate with patrons.**

....Or don't! It's literally up to you!

Aspen Administration "Housekeeping"

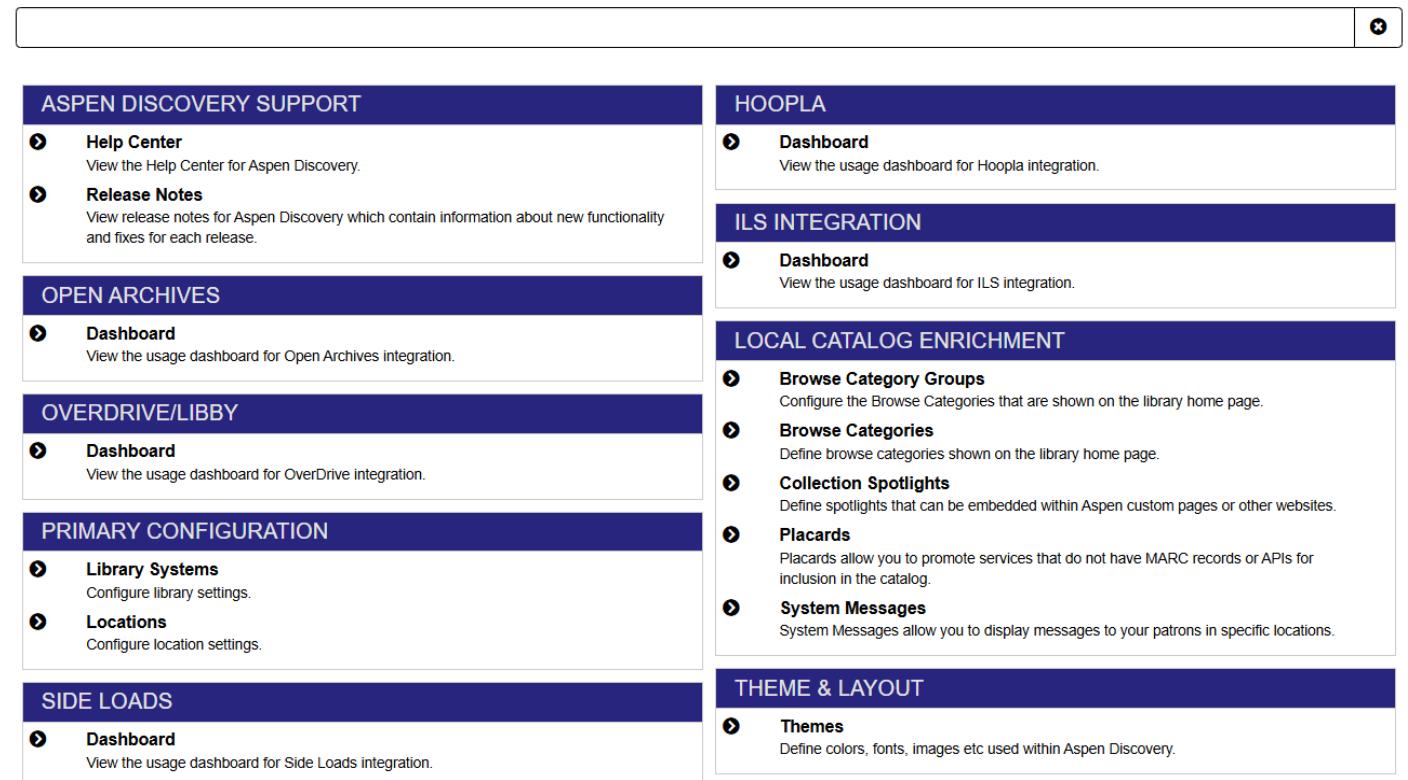
From The Aspen Administration Menu,

You have access to:

- **Aspen Discovery Support** (The Aspen Help Center)
- **Primary Configuration** (Edit Menu links, Hours, Holidays, and more!)
- **Local catalog Enrichment** (Edit Browse Categories, Collection Spotlights, Placards, and System Messages)
- **Theme & Layout** (Edit your catalogs theme)
- **Web Builder** (Create Web Pages, Custom Forms and Web Resources)
- **View Dashboards**

Aspen Discovery Administration

Search for a Setting



ASPEN DISCOVERY SUPPORT

- Help Center
- Release Notes

OPEN ARCHIVES

- Dashboard

OVERDRIVE/LIBBY

- Dashboard

PRIMARY CONFIGURATION

- Library Systems
- Locations

SIDE LOADS

- Dashboard

HOOPLA

- Dashboard

ILS INTEGRATION

- Dashboard

LOCAL CATALOG ENRICHMENT

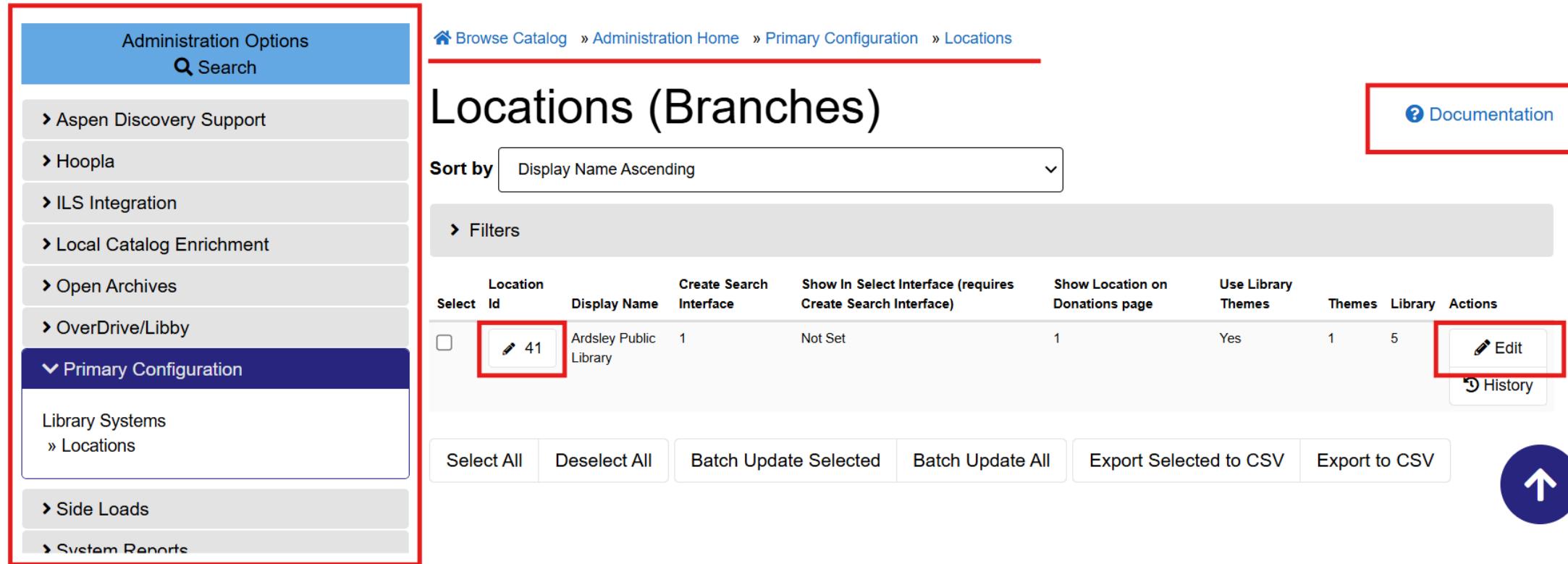
- Browse Category Groups
- Browse Categories
- Collection Spotlights
- Placards
- System Messages

THEME & LAYOUT

- Themes

Note: Use the Search Bar to quickly find the menu you're looking for!

Aspen Administration "Housekeeping"



The screenshot shows the 'Locations (Branches)' page in the Aspen Administration interface. The left sidebar, highlighted with a red box, contains the 'Primary Configuration' section, which is currently selected. Other options in the sidebar include 'Aspen Discovery Support', 'Hoopla', 'ILS Integration', 'Local Catalog Enrichment', 'Open Archives', 'OverDrive/Libby', 'Side Loads', and 'System Reports'. The main content area displays a table of locations. The first row, 'Ardsley Public Library' (Location ID 41), is highlighted with a red box. The 'Edit' button for this row is also highlighted with a red box. The table includes columns for 'Select', 'Location Id', 'Display Name', 'Create Search Interface', 'Show In Select Interface (requires Create Search Interface)', 'Show Location on Donations page', 'Use Library Themes', 'Themes', 'Library', and 'Actions'. Below the table are buttons for 'Select All', 'Deselect All', 'Batch Update Selected', 'Batch Update All', 'Export Selected to CSV', and 'Export to CSV'. A 'Documentation' link is located in the top right corner, also highlighted with a red box. A blue circular button with an upward arrow is located in the bottom right corner of the main content area.

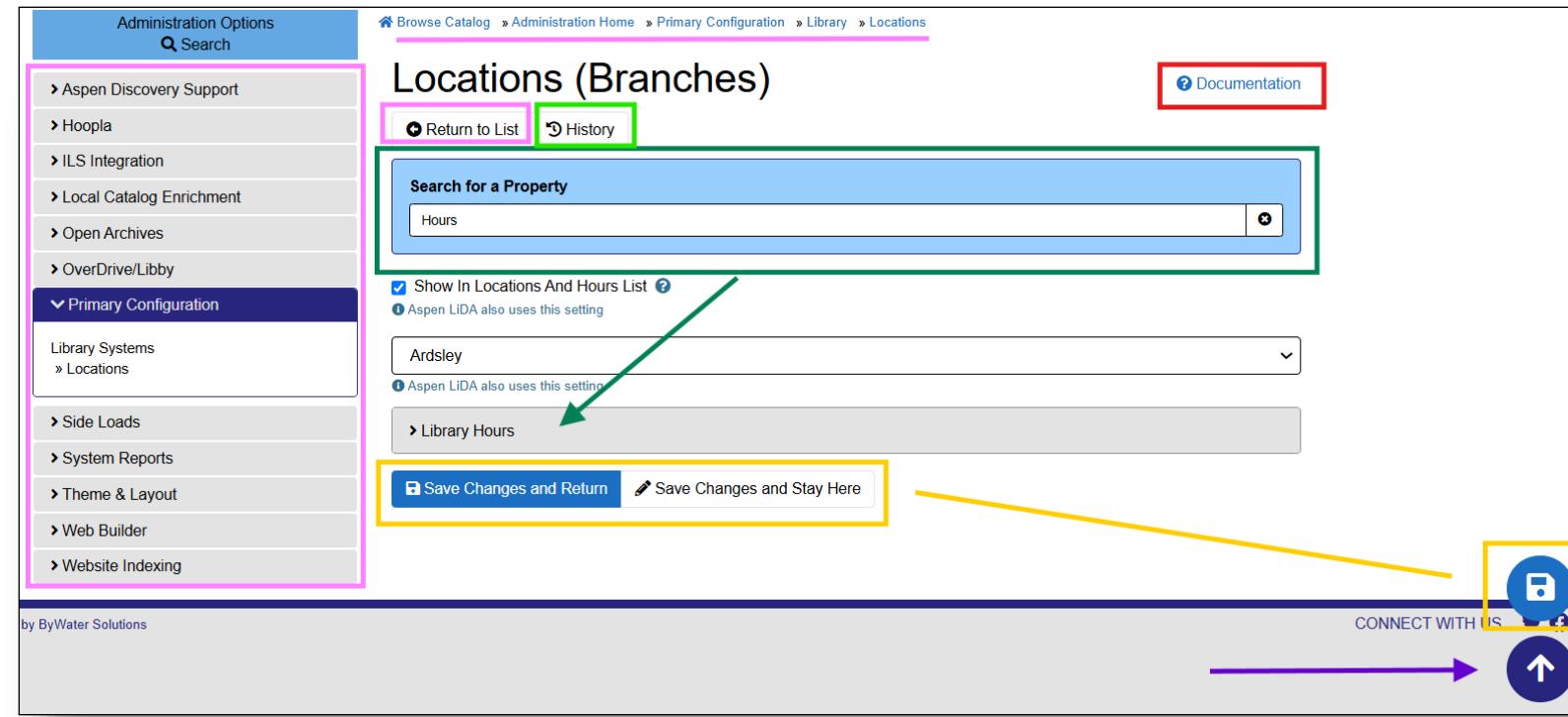
Select	Location Id	Display Name	Create Search Interface	Show In Select Interface (requires Create Search Interface)	Show Location on Donations page	Use Library Themes	Themes	Library	Actions
<input type="checkbox"/>	41	Ardsley Public Library	1	Not Set	1	Yes	1	5	 Edit  History

When you open a menu from Admin, click on your Location ID or the Edit button to open the interface.

Aspen Administration "Housekeeping"

When you open an interface, there will be:

- The **collapsed Aspen Admin Menus** on the left side of your screen.
- **"Breadcrumbs"** of the links/pages you've clicked on to get to that page.
- A **"Return to List"** button that will exit of the page.
- In the top right corner, a link to the **corresponding documentation** in the help center.
- A **Search Bar** at the top of the screen to find the property you want to edit.
- **Save options**.
- A **navigation arrow** to bring you back to the top of your page.
- A **history log** of everything that was worked on this interface for the last 90 days.



Note: There is no "undo" button, but you can use the **ctrl** and **Z** buttons to undo unsaved changes in certain pages.

