

# Map Out Spring, Map Out the Library

Tip for: 02.01.16

Chart your course for navigating the library with Maps! With spring around the corner, we all think of Punxsutawney Phil and whether spring will come early.

Creating maps is a great way to have your collection emerge from its burrow.

Maps are a great way to help your students find your books. You do need to have an image file to put into maps, so be creative. You can use applications like MS Paint or Google Drawings, or use actual pictures that you take.

Maps in Alexandria will work with most image files (e.g. jpg, gif, png, bmp). It's easy—let's get started!

To add a map:

- Click on the **+** icon.
- Set the **Call Number Range**
- Provide a **Map Description** (if applicable)
- Provide a **Map Note** (not visible to your patrons)
- Drag and drop your image where it says **Drop Image here**
- Click **Save** in the upper right-hand corner

Your maps will display for books that fall under the corresponding call number range. As you can see, you don't need to be a cartographer to create maps in your library. Give it a try!



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