

[http://www.goalexandria.com/v7Docs/index.php/Maps\\_Management qt25](http://www.goalexandria.com/v7Docs/index.php/Maps_Management qt25)

## **Add Maps for Researcher**

When your patrons are searching for items in your catalog, they can click on this little map icon to view a map that highlights where the item is physically in your library.

Go to Tools > Maps to set up these images, and the call numbers they are *mapped* to.

### **Make a Map**

But rewind—first step, make a map.

Use a Paint or Draw program, such as Microsoft Paint or Google Drawings; <https://drive.google.com> > New > Google Drawings

a word processing or presentation program such as Microsoft Word or Powerpoint, or Apple Pages or Keynote;

[floorplanner.com](http://floorplanner.com)

or a web service like Floor Planner, which lets you create free floor plans using hundreds of graphics.

First create a basic map of your library, or section of your library, and save that image in a JPEG, .jpg, .gif, .bmp, or .png format.

Next, highlight, color, circle, or point to a Call Number area, and save *that* image. Go back to your basic image, color the next call number range, and so on.

### **Add a Map**

In Maps Management, you will add call number ranges and the map that applies to that range.

Click the plus icon, fill in the call number range,

drop your map image in the record, and Save.

You can also have a description that shows with the map and a note that does not.

Note you can use the gear menu to add, duplicate, or remove a map entry, and to browse for your map picture or remove it.

## **Researcher**

Now in the Researcher, click on an item with that call number, click on the map icon, and you will see the map for that call number range.

Teach your patrons how to view the map, so they can find books in the library!