Dashboards

ILS Usage Dashboard

Instance to show stats for

Selected Profile - ils

User Logins [\[w\]](#)

THIS MONTH	LAST MONTH
15336	21950
THIS YEAR	ALL TIME
37286	317865

Self Registrations [\[w\]](#)

THIS MONTH	LAST MONTH
0	0
THIS YEAR	ALL TIME
0	0

Users who placed at least one hold [\[w\]](#)

THIS MONTH	LAST MONTH
6883	12295
THIS YEAR	ALL TIME
19178	179306

Records Held [\[w\]](#)

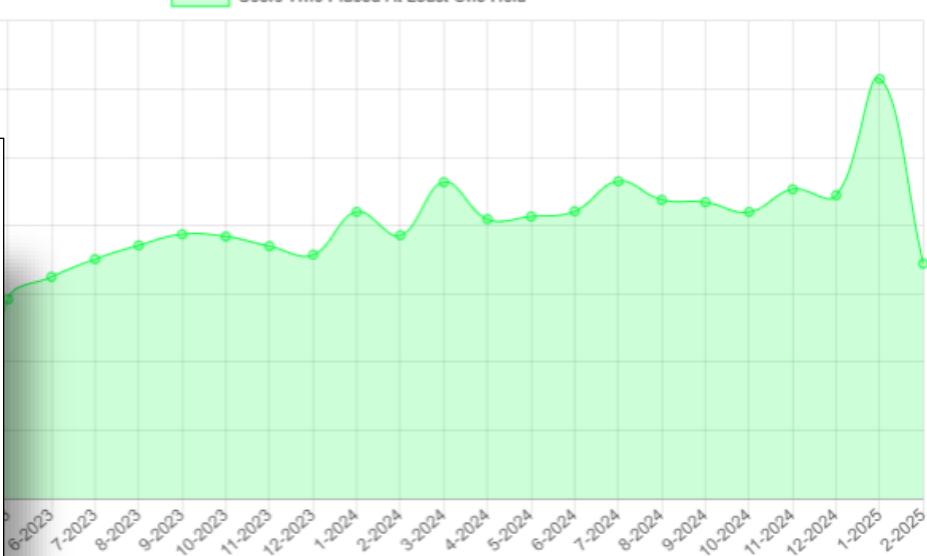
THIS MONTH	LAST MONTH
18128	42060
THIS YEAR	ALL TIME
60188	547482

Total Holds [\[w\]](#)

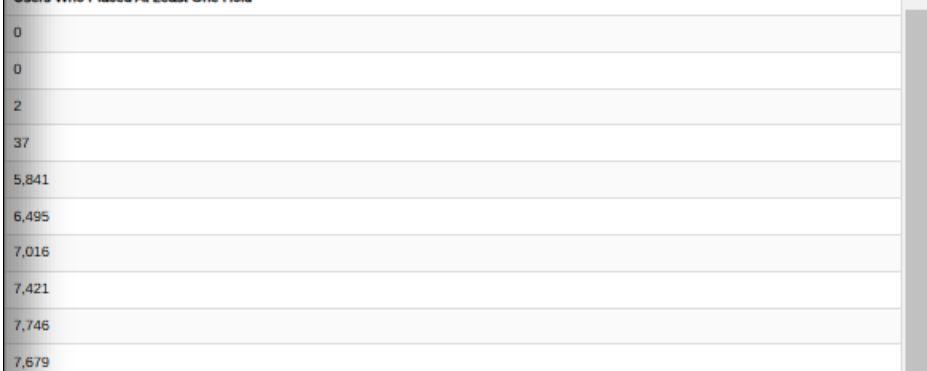
THIS MONTH	LAST MONTH
20477	51652
THIS YEAR	ALL TIME
72129	699560

ILS Usage Graph - Users Who Placed At Least One Hold

Users Who Placed At Least One Hold



Users Who Placed At Least One Hold



Dashboards

(Documentation: From Aspen Help Center > Admin > System Reports)

The Aspen Dashboards will default to display **ALL** libraries. To view your specific dashboard, open the dropdown and choose your Aspen URL. Toggle the view of these reports to show the information in a graph format as well by hitting the graph icon next to the category you'd like to view. This will also provide you with the raw data underneath the graph.

- **ILS Usage dashboard:** See how many user logins, records held and holds placed.
- **CloudLibrary:** See how many Active Users, Records with usage, Loans, and Holds.
- **Hoopla:** See how many Active Users, Records with usage, and Loans.
- **Overdrive/Libby:** See how many Active Users, Records with usage, and Loans, Failed Loans, Renewals, Early Returns, Holds, Failed Holds, Cancelled Holds, Holds Frozen, Holds Thawed, etc.
- **Sideloads:** See how often Comics Plus, Kanopy, LinkedIn Learning, Peterson's Test Prep, and Tumblebooks are being accessed from Aspen.
- **System Reports:** See how many Page Views, Sessions started, Searches, etc.

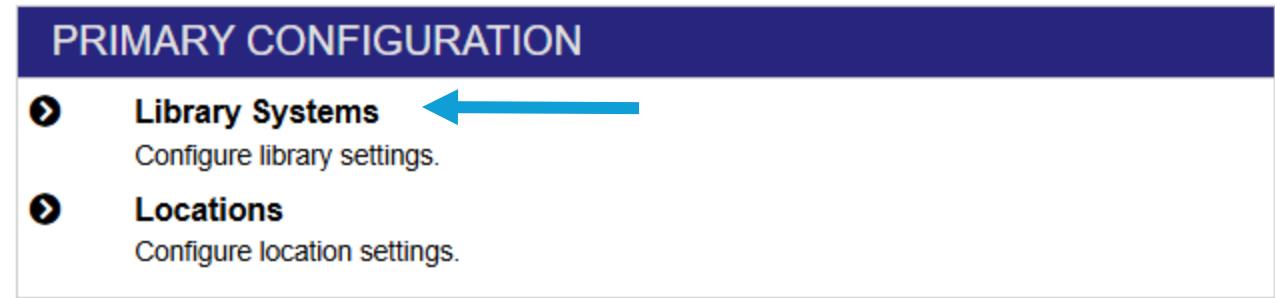
Dashboard Categories

ILS Integration			
User Logins:	Number of users that log in to Aspen.	Users Who Placed At Least One Hold:	Users who placed at least one hold within Aspen.
Self Registrations:	Users that register through Aspen. Because self-registration is not available to our patrons, this will be empty.	Records Held:	Unique number of titles or bib records with at least one hold placed on them.
System Reports			
Page Views:	Total number of pages shown that are not by a bot and not ajax requests (pop-ups). Users can have multiple page views during one session as they navigate through pages and search results.	Covers Requested:	Total number of book covers that are showing on search result pages. Includes covers shown in the item record like "More Like This" and "Series".
Page Views - by Authenticated Users:	The exact same thing as above but by logged-in users.	Grouped Work Searches:	Total number of searches done.
Sessions Started:	Close to number of visitors. If a patron/user's browser cookies remember the site, then it will continue the previous session. If it is not remembered, it will create a new session. Aspen is trying to ignore pop-ups and visits from bots. This will also be less than the number of page views.	User List Searches:	When a user searches from the "list" dropdown.
Page Views By Bot:	Aspen has a list of bots that they check against- Google bot, Bing bot, etc. that are out checking the web.	Errors:	Whenever there is an error that pops up in Aspen, it gets logged. This number should be low. We are monitoring and have alerts set for these.
Asynchronous Requests:	Showing a pop-up or when menu data is loading.		

Hoopla			
Active Users:	Users within Aspen that have had successful check out or placed a successful hold.	Loans:	All successful checkouts in Aspen.
Records With Usage:	Records with usage is total number of unique titles that have been checked out or placed on hold. So that number should be less than the number of holds and loans combined.		
OverDrive/Libby			
Active Users	Users within Aspen that have had successful check out or placed a successful hold.	Holds Thawed	Count of thawed (activated) holds in Aspen.
Records With Usage	Records with usage is total number of unique titles that have been checked out or placed on hold. So that number should be less than the number of holds and loans combined.	Renewals	Number of successful renewals in Aspen. Because a renewal is essentially a hold, some of those (the holds that were fulfilled and accessed via Aspen) are included in all time loans.
Loans	All successful checkouts in Aspen.	Downloads	Downloads is the number of times the download button was clicked. So, if you have a user that is using Aspen to access the read online version, there would be one click for each time they opened the book OR if a user downloaded a title on one device but then needed it downloaded on another, that would result in 2 downloads for the same title.
Failed Loans	All unsuccessful checkouts in Aspen.	Options Updates	Updating their user preferences in Aspen's My Account.
Holds	All successful holds in Aspen.	API Errors	Anytime there is an error back when accessing a record; like when placing a hold or checking out and user receives an error; if you're noticing a lot of them, let us know; we're not automatically monitoring these.
Cancelled Holds	Count of cancelled holds in Aspen.	Connection Failures	OverDrive entire APIs are down.
Holds Frozen	Count of frozen (suspended) holds in Aspen.		

Primary Configuration **Library Systems**

- Basic Display (Library Home link)
- Contact links (Social Media links and General Email Address)
- Turn On Explore More Options
- Input Holidays
- Add Menu Links
- Add Contact/Social Media Links

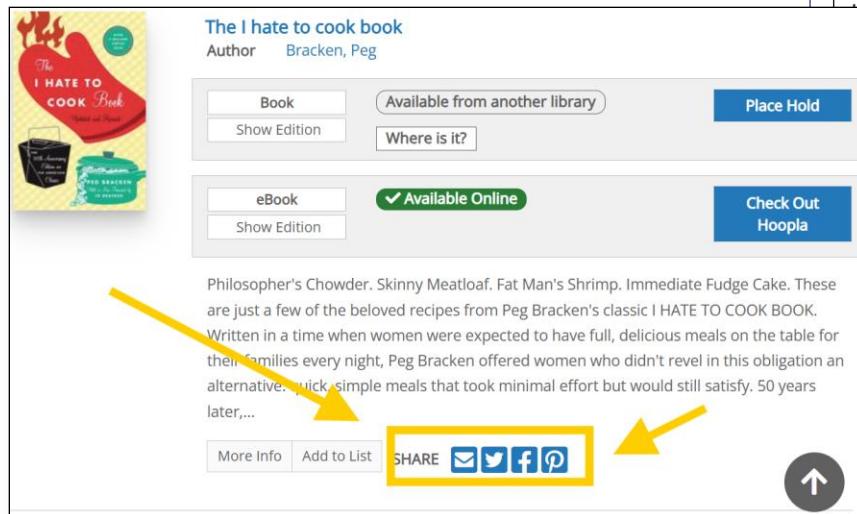


Primary Configuration

Library Systems - Add Contact Links

(Documentation: From Aspen Help Center > Admin > Library Systems > Contact Links)

- In Contact Links you can input the appropriate links for social media pages.
 - When you input a link, the social media icon will appear beneath book descriptions.
- The icons are clickable and redirect patrons to those pages.



▼ Contact Links

Facebook Link URL ⓘ 🔒

<https://www.facebook.com/@westchesterlibrarysystem/>

Twitter Link URL ⓘ 🔒

[https://www.twitter.com/@WestchesterLibraries](#)

Youtube Link URL ⓘ 🔒

<https://www.youtube.com/@WestchesterLibraries>

Instagram Link URL ⓘ 🔒

<https://www.instagram.com/westchesterlibrarysystem/>

Goodreads Link URL ⓘ 🔒

[https://www.goodreads.com/westchesterlibrarysystem](#)

Book Link URL ⓘ 🔒

[https://www.westchesterlibraries.org/contact-wls/](#)

General Contact Link URL ⓘ 🔒

<https://www.westchesterlibraries.org/contact-wls/>

Primary Configuration

Library Systems - Add Holidays

(Documentation: From Aspen Help Center > Admin > Library Systems > Scroll to bottom of page)

To add a Holiday or Closed Date, open Library Systems and scroll to the bottom of the page.

- Open the Holidays tab and click on the Add New button.
- Input the date or choose from the calendar widget.
- In the text box, name the Holiday.
- Use one of the Save options.

The screenshot shows the 'Web Builder Results' interface with a yellow box highlighting the 'Holidays' section. A yellow arrow points to the 'Holidays' tab in the top navigation. Another yellow arrow points to the 'Add New' button at the bottom of the table. The table lists various holidays with their dates and names, and a 'Delete' button for each. On the right, there are 'Show In Top' and 'Show Top M' buttons, with 'Large Screens Only' selected.

Date	Holiday Name	Actions
09/04/2023	Labor Day	Delete
10/09/2023	Columbus Day	Delete
11/11/2023	Veteran's Day	Delete
11/22/2023	Thanksgiving Eve (1/2 day)	Delete
11/23/2023	Thanksgiving Day	Delete
11/24/2023	Day After Thanksgiving	Delete
12/24/2023	Christmas Eve	Delete
12/25/2023	Christmas Day (obs)	Delete
01/01/2024	News Years Day	Delete
02/17/2025	President's Day	
mm/dd/yyyy		

Web Builder Results

Allow searching locally created web content [?](#)

» Holidays

Menu Links [?](#)

Show In Top
Show Top M
Large Screens Only

[+ Add New](#)

westchester
LIBRARY SYSTEM

Primary Configuration

Library Systems - Add Holidays

(Documentation: From Aspen Help Center > Admin > Library Systems > Scroll to bottom of page)

When Holidays are added to this section, information about the holiday closure will appear on pages in the user account (Checked Out Titles and Titles On Hold).

Note that holiday information will *not* display in the Hours & Locations information.

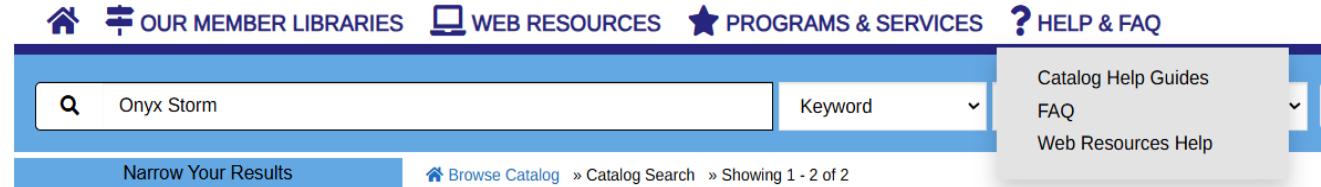
Holidays also aren't for regular closures (e.g. "we're closed every Sunday"); those can be added in Primary Configuration > Locations > Hours.

Another great way to advertise holiday or other closures is through System Messages!

Titles On Hold		
Ardsley Public Library is closed today for President's day. It will reopen on Fri from 10:00 AM to 5:30 PM		
All	Physical Materials	Libby
07/04/2024	<input type="checkbox"/>	Independence Day
09/01/2024	<input type="checkbox"/>	Labor Day
10/13/2024	<input type="checkbox"/>	Columbus Day
11/11/2024	<input type="checkbox"/>	Veteran's Day
11/23/2024	<input type="checkbox"/>	Thanksgiving Day
12/24/2024	<input type="checkbox"/>	Christmas Eve
12/25/2024	<input type="checkbox"/>	Christmas Day (obs)
01/01/2025	<input type="checkbox"/>	New Years Day
02/17/2025	<input type="checkbox"/>	President's day

Primary Configuration Library Systems - Add Menu Links

(Documentation: From Aspen Help Center > Customize > Menu Links)



When planning your Menu Links, think about:

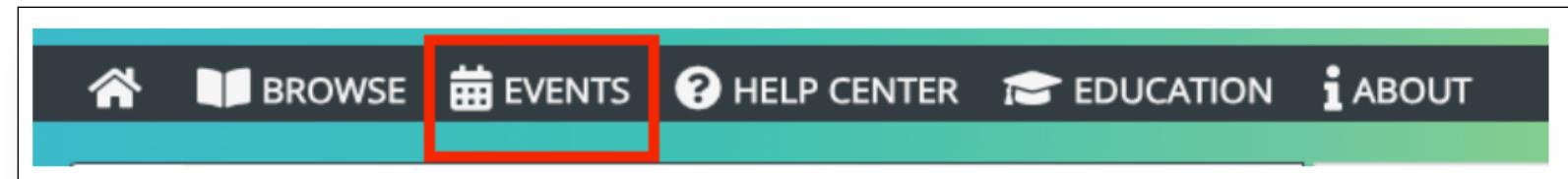
- Can Menu Links be combined into categories to create dropdown menus?
- Do all of my Menu Links need to be above the search bar, or can I put some links in the side hamburger menu instead?
(Example: About Us, Contact Us, Help, Mission Statement, Library Policies, Staff Directory, etc. are all good candidates for the side/hamburger menu)
- Can my Menu Link labels use less words to convey the same message? (Example: "Resources" vs. "Electronic Resources & Databases")
- Would switching to a full-width header and footer give me more space for menu links? (To adjust this, go into **Aspen Administration > Theme & Layout > Themes** > *click into my theme* > check **Make Header & Footer Full Width**)

Primary Configuration

Library Systems - Add Menu Links

(Documentation: From Aspen Help Center > Customize > Menu Links)

To add Menu Links to your catalog, open Library Systems, use the search box for "Menu Links," or scroll to the bottom of the page.



