

Help & FAQs on Librariansworld.com

Following are the FAQs & Help for effective usage of Librariansworld.com

Normally for most of the websites have authors on various topics and an editor panel monitors the content. All the registered user normally read the information.

Librariansword has a unique model wherein anyone who is the member of this site can add/edit information on this site. This in technical terms is called as WIKI. When you become a member of Librariansworld, it is expected that you not only read the information from the site but you also contribute the information, which is not available on the site. It is a democratically managed site, which means every member is authorized to Add, correct & enhance information on this site. So please contribute your knowledge and help to improve Librariansworld. Following are various functionalities on Librariansworld.

User Registration & Password Related ...

You have to be the registered user to make effective usage of this site. There is an option called as 'Register now' on the main page which you can use to register. Please choose an appropriate secret question and answer, which will help in case you forget your password.

1. How much do I have to pay to register or to use this site ?

Nothing. This site is for free. Anyone interested in Library Sciences is welcome to join.

2. I forgot my password ?

On the main screen click on the option 'Forgot Password?' This will ask you the secret question, which you had chosen at the time of registration. If you answer the question correctly then it would send you the password by email to your email ID.

It is always a good practice to change the password often to protect your identity.

3. How do I change my password?

On the main screen there is an option called 'Change Password', provide your original password and also your new password and it would change the password for you.

4. How do I invite my friend to join www.librariansworld.com?

Click on the link 'Invite Friends', this will allow you to send an invitation mail to your friends. This link can be found on the first page left bottom corner of the main screen.

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[My Webpage](#)

You can create your own personal web page on Librariansworld. The process for creating your page is very simple. The moment you become a member of the site a webpage is created for you. However, you should update the information on your webpage by clicking on the link 'My homepage' which appears on the left bottom of the main screen.

5. How can I edit my Webpage or my Profile?

After you login, you will get a link called 'My Webpage', which will appear in the left bottom on your screen (above Logout), from here you can make changes to your profile. There are few heading offered you can Add any additional heading if need be.

6. How do I upload my photograph on the site?

Browse and select the photograph from the local hard disk. And when you save the inform the photograph gets uploaded automatically.

There is a restriction on the size of the photograph (30 Kb) so if you try to upload a photograph, which is very large, it may refuse to upload the same. There are many utilities available to reduce the size of an image.

7. Why is it not uploading my photograph?

Your photograph should be below 30Kb in size, you could check the size of your photograph by right click & property. If the size of your photograph is more than 30Kb then you can use softwares like Adobe Photoshop or similar to reduce the size.

8. How do I send my webpage to a friend?

When you login to Librariansworld.com it will get a link called 'Email this page to a Friend'. Provide the Email Id of the person to whom you wish to forward and an email will be sent to him/her of your webpage.

9. Does the person watching my webpage has to login to check my webpage?

No, the webpage works independently.

10. How do I provide more information about myself on my Webpage?

You can do this by adding one more header on My Webpage link. However you should make sure that the heading you choose is generic because it is going to be made available to others also.

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11. Why should I provide information on my webpage?

Other members of the site will come to know about you more through the information that you put on your webpage hence it is necessary to give proper and as much information as possible.

12. In how many formats can I show my webpage?

There are three formats available in which you can store your webpage. Please choose the appropriate format specified on the 'My Webpage' option.

Event Calendar

Event calendar is shown in the left top corner of the screen. Click on the magnifying lens to enlarge the calendar. Event calendar carries the information about various events, conferences, expos etc.

13. How do I add an Event?

Click on the Add button and it will allow you to add an event. There is a short event name, which should be abbreviation of the event, and details about the event should be entered below. You can also provide a link to the website of the event.

14. Can I see event calendar as a list?

Yes it is possible to view the event calendar as list by choosing the option Display List which appears on the exploded view of the calendar.

15. My event is planned after couple of months but I want it to appear so that my event gets publicized? Should I load my event from today till the date of the event?

No, the event should be uploaded only for the period for which it is available. To publicize the event you should upload news as a bookmark.

Contributing content to Librariansworld.com

Librariansworld.com is a democratically managed site and hence it is expected that every member not only refers to the information but also contributes the information to the site. So if you know any information on the web which can be a website, PDF document, PPT etc you should upload about it on Librariansworld.com

16. Who adds content to Librariansworld ?

Librariansworld is a democratically managed site hence every member is authorized to add information to Librariansworld. You should be a registered user to contribute to Librariansworld. It is expected that everyone who is a member of the site should make

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contribution to this site. So if you have any information that you feel you can share with other Librarians, pl. adds the same to Librariansworld.

17. How can I Contribute to this site?

You should be a registered member to contribute. So if you are not a registered member then please register yourself. Once you login, it becomes possible for you to get the rights to Add & Edit information on this site. Similarly you can also become a member of the online communities.

18. What is a Glossary and how can I add my terms?

Glossary is the usual terms concerning the Library Science. When a term is added under glossary it automatically gets a hyperlink whenever it is used anywhere on the site. So if there are new terms, pl. add them under glossary. It is also possible to edit any of the terms and make changes appropriately.

