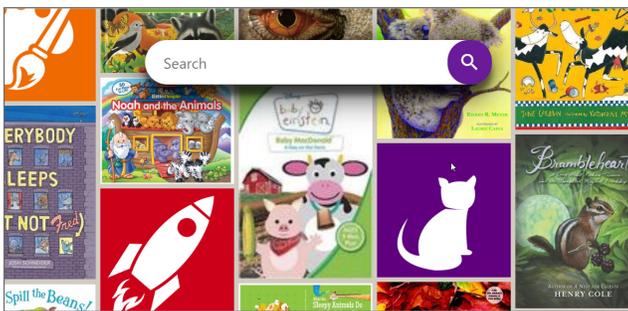
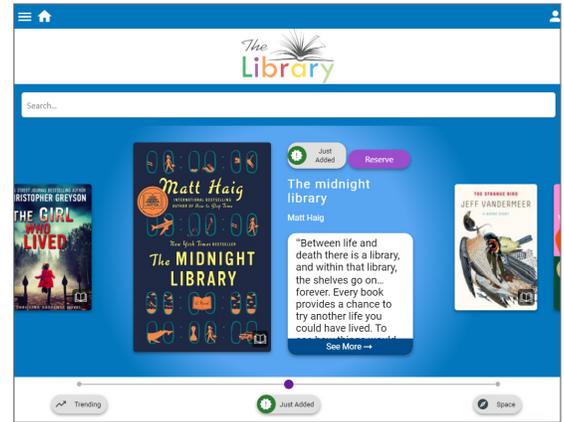



Atrium®
Gallery
HANDBOOK

Introduction	2
Enable the Gallery Interface	2
Setup Checklist	3
OPAC Administration.....	4
Inline Editing.....	5
Quilt Setup.....	8
KidZviZ Interface.....	10
Patron Searching	11
Search Options.....	12
Search Tabs.....	13
Interactive Scrolling.....	14
Advanced Filters.....	15
Search Results.....	16
Snapshot Tab.....	18
Community Search Results.....	19
Reserves	20
Reviews	21
Gallery Menu	22
Patron Accounts	23
Patron Dashboard.....	24
Fines Tab.....	25
My Lists Tab.....	26
Watching Tab.....	27
Community Tab.....	28
Account Tab.....	29
History Tab.....	30
Atrium Resources	31
Product Support	31

Introduction

Gallery is Atrium’s sleek, modern **OPAC** interface that works well for both public and school libraries. **Gallery** makes searching easy and showcases new and popular items on the home page so patrons can immediately access library resources. The home page also displays messages, links, and library hours (all customizable). Patrons can sign in to view their account information on a user-friendly and visually engaging dashboard.



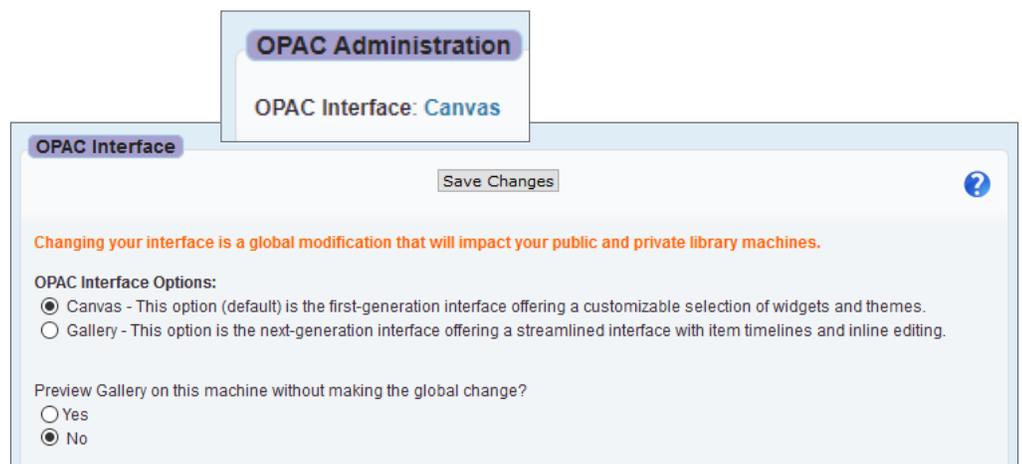
Gallery provides two **OPAC** interfaces for children. **Quilt** (default, shown here) displays item dust jackets so younger patrons can begin browsing age-appropriate books; they can also click delivered quilt “patches” to search for items by category such as **Pets** or **Space**, or you can create your own custom ones. Another option is **KidZviZ™**, which allows searching by grouped categories such as **People**, **Places**, and **Things**.