Top Menu Links:

To add Menu Links across the top of the search bar, you must select Show in Top Menu and/or Show Icon in Top Menu.

- If you leave both of these deselected and the Menu Link is checked as Published? **then the Menu Link will automatically move into the side hamburger menu** instead of along the top of the search bar.
- Show in Top Menu (Large Screens Only)- If checked, then the top icon will remain in mobile view and the link labels will be collapsed.
- Show Icon in Top Menu (All Screen Sizes) - If also checked, then the top icons will move to the side hamburger menu in mobile view.

Menu Links <small>?</small>					
Sort	Category	FontAwesome Icon Name <small>?</small>	Link Text	URL	Show In Top Menu
				Large Screens Only <input checked="" type="checkbox"/> All Screen Sizes <input checked="" type="checkbox"/>	
	Events	calendar-alt	Events	https://bywatersoln.com	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

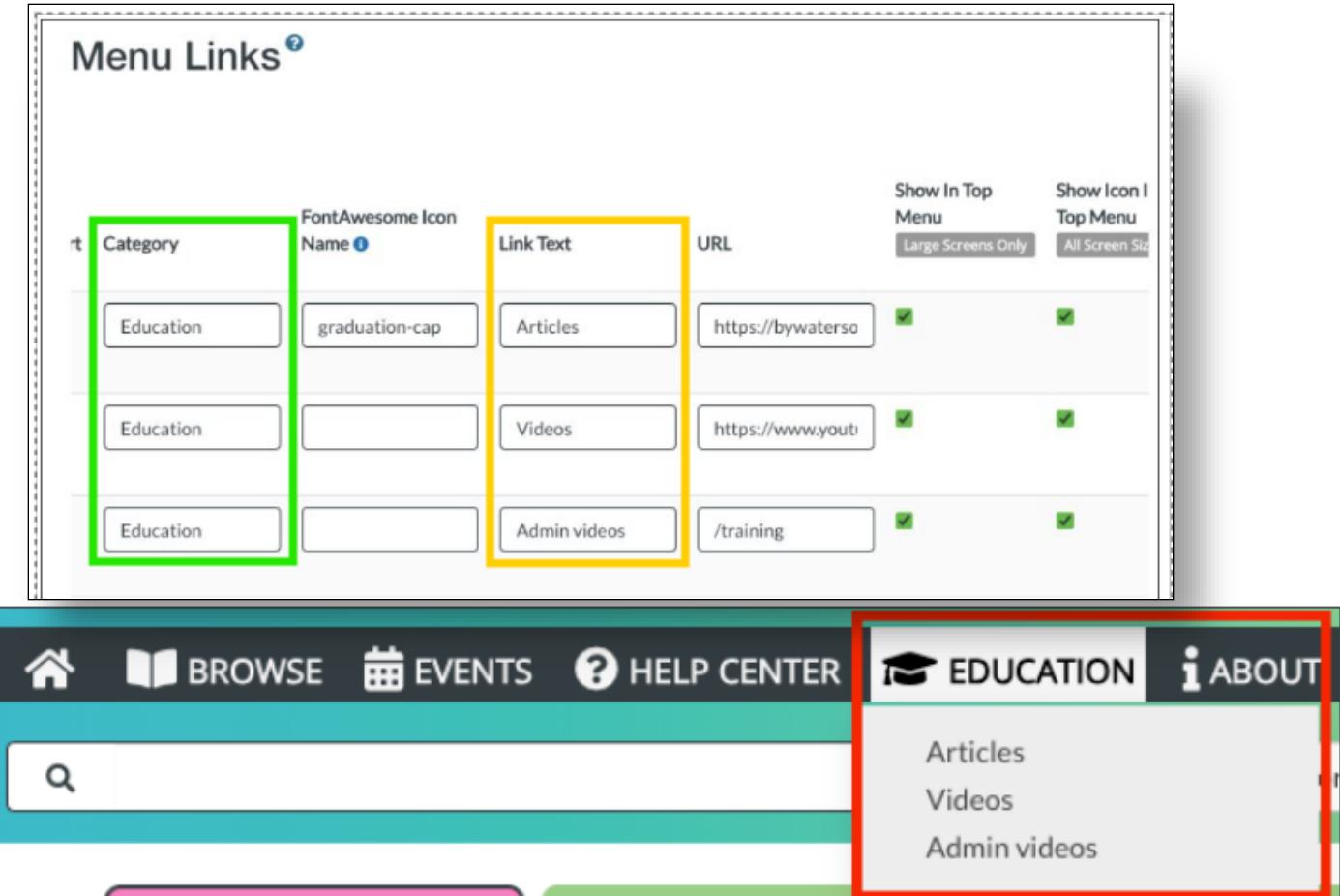
Primary Configuration

Library Systems - Add Menu Links

(Documentation: From Aspen Help Center > Customize > Menu Links)

Stacked Menu Links or Drop-down Menu Links

- To create a set of nested links aka a drop-down menu, you'll first decide the name of the menu **Category**. This is the text that will become the header of your menu link.
- Next, add one line for each link in your menu copying down the exact same Category name. This is how Aspen knows to group these links together.



The image shows two screenshots. The top screenshot is a 'Menu Links' configuration page with a table. The columns are: Category, FontAwesome Icon Name, Link Text, and URL. The rows show three categories: 'Education' (with icons graduation-cap, Articles, and https://bywatersoln.com), 'Education' (with icon Videos and https://www.youtube.com), and 'Education' (with icon Admin videos and /training). The bottom screenshot shows a website navigation bar with links for BROWSE, EVENTS, HELP CENTER, EDUCATION, and ABOUT. The EDUCATION link is highlighted with a red box, and its dropdown menu shows the three links: Articles, Videos, and Admin videos.

Category	FontAwesome Icon Name	Link Text	URL	Show In Top Menu	Show Icon In Top Menu
Education	graduation-cap	Articles	https://bywatersoln.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Education		Videos	https://www.youtube.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Education		Admin videos	/training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Primary Configuration

Library Systems - Add Menu Links

(Documentation: From Aspen Help Center > Customize > Menu Links)

After adding the Category, Link Text, and URL – use the navigation bar towards the right to view the display options.

- Show in Top Menu & Show Icon in Top Menu:** Displays the icon and designates the menu links to appear in the homepage, above the search bar.
- Show Expanded:** For stacked/drop-down menus, turning this on will display all links without having to "open" them.
- Open in New Tab:** Opens links in new tab.
- Published:** Makes the links visible and usable.
- Show to logged in users only:** This will make links visible to patrons only when they are logged into the catalog.
- Show on....:** Determines which versions of the catalog the links display in. (I.e.: Aspen Discovery Only = Only the catalog, Aspen LiDa Only = Only in the App, Display in both).

Menu Links <small>?</small> <small>🔗</small>							
URL	Show In Top Menu	Show Icon In Top Menu	Show	Open In New Tab	Published	Show to logged in users only	Show on
	<small>Large Screens Only</small>	<small>All Screen Sizes</small>	<small>Expanded</small>	<small>Tab</small>	<small>Only</small>	<small>Only</small>	<small>Show on</small>
/MyAccount/Select	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Aspen Discov <small>▼</small>
https://opac.west	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Aspen Discov <small>▼</small>
https://opac.west	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Aspen Discov <small>▼</small>

Last Step! Use the navigation bar to go back to the left and click on the blue icon to open the options for selecting an icon.



Primary Configuration Library Systems - Add Menu Icons

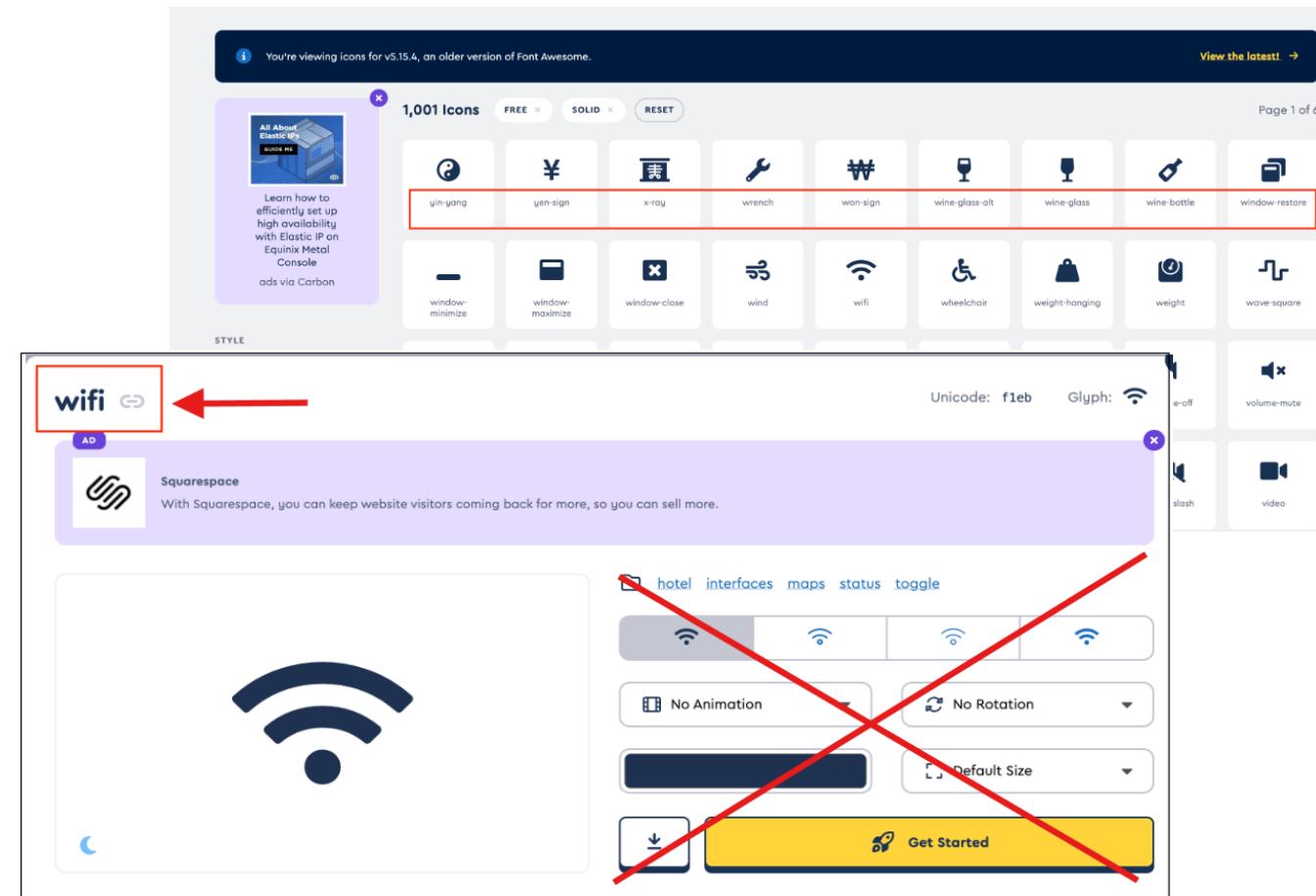
(Documentation: From Aspen Help Center > Customize > Menu Links)

The icons used in menu links come from Font Awesome:

<https://fontawesome.com/v5/search?o=r&m=free&s=solid>

When you find an icon you want, type the word exactly as it is into Aspen.

If you click onto the image, you can also copy the word from the modal by copy and pasting or clicking on the link icon to copy the word and then pasting into the Icon field.



Primary Configuration Locations

PRIMARY CONFIGURATION

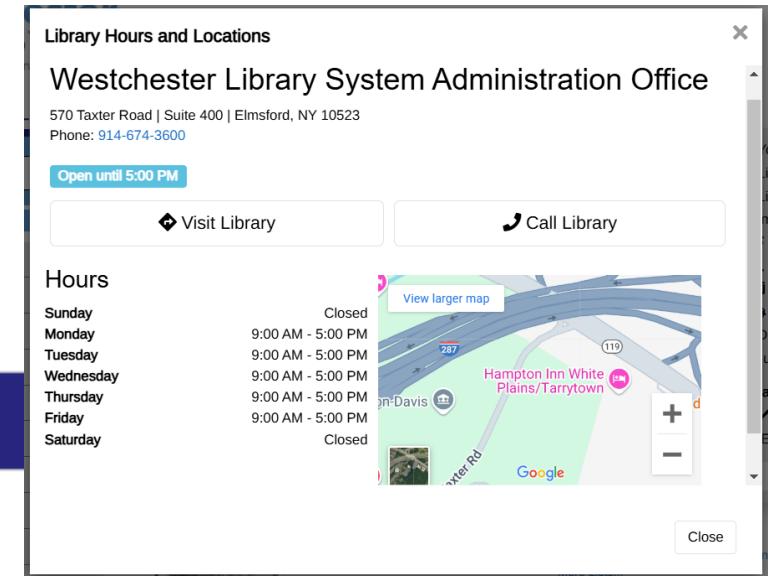
▶ **Library Systems**

Configure library settings.

▶ **Locations**

Configure location settings.

- Address
- Contact info
- Hours of operation



Primary Configuration Locations

(Documentation: From Aspen Help Center > Admin > Locations)

In Locations, this is where you will find the library's address, latitude and longitude (this creates the map in the Hours and Location link), Contact information and options to include additional text in the header space, or add a description of your library to the Hours and Locations box.

You can also configure whether or not you want the Explore More banner to appear in the search results of your catalog.



The screenshot shows the "Library Hours and Locations" configuration page. At the top, it displays the address: "570 Taxter Road | Suite 400 | Elmsford, NY 10523" and phone number: "914-674-3600". Below this are buttons for "Open until 5:00 PM", "Visit Library", and "Call Library". The "Hours" section lists the library's opening times for each day of the week. To the right is a map showing the location of the library, with "Hampton Inn White Plains/Tarrytown" marked. The "Description" section contains a rich text editor and a placeholder text: "Add additional information about your library to display in the Hours and Location box!". Below this is a "Basic Display" section with checkboxes for "Show Display Name in Header" (unchecked) and "Show language and display settings in page header" (checked). The "Home Link" is set to <https://www.ardsley.org>. At the bottom, the "Explore More Bar Section" is configured with four checked checkboxes: "Display Explore More Bar in Catalog Search Results", "Display Explore More Bar in Summon Search Results", "Display Explore More Bar in Ebsco EDS Search Results", and "Display Explore More Bar in Ebsco Host Search Results".

Primary Configuration Locations

(Documentation: From Aspen Help Center > Admin > Locations > Adding or Editing Location Hours)

Hours of operation:

- Use the search bar to type "Hours", or scroll to the bottom of the page and click **Add New** to add or edit hours.
- Choose a day of the week from the dropdown.
- If the location is closed that day, check the Closed box.
- Set the Opening Hour and the Closing Hour. You can type or click the clock icon to choose from a dropdown menu.
- Type any notes that might apply to that day.

