

Locations: Adding New Ones

Scope: *This document summarizes the process by which new locations are added to Voyager. Please note that creating and maintaining locations in Voyager requires considerable effort over time and new ones will be approved only when absolutely necessary.*

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A. Criteria for creation of a new location

New locations are necessary if the collection in question:

1. Is housed in a building not already covered by a Voyager location, *or*
2. Has its own circulation and/or OPAC display policy (e.g. its records are suppressed from display in the OPAC).

B. Proposals for new locations

Submit proposals to one of the staff members responsible for System / Locations or to a member of ReDS (Resource Discovery Systems). In the proposal, please include the following information regarding the collection in question:

1. Physical location of the collection
2. OPAC display policy (records displayed or suppressed?)
3. OPAC display name, if applicable
Will the material in the collection circulate? Contact Joanne Leary if the materials in the collection will have a special circulation policy.

Proposals will be submitted to ReDS for approval.

C. Creating the new location

If the new location is approved, one of those responsible for System / Locations in the Voyager System Administration client will coordinate the addition of the new location in Voyager, as prescribed in the "Add Location Checklist" in the *Voyager System Administration User's Guide*.