This handbook begins by discussing **Gallery** setup options on the administrative side of Atrium and then covers several features available for patrons and librarians.

Enable the Gallery Interface

First, you need to enable the new interface. You have the option to try preview mode to get the feel of **Gallery** before changing it for everyone, or you can globally enable it from the start. You must have the **Set OPAC Administration Information** worker permission to set up **Gallery**.

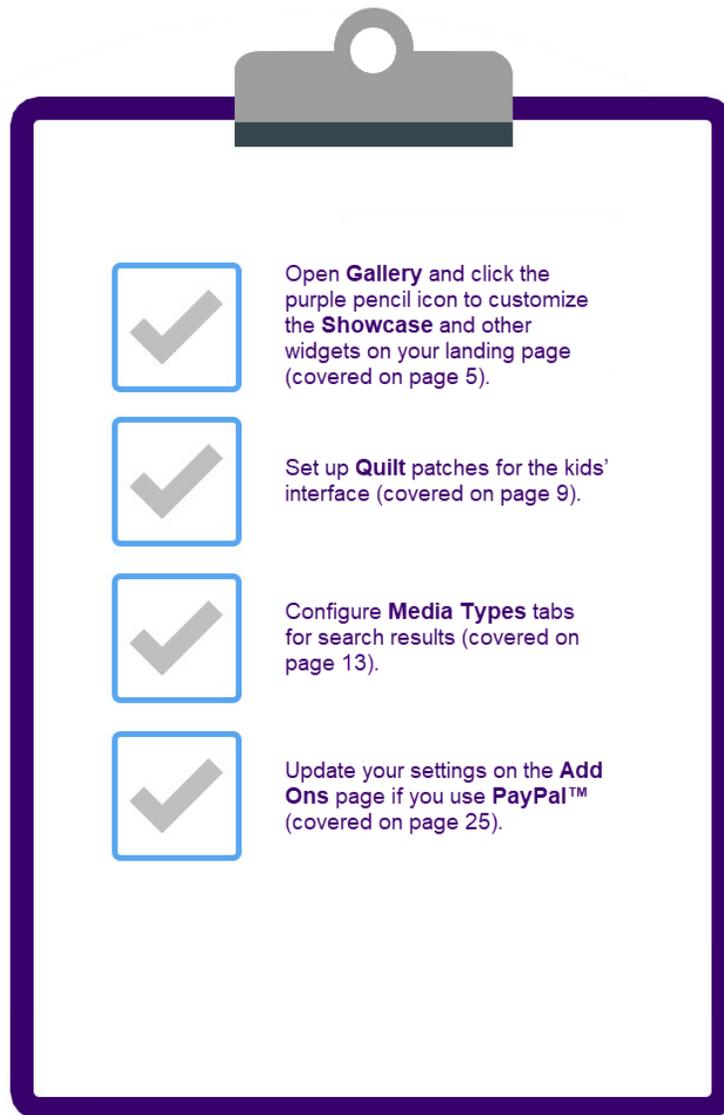
1. Click **Administration** from Atrium’s **Menu Bar**, and then click **OPAC**.
2. In the **OPAC Interface:** field, click the **Canvas** link to open the **OPAC Interface** form.
3. Click **Gallery** to globally enable the new interface for everyone, or click **Yes** if you prefer to preview **Gallery** on your computer first.