(Example: curbside or pickup window hours, seasonal hours, or different hours for the children's room.)

Library Hours					
Day of Week	Closed	Opening Hour	Closing Hour	Notes	Actions
Sunday	<input checked="" type="checkbox"/>	12:00 AM	--:-- --		Delete
Monday	<input type="checkbox"/>	10:00 AM	05:30 PM		Delete
Tuesday	<input type="checkbox"/>	10:00 AM	05:30 PM		Delete
Wednesday	<input type="checkbox"/>	10:00 AM	05:30 PM		Delete
Thursday	<input type="checkbox"/>	01:00 PM	08:00 PM		Delete
Friday	<input type="checkbox"/>	10:00 AM	05:30 PM		Delete
Saturday	<input type="checkbox"/>	10:00 AM	05:30 PM	July & August: 10am-1pm	Delete

[+ Add New](#)

Primary Configuration Locations

(Documentation: From Aspen Help Center > Admin > Locations > Adding or Editing Location Hours)

Where Hours Are Reflected

- Library hours are reflected in up to two places in Aspen:
 - the Library Locations & Hours list
 - on pages in the user account (*Checked Out*
Titles and Titles On Hold)
- Hours are displayed in the user account by default. The hours shown are always based on the user's home library location.
- Save your changes.

Library Hours and Locations

Westchester Library System Administration Office
570 Taxter Road | Suite 400 | Elmsford, NY 10523
Phone: [914-674-3600](tel:914-674-3600)

[Open until 5:00 PM](#)

[Visit Library](#) [Call Library](#)

Hours

Sunday	Closed
Monday	9:00 AM - 5:00 PM
Tuesday	9:00 AM - 5:00 PM
Wednesday	9:00 AM - 5:00 PM
Thursday	9:00 AM - 5:00 PM
Friday	9:00 AM - 5:00 PM
Saturday	Closed

[View larger map](#)



Titles On Hold

Westchester Library System Administration Office is open today from 9:00 AM to 5:00 PM

All 2 Physical Materials 2 Libby 0

Theme & Layout

Themes

(Documentation: From Aspen Help Center > Customize > Theme and Layout)

- Change colors for the entire interface
- Upload your library's logo, favicon
- Change the heading and body fonts, or upload your own



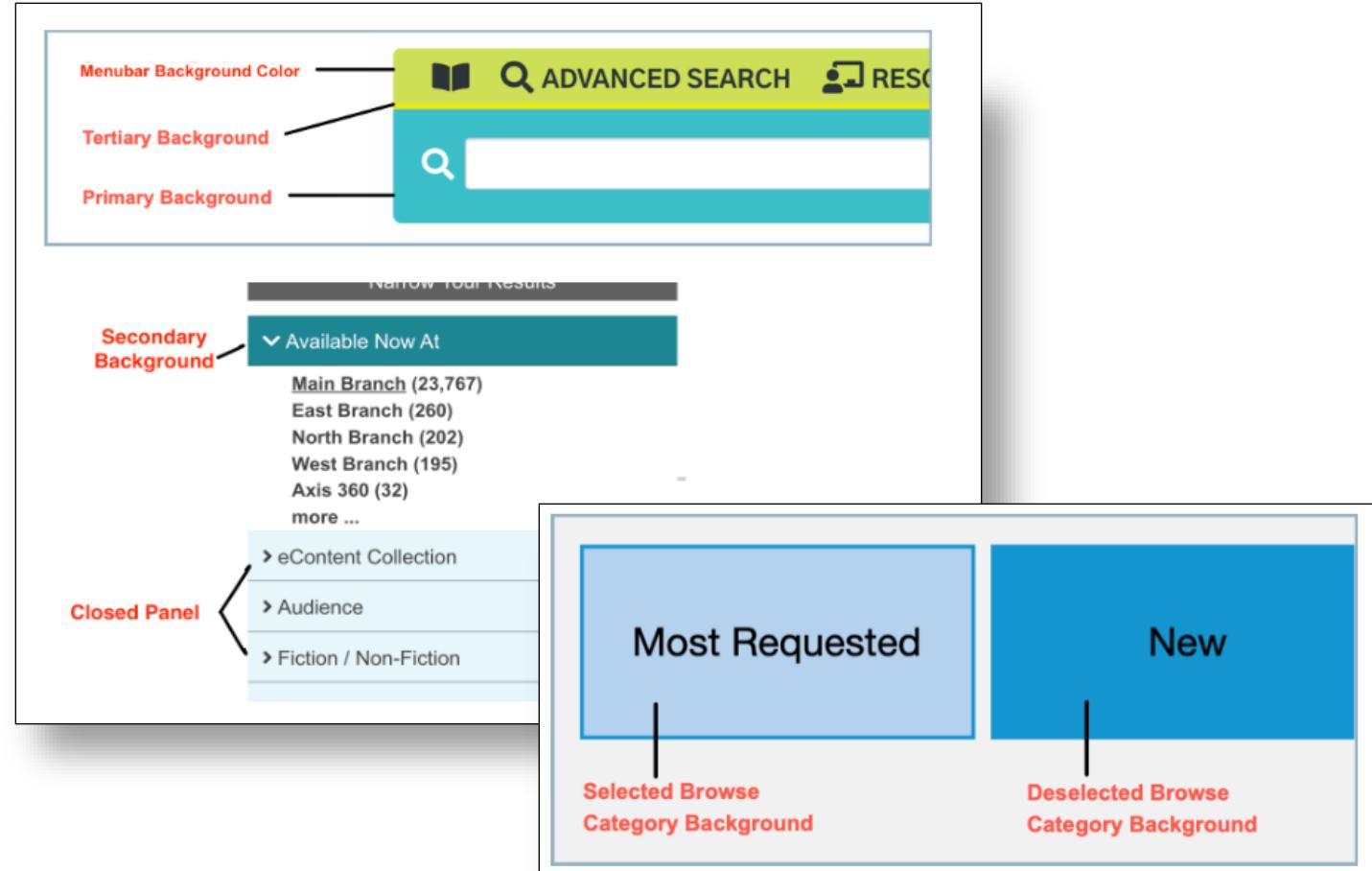
Theme & Layout

Themes

(Documentation: From Aspen Help Center > Customize > Theme and Layout)

The theme colors that will have the most impact on the overall look of your site are the

Primary, Secondary, and Tertiary Background colors, the **Menu bar** colors, and the **Browse category** colors.



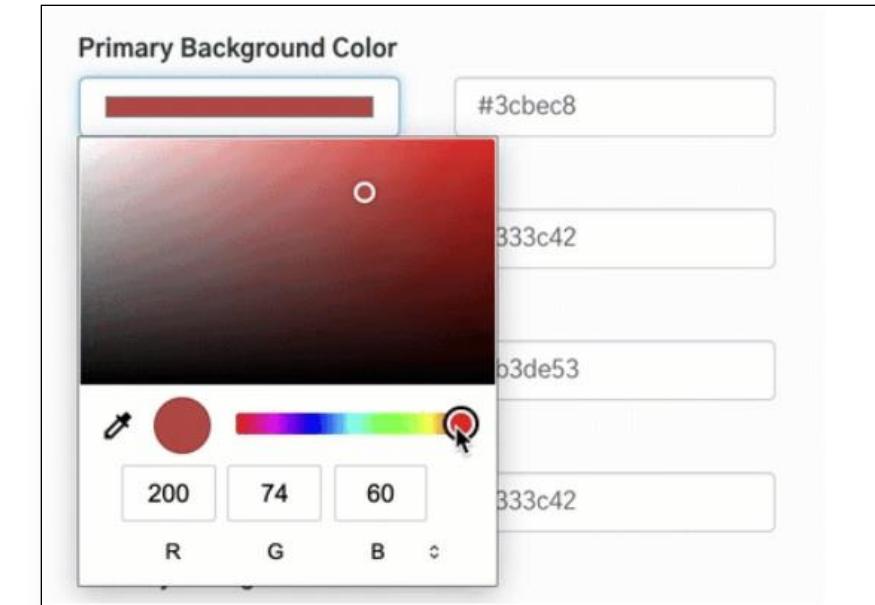
Theme & Layout

Themes

(Documentation: From Aspen Help Center > Customize > Theme and Layout)

To change theme colors:

- Change the color for an interface component by clicking the color box for that component. This will open a drop-down color selector tool. Drag the slider to adjust hues. Click and drag to adjust the color saturation.
- You can also change colors by manually typing in the RGB values or pasting in the hex color code, if known.
- To grab colors from a logo or another image, use the eyedropper tool.
- Pay attention to the contrast ratio!
- When finished making color adjustments, save your changes at the bottom of the screen.



Local Catalog Enrichment System Messages

(Documentation: From Aspen Help Center > Customize > System Messages)

With these settings, you can:

- Create messages that communicate information to users
- Target messages to specific user account pages
- Schedule system messages to appear for a specific amount of time

LOCAL CATALOG ENRICHMENT

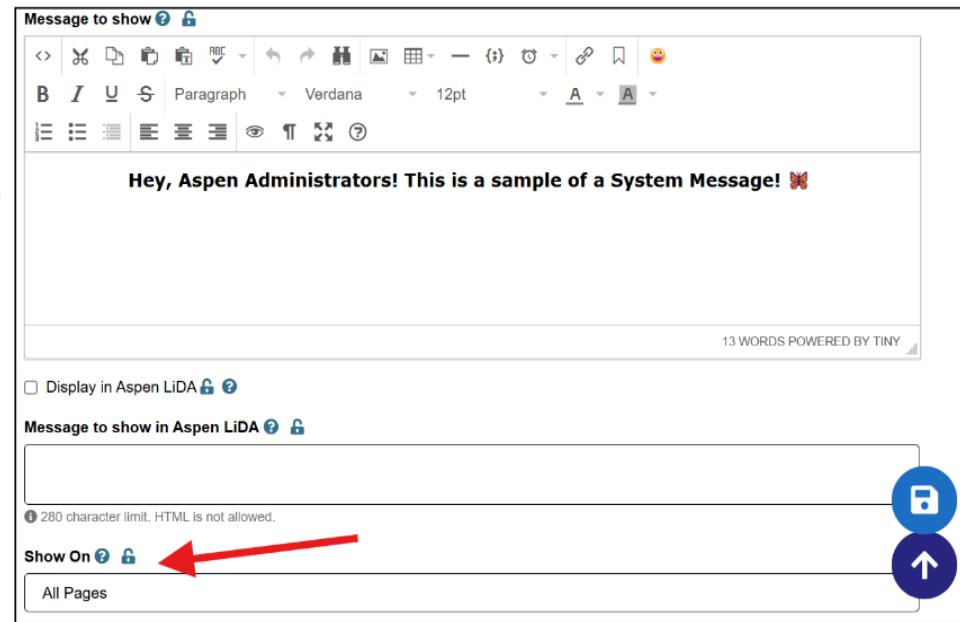
- **Browse Category Groups**
Configure the Browse Categories that are shown on the library home page.
- **Browse Categories**
Define browse categories shown on the library home page.
- **Collection Spotlights**
Define spotlights that can be embedded within Aspen custom pages or other websites.
- **Placards**
Placards allow you to promote services that do not have MARC records or APIs for inclusion in the catalog.
- **System Messages** 
System Messages allow you to display messages to your patrons in specific locations.

Local Catalog Enrichment

System Messages

(Documentation: From Aspen Help Center > Customize > System Messages)

- Open System Messages and click Add New.
- Give your system message a title. This is not shown anywhere publicly; it is for your internal identification purposes only.
- Type and format your message in the **Message to show** text area. You can change the font, color, size of font, add hyperlinks or even upload images here. If uploading images, keep in mind the size (smaller images might be better)
 - Check Display in **Aspen LiDA** if you want the message to show in Aspen LiDA. (Note: If showing in Aspen LiDA, add the message you want to show here.)
- Click the **Show On** dropdown to change where the system message displays, if desired. The message will show on **All Pages** by default (top of header placement), but you can also target messages based on whether users are logged in, or display on specific account pages.

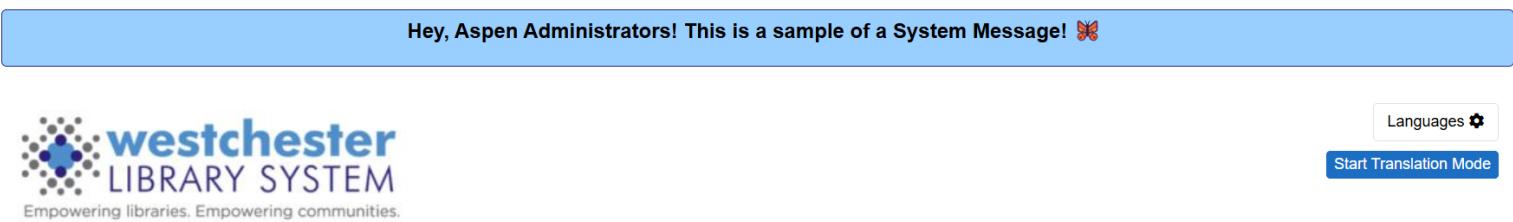


Local Catalog Enrichment

System Messages

(Documentation: From Aspen Help Center > Customize > System Messages)

- Select a **Message Style** to help your message stand out with background colors. The Message Style default colors are as follows but they can be updated in your Theme Settings and correlate to the Button colors.
 - Info (blue)
 - Warning (yellow)
 - Danger (red)
 - Success (green)
- Select a **Start Date to Show** and **End Date to Show** for your message if you only want the message to show during a specific time period.
- Check **Dismissible** to allow logged in patrons to be able to hide a message if they have already seen it. All Aspen LiDa messages are dismissible by default.
- Select the Libraries and Locations the system message applies to. If no libraries or locations are selected, the system message will not appear.
- Save your changes.



Local Catalog Enrichment

Placards

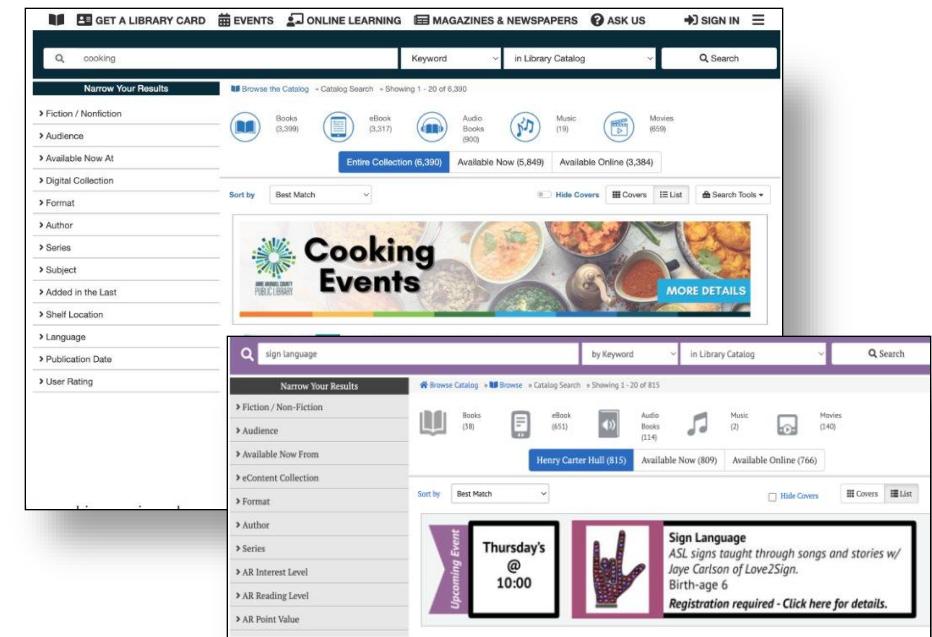
(Documentation: From Aspen Help Center > Customize > Placards)

Placards are like strategic advertisements that can help you promote resources, events, lists, and more! When users perform catalog searches that match keywords or phrases you specify, your placard will appear above search results.