19. What are Bookmarks?

There are many bookmarks on the web, which are of interest to Librarians. You can now provide a link to such websites from librariansworld. While providing this link you should specify the category of such bookmarks and also the format (e.g. Website, PDF, Rich Text etc.)

Please make sure that you are not copying the complete content from any other website. Because this will be the violation of the copyright law. Please make sure that you follow the principle of Fair Usage while uploading the information.

20. Are there any copyright issues if I upload some information on Librariansworld?

First of all do not upload any work which is of the type Original work on Librariansworld. Similarly do not copy and paste content from other site instead write your own description but one can point to a site by giving the address of the site. That way one can make sure that there are no copyright violations.

21. Why I am asks me to type in some number every time I try to Add / Edit any information?

The web is full of Spam software and many unscrupulous individuals write automated tools, which keep on pushing information to websites. To avoid this kind of vandalism and to make sure that only humans are using the site, we are using a standard technique called Captcha. <http://en.wikipedia.org/wiki/Captcha>

[Ask Librarians ...](#)

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Librariansworld is a community of Librarians and there are many expert librarians who are willing to share their expertise on various topics. Everyone in this community is an expert and also a novice hence everyone should attempt to answer the question. Similarly one should also ask the questions.

22. When should I add a question?

Before placing the question on the forum, it will be a good idea to find out if a similar question exists in the database. Searching the answered questions can do this. If there are no answers found then one can add a new question.

23. How do I answer question?

Click on the link Answer to answer a question. One question can have multiple answers so if you have a different point of view then feel free to add a new answer to your question.

[Community \(Special Interest Group\)..](#)

Communities or special interest group is an effective way of keeping in touch with other professionals who are interested in the similar topics. Joining a community is a very simple operation, just click on join community and it would allow you to place a request to join a community.

Creating a Community:

Creating and driving a community is a very responsible job. Please follow following guidelines for the communities.

Interest & knowledge on Community topic: You should have interest and also the expertise on the topic on which you are creating the community. Because unless you do not drive the community by periodically updating the content, keeping latest news and happening in that area, monitoring abuse etc. the community may not become an interesting to others.

Periodical uploads: You should periodically upload information in your community like web bookmarks (which can be interesting articles, websites, news etc.) pertaining to community topics periodically. Similarly you should upload bulletins and broadcast mails to the members to attract them to the community.

Defaults: Defaults settings for the community are available only to the creator.

Multiple Administrators: It is a good practice to have more than one administrator to the community. That way others can share your responsibility and give a faster response. This can be done from the Default option, which appears only to the creator of the community.

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Auto Join: Unless it is not a private community, make the auto join option ON in default. Similarly keep the Discussion topics ON (these are the default settings.) That way you can get more freedom in the community and attract more users to the community. No one likes to be a part of community, which is not democratically governed.

Managing Abuse: It is possible that someone might place an abusive message on the site. If someone finds such abusive report, they can click on the link Report Abuse and you would get New flag next to Abuse Report option. You should check the abuse report and take a decision whether to delete/edit the abusive message. It is also possible for you to bar a member from the community for placing abusive message.

24. Can I add my own community?

Yes you can add your own community but before you add a community you should find out if there are similar communities already available. Because if there are communities already available, others may not want to join your community and communities who are dormant for a long period are likely to removed from the site.

25. Can I restrict who should join my community?

Yes, only the creator of the community can do this. Under the Default – there is an option called as “Auto Join community?” if it is set as Yes then anyone can be a part of the community and if it is set to No then one can not become the part of the community.

Normally it is a good practice to keep the communities on generic topics like technology etc. Auto Join type and specific communities like Associations, Libraries Associations etc. should be restricted from auto joining.

26. Can I restrict the Discussion topics in the community?

Yes, setting the Auto Approve Discussion Topic to Yes can do this. If this is set to No then the Creator or Administrator of the community has to approve every topic that is added.

27. How do I handle abuse?

For every View that is posted on the site there is a link provided called Report abuse. Clicking on the same adds a Abuse Report on that topic. The Creator & Administrator can view the abuse reports. There are two types of actions the administrator can take, either delete the complete view or edit and remove the abusive matter. The administrator also has the right to bar a member from the community.

28. Can I have multiple administrators to a community?

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Yes, there can be multiple administrators to a community however only the creator of a community has the right to declare anyone else as an administrator of a community. The administrators get all the rights similar to creator except the default options.

29. Can I send a mail to everyone in the community?

Yes, when you add a Bulletin under the bulletin board it is possible to send a mail to everyone under the community. Similarly when you view the bulletin, it is possible to get a mail to oneself from there.

Feedback

30. Where can I send my feedback about Librariansworld.com?

There is an option called Feedback in the left bottom corner of the screen, you can send your feedback, suggestions etc. from this option. You can also send an email to helpdesk@librariansworld.com