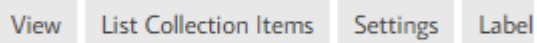


Adding single items in the library

1. Logon
2. Click List Collection Items from the grey tabs:



View List Collection Items Settings Label

3. This MUST show Guidelines International Network – Listing at the top of the page. If it does not, please email library@g-i-n.net and wait for further instructions:



Guidelines International Network - Listing

NEVER create a new collection as this will not be added to the GIN Library.

4. Click Add Collection Item:



+ Add Collection Item

5. Enter the Guideline Title:

Title *

Collection *

6. Select Guidelines International Network from the dropdown Collection menu:

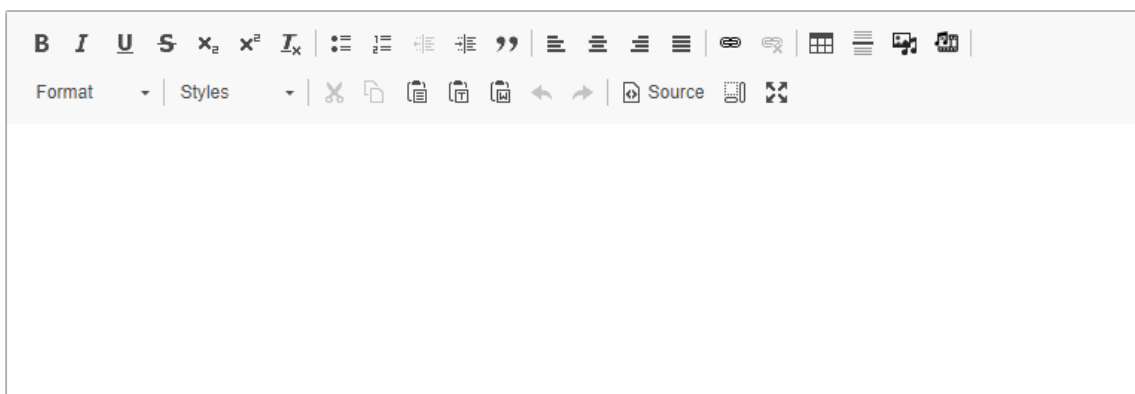
Collection *

Guidelines International Network ▾

7. Ignore the links section – Do not add links to published guidelines here.

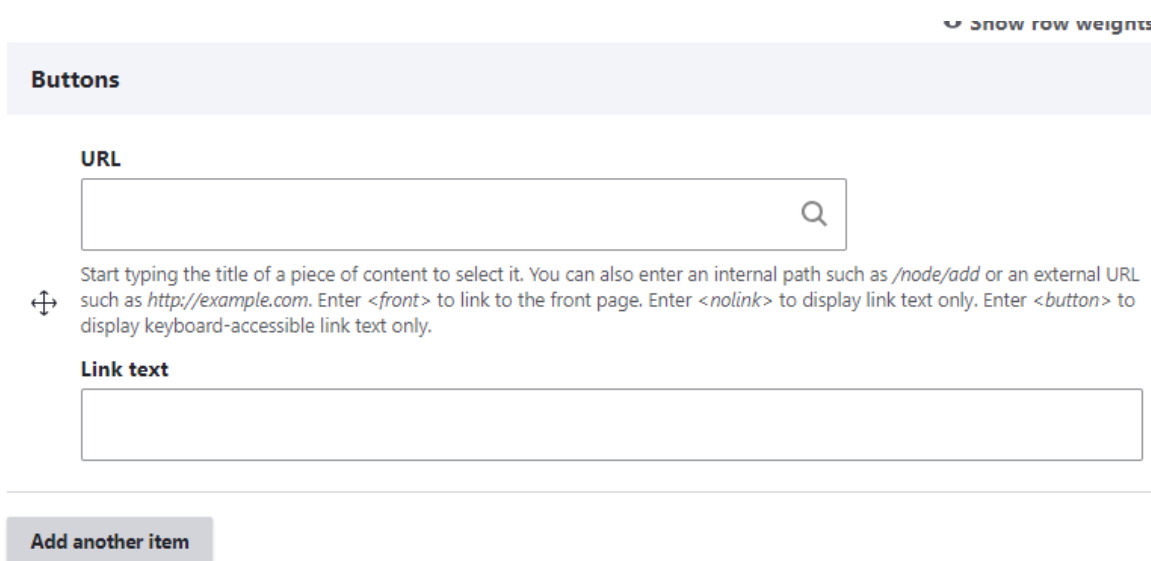
8. Add the MeSH terms in the box:

MeSH Terms



The image shows a rich text editor interface for adding MeSH terms. The toolbar includes standard text formatting options like bold (B), italic (I), underline (U), strikethrough (ABC), subscript (x₂), superscript (x²), and text color (I_x). It also features alignment options (left, center, right, justified), list creation (bulleted, numbered), indentation, quote insertion, link creation, table insertion, and undo/redo. Below the toolbar is a large, empty text area for entering MeSH terms.