- Feature an online resource, such as Mango Languages.
- Link to a "While You Wait" staff list of read-a-likes when searching for a popular title or author.
- Advertise an upcoming author talk event when searching for the author or their books.
- Link to resources when searching for related terms.
- Promote story time or kids events when searching for popular children's book topics.

LOCAL CATALOG ENRICHMENT

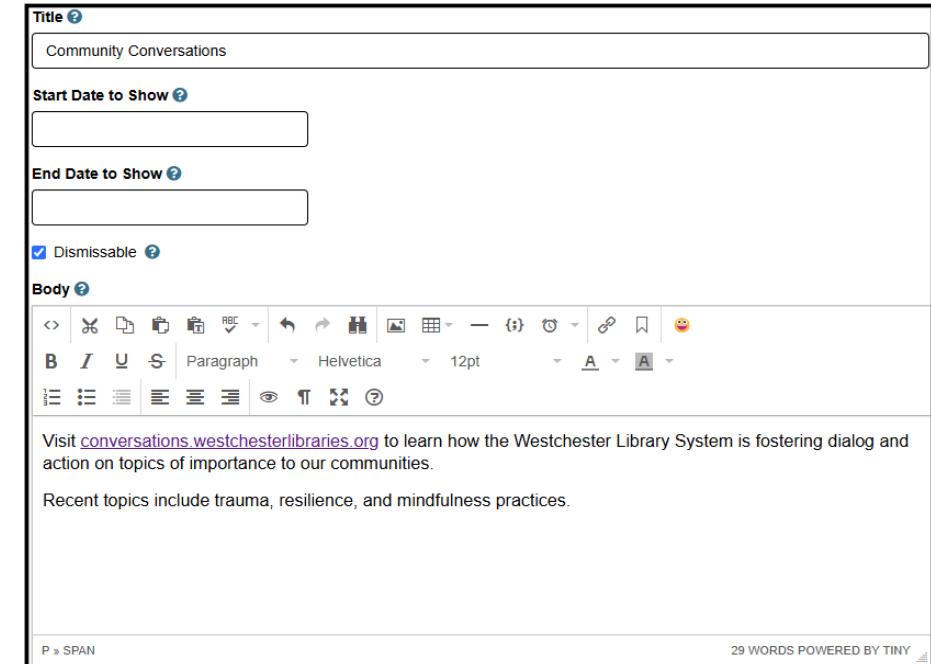
- **Browse Category Groups**
Configure the Browse Categories that are shown on the library home page.
- **Browse Categories**
Define browse categories shown on the library home page.
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Local Catalog Enrichment Placards

(Documentation: From Aspen Help Center > Customize > Placards)

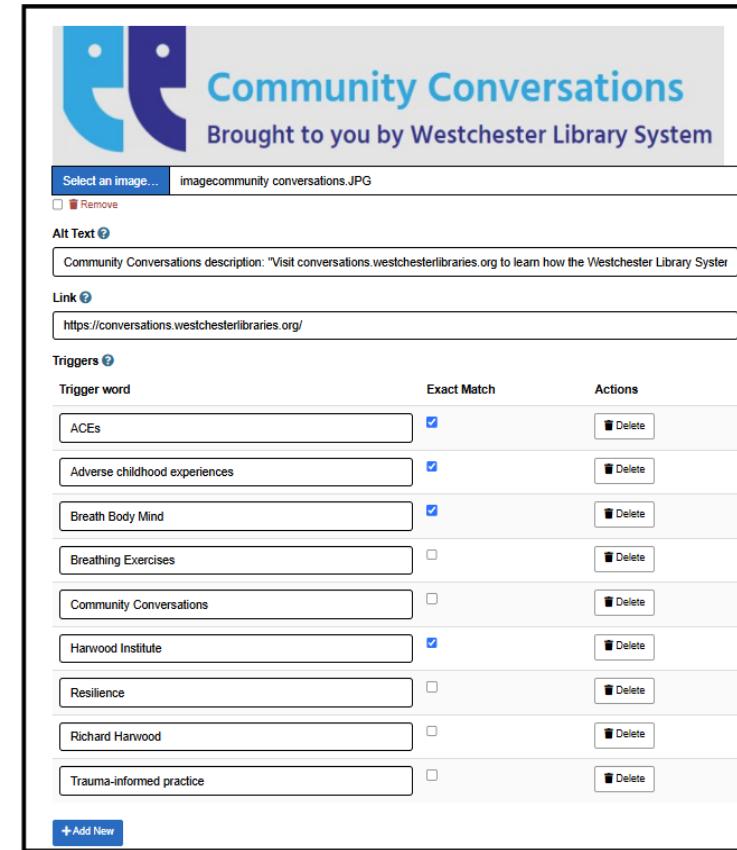
- From Local Catalog Enrichment, open Placards and click "Add New."
- Give your placard a title.
 - This will not show on the placard itself and is only seen internally.
- Optional: Select a Start Date and/or End Date for the placard.
 - If no start or end date are selected, the placard will continue to show indefinitely.
- Optional: if you want users to be able to dismiss the placard, check the "Dismissible" box. (Note: if you allow users to dismiss your placard, when the user is logged in they will NOT see this particular placard again.)
- Type text for your placard in the body. Use the text formatting options to increase font size, upload images, and add links.



Local Catalog Enrichment Placards

(Documentation: From Aspen Help Center > Customize > Placards)

- Add an image, if desired. If using an image for the entire placard, the maximum recommended dimensions are specified here (800px by 150px).
- If uploading an image, add alt text. This text is used by screen readers for accessibility.
 - Definitely fill in the alt text if you plan to use an image for the entire placard instead of a mix of image and text.
- Add a URL to link the entire placard. Adding a link will make the entire placard clickable.
- Click "Add New" to add trigger words for your placard. When catalog searches contain any of the keywords you specify, your placard will appear above search results.
- Add as many trigger words as you like. When catalog searches contain any of the keywords you specify, your placard will appear above search results. **Think like a library user: what are they likely to search for?**

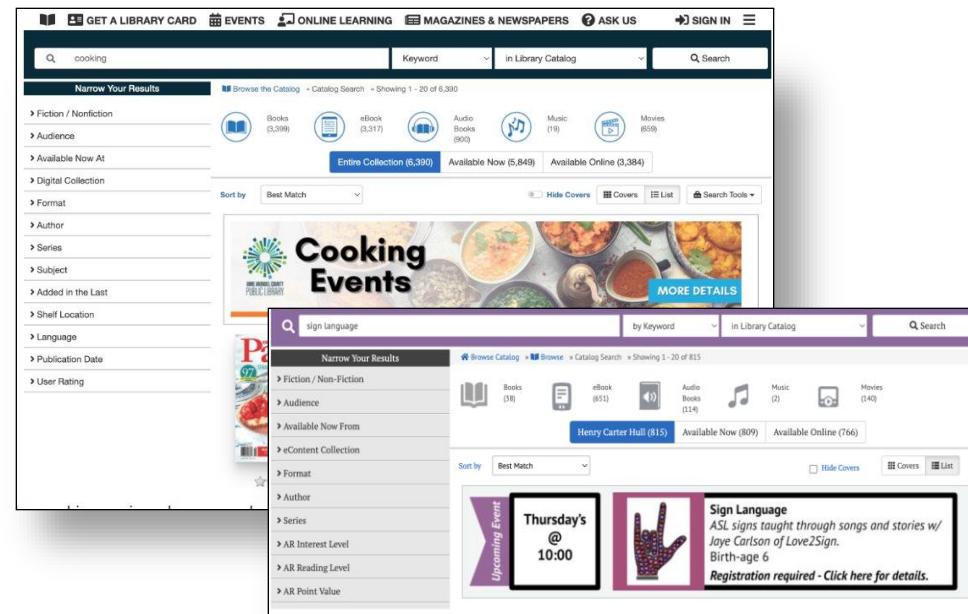


Note: You might have placards that share the same trigger word! When placards share the same trigger word, the placard **saved most recently** will display when that keyword is searched. If you are using the same word across multiple placards, you should make the placards dismissible. This way, when one placard is dismissed, another placard using the same word could display in its place.

Local Catalog Enrichment Placards

(Documentation: From Aspen Help Center > Customize > Placards)

- When "Exact Match" is checked, the placard will only appear if the exact trigger word(s) are searched. Test out your trigger words after saving the placard to make sure your placard appears as expected.
- Select language(s). Selecting a language here allows you to target placards based on which interface translation the patron is using. If you want your placard to show up for everyone regardless of language translation, click "Select All."
- Select your Library and Location.
 - Note: If no libraries or locations are selected, your placard will not appear. This is one way to keep your placard in "draft" form if it's still under construction.
- When finished, save your changes.



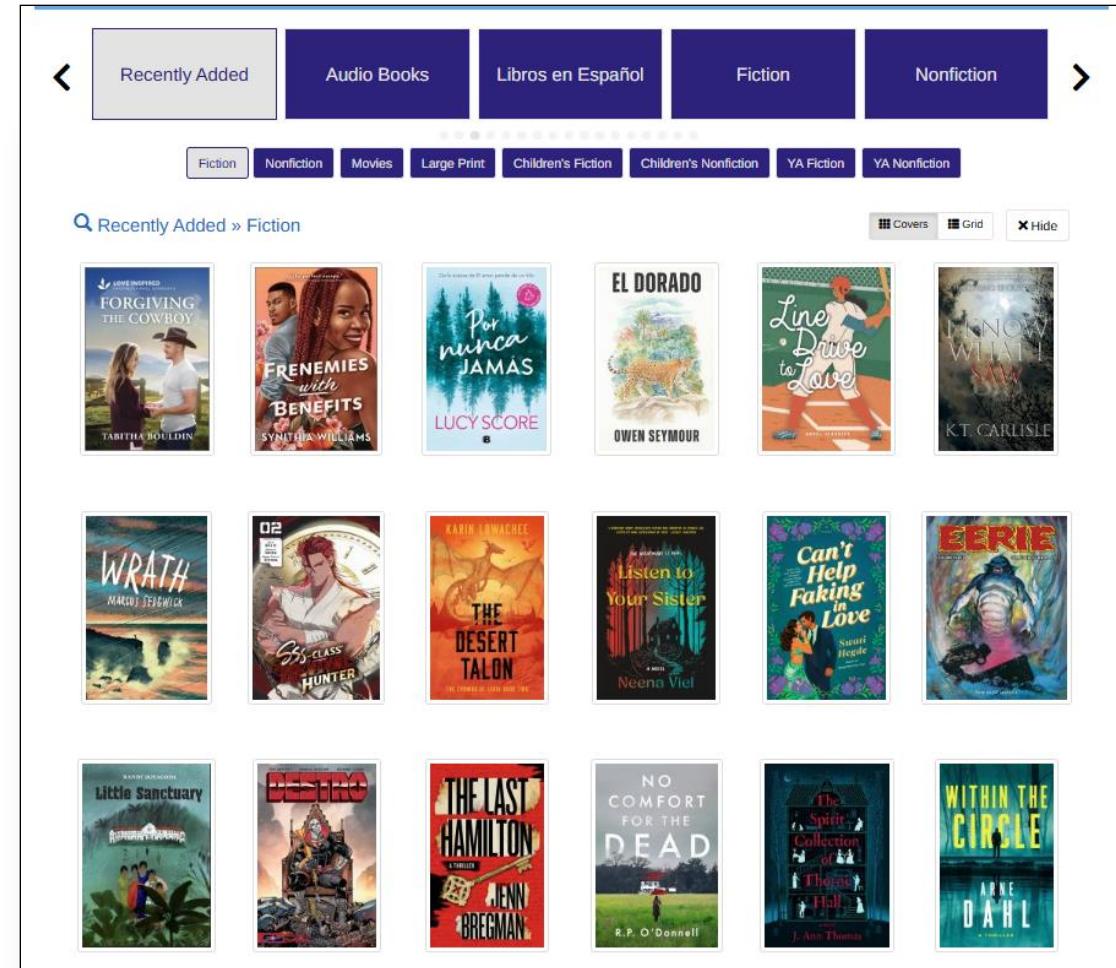
Local Catalog Enrichment

Browse Categories

(Documentation: From Aspen Help Center > Customize > Browse Categories)

Browse Categories are one of the most visible and useful tools for your catalog!

- Create new browse categories from search results or saved lists.
- Add, remove, delete, edit, or re-arrange browse categories.
- Schedule browse categories.
- View browse category information and usage data.

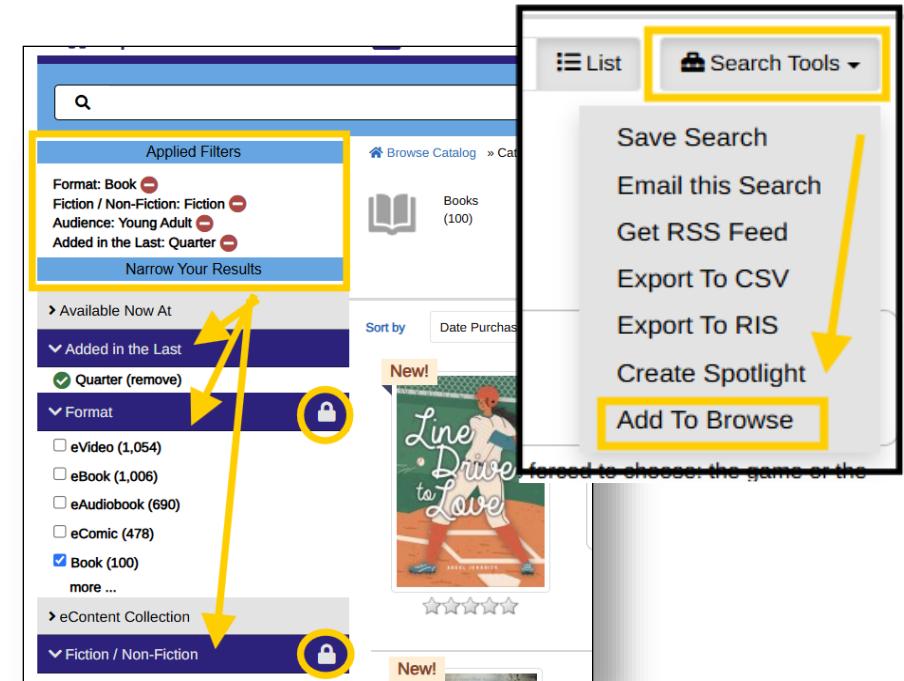


Local Catalog Enrichment

Browse Categories from Search Results

(Documentation: From Aspen Help Center > Customize > Browse Categories > Adding a New Browse Category from Search Results)

- Start with either a blank search, or a generic keyword search depending on the type of browse category you're wanting to create.
- Use the "Narrow Your Results" search facets to narrow your search results. **Fiction Vs. Non-fiction, Audience, Added In The Last..., Format, Genre** are popular facets used to curate browse categories.
- Next, select the "Sort By" dropdown and select "Date Purchased Desc". This will move items most recently added to your collection to the top of search results. This filter looks at the acquisition date on the record.
- When you're happy with your search results, open the Search Tools drop-down menu and select "Add to Browse."



