



Accounts & Profiles to Update Regularly

FAQ & Resource Sheet

Questions? E-mail the district consultants at consultant@snoelibraries.org.

What are some accounts or profiles which my library should keep updated on a regular basis?

Google & Social Media: Hours & Contact Information

If someone searches for your library, does the correct information come up? Hours, address, name, etc.? Are Google photos or social media posts recent? Are inactive social media accounts deactivated (not deleted, so you reserve your handle)?

Your Library's Website

Maintain the library's hours and contact information as needed. Ensure all links are accurate/live and that any resources listed are still available.

Integrated Library System (ILS)

Check your ILS to update hours, website and resource links, contact info, etc.

GuideStar | [Website](#)

GuideStar, now a subsidiary of Candid., is a place where donors, grant facilitators, and the general public can look up information on a 501c3 nonprofit.

Library Status Form: POWER Library | [Website](#)

Update the library's hours and services whenever there is a change. If the library needs to be closed three or more regularly operating days, notify your district consultant, system administrators, and complete the [Temporary Closure](#) form.

SHAREit Profile

Maintain contact information and library profile. If the library will temporarily suspend ILL services, use the holiday feature to suspend requests.

Northwest PA United Way 211 | pa211nw.org

This service provides assistance in finding shelter, food, and services in the community. [Start as a Service Provider](#)

Local Community Websites

Check sources such as your Chamber listing, Community Foundations, or any other local networks to make sure information is accurate and up-to-date.

Voicemail messages & email signatures

Update as needed to ensure current information is relayed.
