

# Create a New Library

## Step-by-step guide

1. Click the **Libraries** sidebar item.
2. Click the **Create a new library** button.
3. Enter the library **Name** to display in various screens of the Circulation Manager; e.g., ABC Public Library; this name will be displayed in the active library list in the SimplyE mobile apps
4. Enter a unique **Short name** for the library; this value will be used as the first segment of the URL path in the library's Circulation Manager OPDS /catalog feed
  - a. previously this was a value obtained from NYPL, of the form FLABCL
  - b. the suggested form is a two-letter state abbreviation followed by a short tag identifying the library
  - c. letter case is optional (all uppercase is not required), though consistent usage is preferred for all libraries configured in the Circulation Manager
5. Enter an email address into the **Patron support email address** field, which the library has designated for their patrons to submit help requests
  - a. This field is *required*.
  - b. The email address must be valid.
6. Enter a valid email address into the **Default email address to use when notifying patrons of changes** field;
  - a. This email address is needed to handle email notifications that come directly from the remote content vendor (OverDrive and others); the SimplyE system does not currently send any emails
  - b. The email address is *required* in order for the SimplyE Circulation Manager to submit the hold request to the content vendor; the content vendors normally use this email address to notify patron of hold request updates
  - c. This email address should be set to *discard or bounce all email sent to it* (your email support staff can help with this) because it contains potentially sensitive information about patron activities
  - d. An example of an email address you may have seen that performs this function is `no-reply@example.com`
  - e. **NOTE:** There is currently no support in the SimplyE app for *automated* hold request notifications (see *About Hold Notifications* for information about current development); patrons must check hold status manually through the app
7. Select a color for the library's mobile app theming; this field is optional but recommended
8. You can upload a logo image (in PNG, JPG, or GIF format, 135x135px required); this field is optional but recommended
9. The `eng` English language code is supplied by default; enter language codes for any other primary languages represented in the library's collection(s); e.g., `spa` for Spanish
10. Click the **Add** button to the right of the primary language field if added.
11. For production use, there are a number of other elements you should supply: help pages, loan periods, etc.; however, these are sufficient for testing.
  - a. If you do not set the focus and service areas, they will default to "Everywhere"
12. Click the **Submit** button to create the library in the Circulation Manager.

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