Note: Browse Categories from a search can only be made from the regular catalog search results with facets, *not* from Advanced Search.

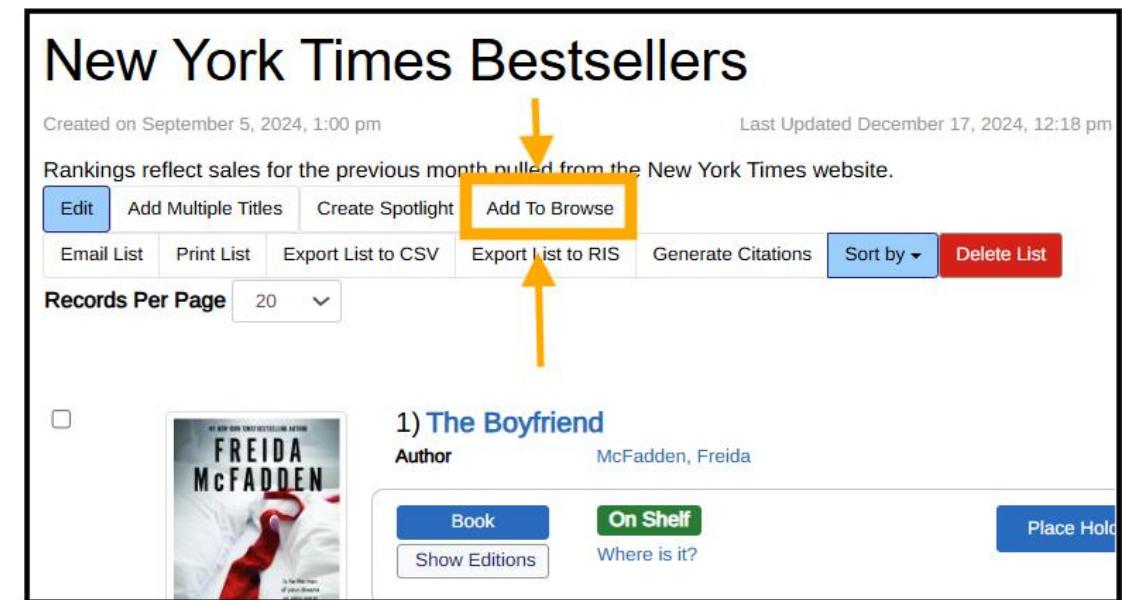
Local Catalog Enrichment

Browse Categories from Saved Lists

(Documentation: From Aspen Help Center > Customize > Browse Categories > Adding a Browse Category from Lists)

In addition to using search results to create browse categories, you can also turn your user lists into browse categories!

- Access your saved lists from your account.
- Find the list you want to use for your browse category. Keep in mind that the list will need to be set to "Public" instead of "Private" in order to make it into a browse category.
- Click on Add To Browse
- When you make changes to the list, the browse category will also update to reflect those changes.



Local Catalog Enrichment

Browse Categories

Whether its from Search Results, or a Saved List, when you select Add to Browse:

- Enter a title for the browse category.
- If you want this to become a sub-category to another browse category, make sure to select that in the dropdown list.
- Click on Create Category. Your new browse category will now appear on the front page!

The screenshot illustrates the process of creating a new browse category and its subsequent display. At the top, a light blue header bar contains the text "Please enter a name for the browse category to be created." Below this, a form field is labeled "New Category Name" and contains the text "The Book Was Better". To the right of this field is a dropdown menu labeled "Select One". A sub-section titled "Add as a Sub-Category to (optional)" includes a text input field with the placeholder "Enter a title for the browse category." and a dropdown menu with the option "Select One".

Below the form, a navigation bar features three green buttons: "The Book Was Better", "Summer Reading Lists", and "All Our Fav...". To the right of these buttons is a set of five small circular icons. The "The Book Was Better" button is highlighted with a red box and a red arrow points to it from the bottom right.

The main content area displays a grid of book covers. The first book in the grid is "BAMBI" by Felix Salten, with a red box and a red arrow pointing to its title. To its right are the book covers for "A BEAUTIFUL MIND" by Sylvia Nasar and "THE BOURNE IDENTITY" by Robert Ludlum.

Local Catalog Enrichment > Browse Category Groups

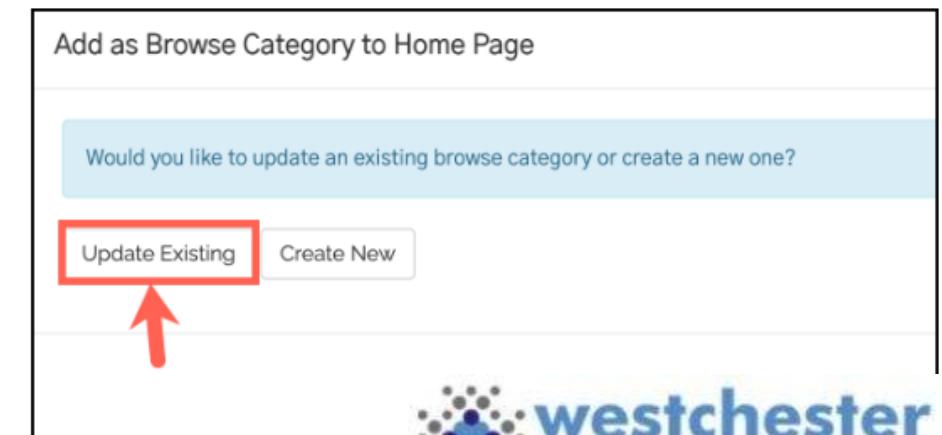
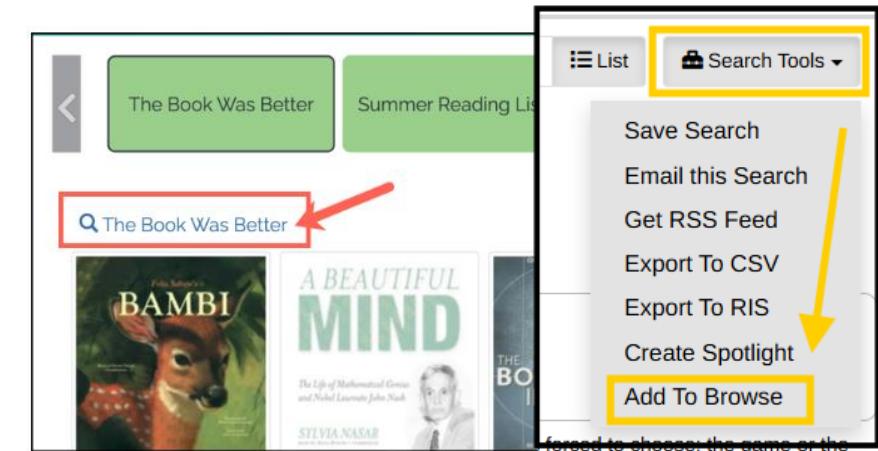
Edit Your Browse Categories

(Documentation: From Aspen Help Center > Customize > Edit Browse Categories Contents)

Perhaps you've set up a browse category and realize the results aren't looking the way you'd like. No problem! Here's how to edit an existing browse category that was created with search results.

- Navigate to the browse category you wish to edit and click the **text link** above the cover images.
- You're now seeing the search results with the filters used to create this browse category. From here, you can adjust any of the search filters until you have the desired results.
- When finished, open the Search Tools Drop-down menu and **Add to Browse**.
- Since this browse category already exists, click **Update Existing**.
- Select the browse category you wish to update from the dropdown list. Make sure you're selecting the correct list for the correct library!
- Click **Update Category** and your browse category will immediately reflect your changes.

Note: If your browse category is built from a list, just edit the list contents to change what appears for the browse category.



Local Catalog Enrichment > Browse Category Groups

Edit Your Browse Categories

(Documentation: From Aspen Help Center > Customize > Browse Categories > Rearrange Browse Categories and Sub-Categories)

From Local Catalog Enrichment, open Browse Category Groups. This is where we can control which browse categories show up on your main page, and in what order.

- Find your library's settings, then click the ID Number or Edit button.
- This page will show all the browse categories currently displaying on your main catalog page. There are additional settings on this page if you want to customize how cover images appear, whether star ratings are displayed, etc.
- Find the browse category you want to move. Use the Sort Arrows next to the browse category title to drag ands
- The Edit button will allow you to change the title, add a description, add a date range and view how many times the categories have been clicked on or dismissed!
- Click on Save Changes and Return.

Browse Categories		
Sort	Browse Category	Actions
↑	Recently Added (westchester_recently_added) - 13	Delete
↑	Movies (S_ARD_movies) - 39	Edit Delete
↑	Black History Month (S_ARD_black_history_month) - 40	Edit Delete
↑	Romance Books (S_ARD_romance_books) - 41	Edit Delete

Local Catalog Enrichment

Browse Categories vs. Browse Category Groups

(Documentation: From Aspen Help Center > Customize > Browse Categories)

Think of **Browse Category Groups** as the browse category **layout**. This is what is showing on your catalog left to right top to bottom.

You can move the sort order up and down here to re-order your browse categories.

You can delete browse categories when you are done featuring them or add browse categories when you want to update the look of your catalog browse category view.

Think of **Browse Categories** as a **database** of all the browse categories that have been created that you can pull from. This area is searchable, has some basic statistics, you can set start and end dates and you can also delete browse categories forever when you no longer want them on your catalog instance.

LOCAL CATALOG ENRICHMENT

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Local Catalog Enrichment

Collection Spotlights

- **Create a collection spotlight from lists or search results.**
- **Customize collection spotlight appearance.**
- **Combine spotlights in a tabbed display.**

LOCAL CATALOG ENRICHMENT

- **Browse Category Groups**
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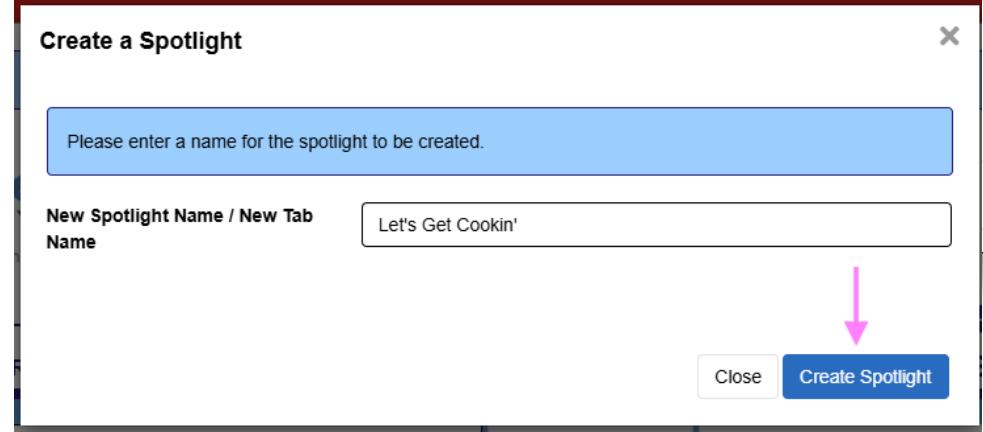
Collection spotlights are a great way to feature items from your collection displayed in a carousel of cover images. After creating a collection spotlight, you'll be able to copy the code needed to embed the spotlight on your website. Or, if you've created custom pages with Aspen's web builder, you can embed collection spotlights with a few clicks!

Local Catalog Enrichment

Collection Spotlights from Lists

(Documentation: From Aspen Help Center > Customize > Collection Spotlights)

- Access your lists by clicking your username, then "Your Lists."
- Locate your desired list and click its title to view the settings.
- Click "Create Spotlight"
- When the spotlight is created, to collection spotlight interface will automatically open.
- Scroll down to view and copy the embed code. You'll have two options for embed code: a standard spotlight and a resizable spotlight. This page will also display live previews of each.
- To customize your collection spotlight, click Edit.

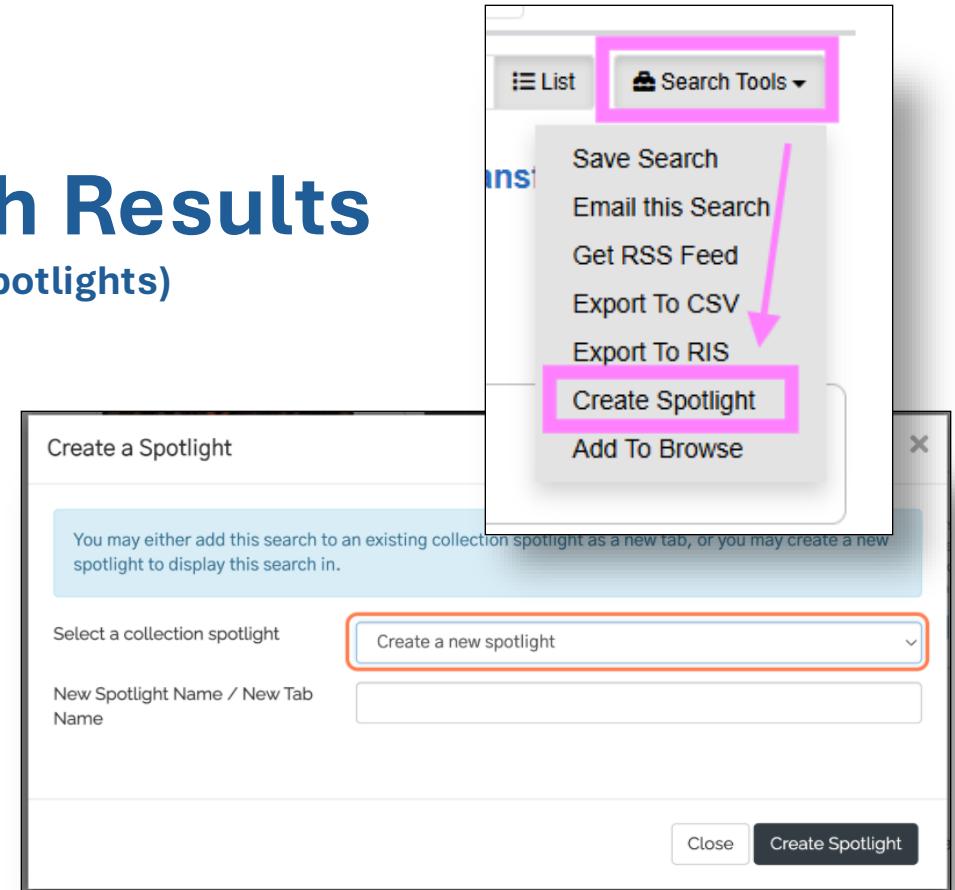


Local Catalog Enrichment

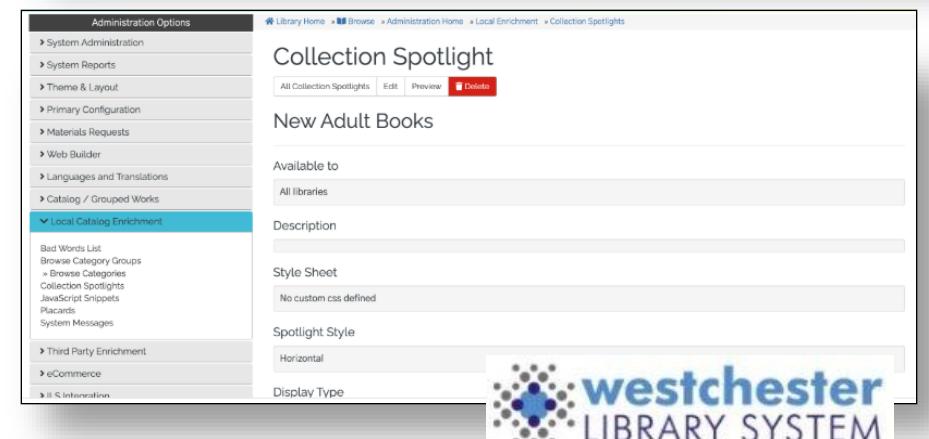
Collection Spotlights from Search Results

(Documentation: From Aspen Help Center > Customize > Collection Spotlights)

- From a catalog search, use the search facets to create your desired results.
- Open the Search Tools drop-down menu and click Create Spotlight.
- Type in a name for your collection spotlight and Click "Create Spotlight."
- After creating a new spotlight, you'll see a summary of your collection spotlight settings, along with the code snippets you'll need to copy if you wish to embed your spotlights on another website.
- Scroll down to view and copy the embed code. You'll have two options for embed code: a standard spotlight and a resizable spotlight. This page will also display live previews of each.
- To customize your collection spotlight, click Edit.