9. If your guideline is PUBLISHED, complete the following sections under Buttons:

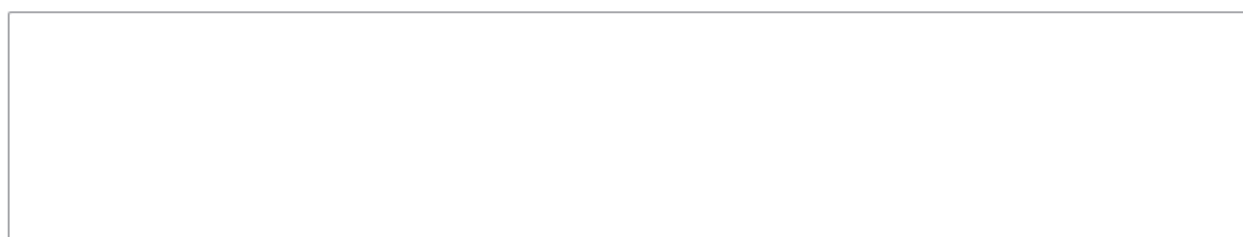


The image shows a section of a form titled "Buttons" with a "Show row weights" toggle. It contains two input fields: "URL" and "Link text". Below the "URL" field is a search icon and a help text block: "Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<nofollow>` to display link text only. Enter `<button>` to display keyboard-accessible link text only." Below the "Link text" field is a button labeled "Add another item".

- URL – add the online link to your published guideline – no files should be added
- Link text – Type the words View Publication
- Click Add Another Item
- Under URL, add the link to your completed Standards Reporting Form
- Link text – Type the words Standards Reporting Form

10. Guidelines Contact – add the contact name and/or email address here:

Guideline Contact



A large, empty text input field for providing contact information.

11. English Title Translation – add info here if applicable:

English Title Translation

12. Keywords – add the details here:

Keywords

13. Date for review – add info if guideline is published and applicable:

Date for Review

14. Skip the Record Publish Year field

15. Publication Date – add the date if the guideline has been published:

Publication Date

16. Expected Publication Date – add the date if the guideline is in development:


Expected Publication Date

17. Methods Applied – add details here:

Methods Applied

18. Skip all of these sections – do NOT attached any files please:

NA -- Do Not Use Publication Date



File attachment

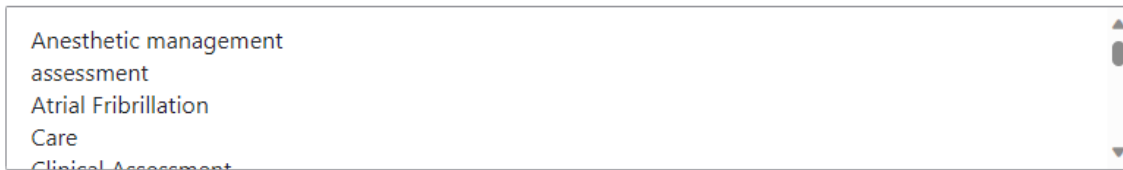
No files have been selected

Private File Attachments

No files have been selected

19. Publication Scope – select all applicable fields. You can multi select by pressing Ctrl and clicking. If the terms you require do not appear, continue and see the process on how to add filter vocabularies. Once added you will need to go back into the guideline to add the newly added filter vocabularies.

Publication Scope



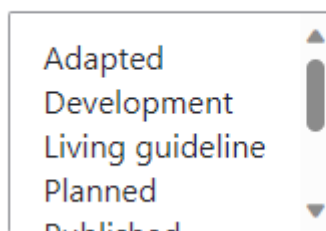
20. Countries of application – select all applicable fields. You can multi select by pressing Ctrl and clicking. If the terms you require do not appear, continue and see the process on how to add filter vocabularies. Once added you will need to go back into the guideline to add the newly added filter vocabularies.

Countries of Application



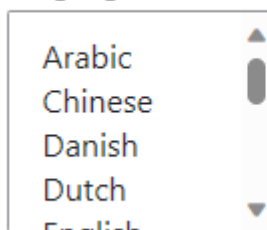
21. Guideline Publication Status – select the applicable status for the guideline:

Guideline Publication Status



22. Languages - select all applicable fields. You can multi select by pressing Ctrl and clicking. If the terms you require do not appear, continue and see the process on how to add filter vocabularies. Once added you will need to go back into the guideline to add the newly added filter vocabularies.

Languages



23. Authors - select all applicable fields. You can multi select by pressing Ctrl and clicking. If the terms you require do not appear, continue and see the process on how to add filter vocabularies. Once added you will need to go back into the guideline to add the newly added filter vocabularies.

Authors

AAFP (US)
AAN (US)
AAO HNSF (US)
AAOS (USA)
Academy of Nutrition and Dietetics

24. Willingness to Collaborate – select Yes or No:

Willingness to Collaborate

No
Yes

25. Ignore all of these fields:

Publication Year

1998
1999
2000
2001
2002

Loan Return date

dd/mm/yyyy 

^ **Loan User**

Label:

Current state: Published

Change to:

Published 

Schedule transition

26. Click Save

Save

Preview

For full details on how to manage collection items in the library, please follow this link: [Collections – Stacks for Libraries \(stacks4libraries.com\)](https://stacks4libraries.com)