The screenshot shows a 'Create a Spotlight' dialog box. At the top, a 'Search Tools' dropdown menu is open, with 'Create Spotlight' highlighted. The main area of the dialog box contains instructions: 'You may either add this search to an existing collection spotlight as a new tab, or you may create a new spotlight to display this search in.' Below this, there are two options: 'Select a collection spotlight' (disabled) and 'Create a new spotlight' (highlighted with a red box). A text input field is labeled 'New Spotlight Name / New Tab Name'. At the bottom right are 'Close' and 'Create Spotlight' buttons.



The screenshot shows the 'Collection Spotlight' configuration page. The left sidebar has 'Local Catalog Enrichment' selected. The main area displays a 'Collection Spotlight' for 'New Adult Books'. The configuration includes:

- Available to: All libraries
- Description: (empty)
- Style Sheet: No custom css defined
- Spotlight Style: Horizontal
- Display Type: (empty)

The Westchester Library System logo is at the bottom right.

Local Catalog Enrichment

Edit and Configure Collection Spotlights

(Documentation: From Aspen Help Center > Customize > Collection Spotlights)

- To customize the appearance of a collection spotlight, open Collection Spotlights from the Web Builder.
- Click the Edit button for the spotlight you wish to customize.

The settings are as follows:

Library: Select the library associated with this collection spotlight.

Name: The title of your collection spotlight..

Description: An optional text field for entering in a description for your spotlight. This text is not visible to the public and is for your internal use only.

The number of titles that should be shown: By default, this is set to 25. You can adjust this number if you would like to feature more or less titles in your spotlight.

Should the title for the currently selected item be shown?: Determines whether the currently selected title will display below the cover images.

Should the author (catalog items) /format (archive items) for the currently selected item be shown?: Determines whether the title's author or format will display below the cover images.

Should ratings be shown under each cover?: Determines whether rating stars will appear for each title.

The style to use when displaying featured titles: Changes the visual display of your collection spotlight. (Experiment with different styles to see what they do!)

Should the display automatically rotate between titles?: Determines whether the collection spotlight automatically rotates between titles.

The cover size to use when showing the display: Toggles the cover size.

Display lists as: Determines whether combined collection spotlights display together in a tabbed view or as a dropdown list.

Show the display's title bar: By default, collection spotlights will display a title bar. Uncheck this option to remove the title bar from appearing above the cover carousel.

Show the View More link on the title bar of the display: Determines whether a "View More" link appears on the title bar, if enabled. When clicked, the "View More" link will take users to a page to see all titles associated with the collection spotlight. This will display either as a list or as search results, depending on how the spotlight was created.

Display mode for view more link: When users click on the View More Link, this can take users to the search results that show the spotlight titles as a list view or a covers view. The setting only applies to Collection Spotlights created from searches **NOT** Collection Spotlights created from lists.

Lists: Displays all lists or search results associated with this collection spotlight.

Note: Do not use this section to add new lists. See the "Creating Tabbed Collection Spotlights" section of this page for more information.

Web Builder

- **Create Web Pages**
- **Create Custom Forms**
- **Showcase Web Resources**

WEB BUILDER

- ➊ **Basic Pages**
Create basic pages with a [simple layout](#).
- ➋ **Custom Pages**
Create custom pages with a [more complex cell based layout](#).
- ➌ **Custom Forms**
Create custom [forms](#) within [Aspen Discovery](#) for patrons to [fill out](#).
- ➍ **Web Resources**
Add resources within [Aspen Discovery](#) that the [library provides](#).

Browse Catalog > Home > Catalog Help Guides

Catalog Help Guides

Searching and Browsing the Catalog

- Search the Catalog
- Select a Library Catalog
- Search for eContent
- Browse Categories
- Saved Searching
- Search Tips
- Advanced Searching

➤ Advanced Search: Help with Search Operators

Placing and Managing Holds

Research & Learn

Featured Resources



Resources by Category

- Arts and Music
- Homework Help

Web Builder

Custom Forms

(Documentation: From Aspen Help Center > Web Builder > Custom Forms)

Create forms for users to fill out right within your catalog!

Forms are great for collecting feedback, allowing patrons to sign up for book or mailing lists, or even signing up for events. Not only can you link directly to a form page, you can also embed forms within custom pages.

WEB BUILDER

- » [Basic Pages](#)
Create basic pages with a simple layout.
- » [Custom Pages](#)
Create custom pages with a more complex cell based layout.
- » [Custom Forms](#) 
Create custom forms within Aspen Discovery for patrons to fill out.
- » [Web Resources](#)
Add resources within Aspen Discovery that the library provides.

Web Builder

Custom Forms

(Documentation: From Aspen Help Center > Web Builder > Custom Forms)

- Navigate to **Web Builder** → **Custom Forms**.
- Click **Add New** and give your form a **Title**.
- Enter a **URL Alias**. This will become part of the URL to access the form. For example, if you assign the URL alias "**/feedback**" the URL to access the form directly will be **https://[yourcatalogurl]/feedback**
- **Require Login:** checking this will require users to sign into their accounts before filling out the form.
- **Introductory Text:** Enter any text you would like to appear at the top of the form page. This could explain the purpose of your form and/or provide any additional instructions.
- **Fields:** In this section, you will add the fields for your form. Click **Add New** to add fields.
- For each field added, assign a **Label**. (Character limits for each Label field are set to 255 characters.) These field types are:
 - **Text Field:** Short text area for information such as names.
 - **Text Area:** Longer text fields for comments/feedback.
 - **Checkbox:** Adds a single checkbox. For example, "Click here to sign up for our newsletter."
 - **Select List:** Lets the user select an option from a dropdown list. To create this, add your options in the Select List Values field, each option separated with commas and no spaces.
 - **Date:** Allows users to type in the date or select a date from a Calendar view.
 - **Email Address:** Text field for an email address. Will check that the text is in a valid email format.
 - **URL:** Text field for a URL. Will check that the text entered is in a valid URL format.

Web Builder

Custom Forms

(Documentation: From Aspen Help Center > Web Builder > Custom Forms)

- Enter an optional **Description**. Text entered in the Description fields will become tooltips that users can hover over on each form field to see more information.
- If creating a **Select List** field, enter in your desired options separated with commas and no spaces.
- Enter in a **Default Value** if you'd like one of the fields to be pre-populated with certain text. This text will remain in the field unless a user deletes it and writes in their own.
- Click the **Required** checkbox next to any form fields that should be required in order to submit the form.
- Email Results To:** If you want to receive notifications of form submissions, enter in the email addresses of the desired recipients. If entering in multiple email addresses, separate each address with a semicolon and no spaces. When users submit a form response, the email addresses listed will receive an email with the user's form responses.
- Include Introductory Text in Email:** Check this box if you want to include the Introductory Text in the email. An example of when this would be useful is if you are creating an agreement form and you are wanting to save/print the full form.
- Submission Result Text:** This text will appear to users after successfully submitting the form.
- Select the library this form should apply to, then save your changes at the bottom. Users will not be able to access your form if no libraries are selected here.
- To view or link to your form, append the form's URL alias to the end of your main catalog URL.

The image shows the Web Builder interface for creating custom forms. On the right, a 'Select List Values' dialog is open, showing a list of genres: Mystery, Romance, Comedy, Horror, SciFi, and Fantasy. 'Mystery' and 'Romance' are checked, while 'Comedy' is selected. Below the list is a text input field containing 'Mystery,Romance,Comedy,Hc'. On the left, a 'Fields' table is displayed with four rows. The first three rows have 'Label' columns 'Name', 'Email', and 'Favorite Genre' respectively, and 'Field Type' columns 'Text Field', 'Email address', and 'Select List'. The 'Description' column for 'Favorite Genre' contains 'Select your favorite genres'. The 'Select List Values' column for 'Favorite Genre' shows 'Mystery,Romance,Comedy,Hc'. The 'Default Value' and 'Required' columns are empty. The 'Actions' column contains checkboxes for each row.

Sort	Label	Field Type	Description	Select List Values (separate values with commas)	Default Value	Required	Actions
1	Name	Text Field	Enter your name			<input type="checkbox"/>	
2	Email	Email address	Enter your email address			<input type="checkbox"/>	
3	Favorite Genre	Select List	Select your favorite genres	Mystery,Romance,Comedy,Hc		<input type="checkbox"/>	
4	Subscribe to newsletter	Checkbox	Check here to opt in			<input type="checkbox"/>	

Web Builder Web Resources

(Documentation: From Aspen Help Center > Customize > Web Resources)

To help you promote your resources, Aspen offers an easy way to feature them on your discovery layer. No web design or coding skills required! Just enter information about each resource you have, and Aspen will automatically generate a resource page for your patrons to browse.

WEB BUILDER

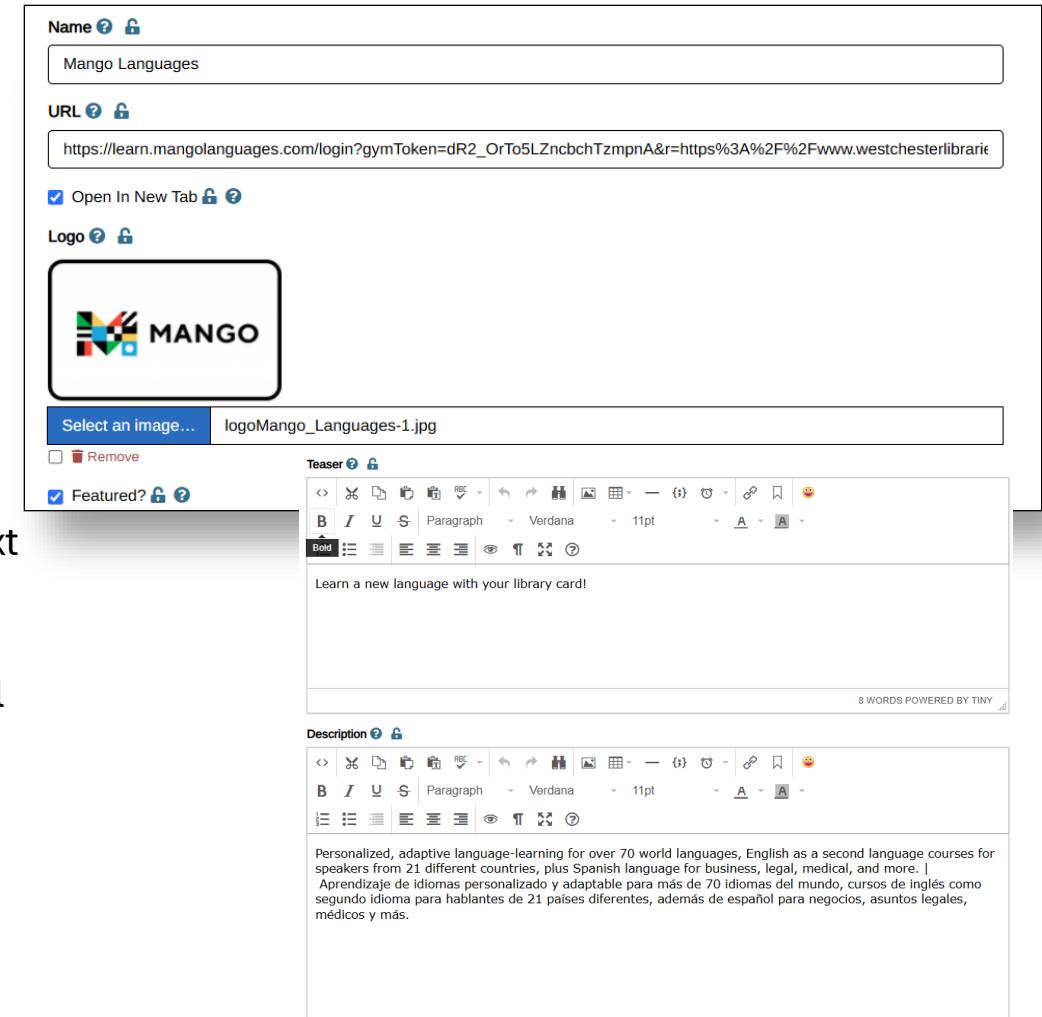
- **Basic Pages**
Create basic pages with a simple layout.
- **Custom Pages**
Create custom pages with a more complex cell based layout.
- **Custom Forms**
Create custom forms within Aspen Discovery for patrons to fill out.
- **Web Resources** 
Add resources within Aspen Discovery that the library provides.

Web Builder

Web Resources

(Documentation: From Aspen Help Center > Web Builder > Web Resources > Create Web Resources)

- From **Web Builder** → **Web Resources** and click **Add New**.
- Enter the **Name** of the new resource.
- Enter the **URL** for the resource. **This is required**.
- Optional: select **Open in new tab** to have this resource open in a new tab when clicked.
- Upload a **Logo** for the resource, if desired. For a unified look to your resources page, you might consider having logo images of a similar size/orientation.
- Check **Featured?** to feature this resource at the top of your main Web Resources page.
- **Teaser:** Enter a short description for the resource. This will appear next to the resource on the main resource page, so is meant to be a brief introduction. **Maximum text is 512 characters**
- **Description:** Enter a longer description for the resource here. This will appear after users click on a specific resource to find out more information, and can include any additional instructions needed for accessing the resource.



The screenshot shows the 'Create Web Resources' form in the Web Builder. The fields are as follows:

- Name:** Mango Languages
- URL:** https://learn.mangolanguages.com/login?gymToken=dR2_OrTo5LZncbchTzmpnA&r=https%3A%2F%2Fwww.westchesterlibrary.org%2Fmango-languages
- Logo:** A logo for 'MANGO' with a colorful geometric pattern. Below it is a 'Select an image...' button and a file name 'logoMango_Languages-1.jpg'.
- Teaser:** A short description: 'Learn a new language with your library card!'
- Description:** A longer description: 'Personalized, adaptive language-learning for over 70 world languages, English as a second language courses for speakers from 21 different countries, plus Spanish language for business, legal, medical, and more. | Aprendizaje de idiomas personalizado y adaptable para más de 70 idiomas del mundo, cursos de inglés como segundo idioma para hablantes de 21 países diferentes, además de español para negocios, asuntos legales, médicos y más.'

Web Builder

Web Resources

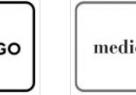
(Documentation: From Aspen Help Center > Web Builder > Web Resources > Create Web Resources)

The next few options are:

- **In Library Use Only:** This option will add an *In Library Use Only* note and will check the accessing IP to see if the user is within the library building.
- **Requires Library Card:** This option will add a *This resource requires a library card to use it* note to the users.
- **Requires Being Logged In To Access, Unless in Library:** This option will require users to log in before accessing the resource link, unless they're already in the library.
- Select any **Audience** or **Categories** for this resource. Web Resources will appear when users switch the main search index from "in Library Catalog" to "in Library Website." Assigning audiences and categories can help users filter search results to find resources within specific categories or geared toward certain audiences. [Click here to learn more about audiences and categories.](#)
- Select the Libraries where this web resource page should display.
- Save your changes.

Research & Learn

Featured Resources



Resources by Category

- » Arts and Music
- » Homework Help
- » Languages and Culture

Mango Languages



Personalized, adaptive language-learning for over 70 world languages, English as a second language courses for speakers from 21 different countries, plus Spanish language for business, legal, medical, and more. | Aprendizaje de idiomas personalizado y adaptable para más de 70 idiomas del mundo, cursos de inglés como segundo idioma para hablantes de 21 países diferentes, además de español para negocios, asuntos legales, médicos y más.

This resource requires a library card to use it.

[Open Resource](#)

Audience
Everyone
Category
Languages and Culture

Web Builder

Web Resources

(Documentation: From Aspen Help Center > Web Builder > Web Resources > Create Web Resources)

Once you've built your Web Resources page, you can preview the page Aspen generates by appending this to the end of your catalog URL:

/WebBuilder/ResourcesList

For example: <https://opac.westchesterlibraries.org/WebBuilder/ResourcesList>

Once you have your web resources page finalized, you'll need to add a menu link to the page for your users to find it. You can simply add that URL alias above to the URL field when you create the link.

Web Builder

Web Pages

(Documentation: From Aspen Help Center > Web Builder > Basic and Custom Web Pages)

You can create pages that look great with a variety of content options at your disposal with no coding knowledge whatsoever. Whether you want to create a few pages to supplement your catalog or build out your library's entire website in Aspen, you have options!

WEB BUILDER

- ▶ **Basic Pages** 
Create basic pages with a simple layout.
- ▶ **Custom Pages**
Create custom pages with a more complex cell based layout.
- ▶ **Custom Forms**
Create custom forms within Aspen Discovery for patrons to fill out.
- ▶ **Web Resources**
Add resources within Aspen Discovery that the library provides.

Web Builder

Web Pages

(Documentation: From Aspen Help Center > Web Builder > Basic and Custom Web Pages)

- From **Web Builder > Basic Pages** and click **Add New**.
- Give your page a title.
- Enter a URL Alias. This must always begin with a forward slash. For example: /bookclub
- The URL alias helps create the URL where the page will be accessed. Once you've finished your page, you can view it (and link to it) by appending the URL alias to the end of your main catalog URL. For example: catalog.mylibrary.org/bookclub
- Enter a teaser description, if desired. If searching within web builder pages is enabled, the teaser will display as a brief description for the page within search results.

Basic Web Builder Pages

Documentation

Return to List History Copy Delete

View

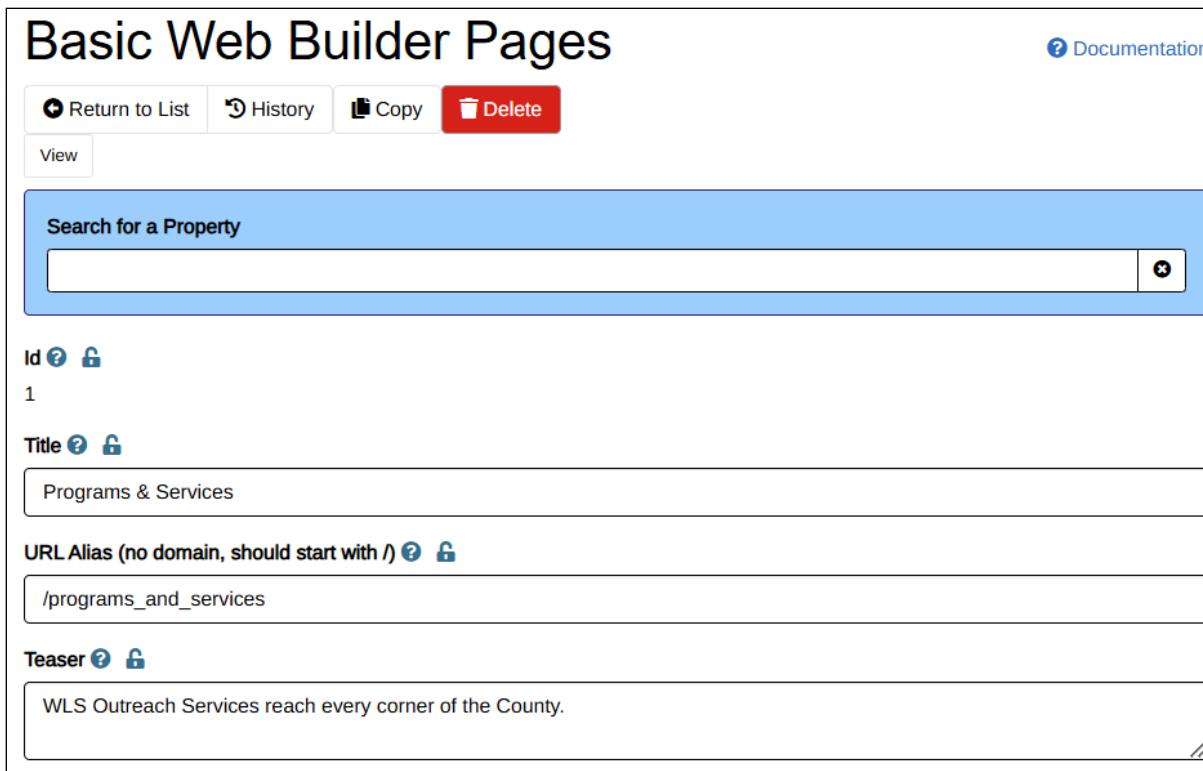
Search for a Property

Id 1

Title Programs & Services

URL Alias (no domain, should start with /) /programs_and_services

Teaser WLS Outreach Services reach every corner of the County.



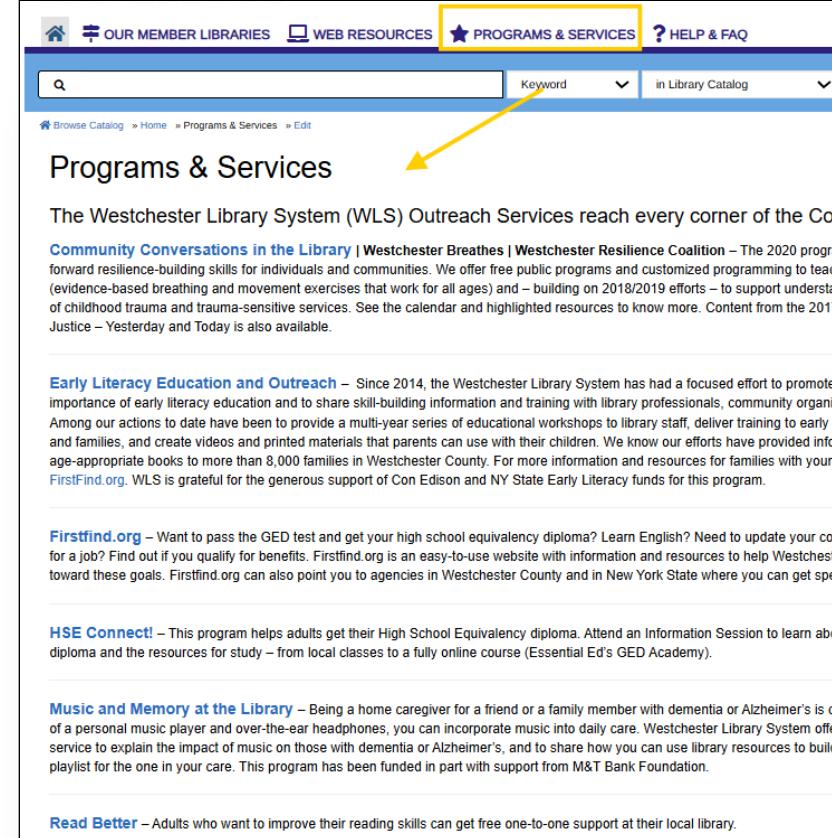
Web Builder

Web Pages

(Documentation: From Aspen Help Center > Web Builder > Basic and Custom Web Pages)

- Next, the page contents: this is where the fun begins! In this box, you can add and format text, upload images, and more.
- **Require login to access:** Only check this box if you want to restrict this page to users who are logged into Aspen Discovery. Once selected, you can even narrow down the access to specific patron types. This means you could potentially create pages that only staff have access to!
- **Audience and Categories:** Select any audiences or categories that apply to the page. If your library has enabled searching within web builder pages, the Audiences and Categories will appear as search facets patrons can use to narrow down to specific website content.
- Libraries: Select the library (or libraries) this page should be associated with. **If no libraries are selected, you will not be able to view the page.**
- Don't forget to save your changes periodically!
- Your page is technically "live" as soon as you create it. However, no one will know about the page until you directly link to it either somewhere on your catalog or on your library website.

Note: that if you're linking to a web builder page anywhere else in Aspen, all you need to do is enter in the URL alias for the link. This way, even if your main catalog URL changes, your links will continue to function.



The screenshot shows the Westchester Library System website with a blue header. The 'PROGRAMS & SERVICES' tab is highlighted with a yellow box and an arrow pointing to it. The page content includes sections for 'Community Conversations in the Library', 'Early Literacy Education and Outreach', 'Firstfind.org', 'HSE Connect!', 'Music and Memory at the Library', and 'Read Better'.

Programs & Services

The Westchester Library System (WLS) Outreach Services reach every corner of the Co

Community Conversations in the Library | Westchester Breathes | Westchester Resilience Coalition – The 2020 program forward resilience-building skills for individuals and communities. We offer free public programs and customized programming to teach (evidence-based breathing and movement exercises that work for all ages) and – building on 2018/2019 efforts – to support understanding of childhood trauma and trauma-sensitive services. See the calendar and highlighted resources to know more. Content from the 2017 Justice – Yesterday and Today is also available.

Early Literacy Education and Outreach – Since 2014, the Westchester Library System has had a focused effort to promote the importance of early literacy education and to share skill-building information and training with library professionals, community organizations, and families, and create videos and printed materials that parents can use with their children. We know our efforts have provided information and resources for families with young children. FirstFind.org. WLS is grateful for the generous support of Con Edison and NY State Early Literacy funds for this program.

Firstfind.org – Want to pass the GED test and get your high school equivalency diploma? Learn English? Need to update your computer skills? Find out if you qualify for benefits. Firstfind.org is an easy-to-use website with information and resources to help Westchester residents toward these goals. Firstfind.org can also point you to agencies in Westchester County and in New York State where you can get services.

HSE Connect! – This program helps adults get their High School Equivalency diploma. Attend an Information Session to learn about the program and the resources for study – from local classes to a fully online course (Essential Ed's GED Academy).

Music and Memory at the Library – Being a home caregiver for a friend or a family member with dementia or Alzheimer's is challenging. If you have a personal music player and over-the-ear headphones, you can incorporate music into daily care. Westchester Library System offers a program to help caregivers use music to engage those with dementia or Alzheimer's, and to share how you can use library resources to build a playlist for the one in your care. This program has been funded in part with support from M&T Bank Foundation.

Read Better – Adults who want to improve their reading skills can get free one-to-one support at their local library.

ASPEN DISCOVERY SUPPORT

- **Help Center** (<https://help.aspendiscovery.org/>)
- **IT Wiki** (<https://it.westchesterlibraries.org/aspen-administrators/>)
- **IT Help Desk** (support@wlsmail.org)

Lib.	Administrator(s)	Lib.	Administrator(s)	Lib.	Administrator(s)
ARD	Allison Pryor	KAT	Olivia Reinkraut	POR	Steve Martinez
BDH	Allison Pryor	LAR	Linnea Moosman & Kim Larsen & Caroline Cunningham & Paul Doherty	POU	Jennifer Coulter
BDV	Allison Pryor	LAR	Veronica Berger & Alexandra Neceda & Evgenia Nikolopoulou	PUR	Allison Pryor
BRI	Kim Naples	LEW	Kathleen Iglesias	RYE	Kenny Nam & Tara Montini
BRO	Christine Utchel & Ellen McTyre & Jenna Cacavale	MAM	Allison Pryor	SCA	Erika Heinzelman
CHA	Denise Mincin & Thao Nguyen & Amy Berger	MTK	Sioban Keane & Stephanie Coppala	SOM	Juan Carlos Villagomez
CRO	Dianna Solano	MTP	Alex Kiffer & Amy Mackin	TUK	Miriam Saphra & Justin Weber
DOB	Amanda Sati	MTV	David Cambillo	WLS	Allison Pryor & Lindsay Stratton
EAS	Jonathan Heifetz & Teresa Chang & Tracy Wright	NCA	Diana Wendell	WHI	John Lolis & Susan Hoover
GRE	Nicole Guenkel & Diana Farez & Justin Sanchez	NEW	Brian Zamek & James Welch	WNR	Cassandra Troini & Jessica Pacciotti
HAS	Debbie Quinn & Ursula Cornely	NOR	Jen Gileno	YPL	Erik Malave & Diane Mignault
HAR	Dan Briem	OSS	Allison Robins & Mallory Marinaro	YPL	Mary Robinson & Shauna Porteus & Michael Walsh
HHF	Katie Caracci	PEL	Kathy Palovick & Colette Storti-Roberts	YRK	Kaitlyn Effaldana & Allison Eagan & Stephanie Elio & Tamarah Hyman
IRV	Keshet Roman	PEK	Chelsea Holland	YRK	Christine Julian & Olivia Kim & Colin Russel & Matthew Senik & Jason Vitetta