Getting Started

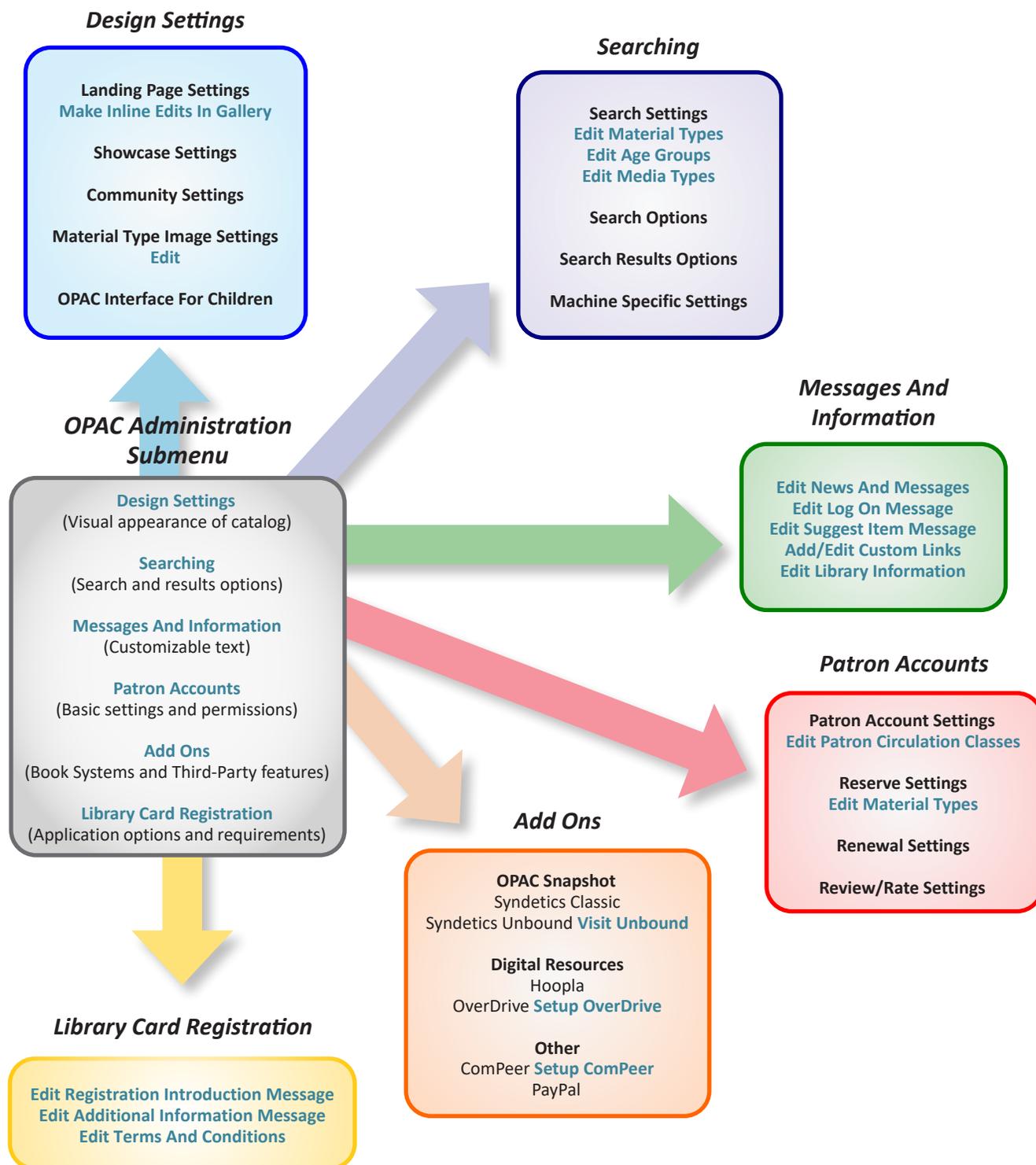
If you are an existing customer using the **Canvas** interface, there are four key things to consider when moving to **Gallery**. Below is a checklist of key tasks you need to do; detailed steps for each are covered later in the document.

No additional setup is required for patrons; all patron settings for reserves, account permissions, etc. stay the same. All of your saved library information carries over from one interface to the other as well. You will still use the **OPAC Administration** form to make edits to your **Library Information, Custom Links, News And Messages**, and more.



OPAC Administration

Use the chart here as a road map to find the **Gallery** settings you need. These forms allow you to establish basic preferences as well as more advanced customizations. Most forms contain subsections with more options.



Inline Editing

The following widgets display by default on the home page:

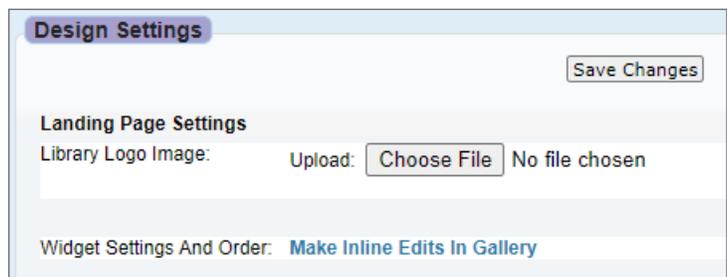
- **SHOWCASE** - a carousel of items that are **Trending** and **Just Added**
- **NEWS AND MESSAGES** - a post of any useful information you want to share with patrons
- **LIBRISTA MARKETING** - a blurb about the mobile **OPAC** app with download links
- **LINKS** - a list of custom links
- **LIBRARY INFORMATION** - operation hours, directions, etc.



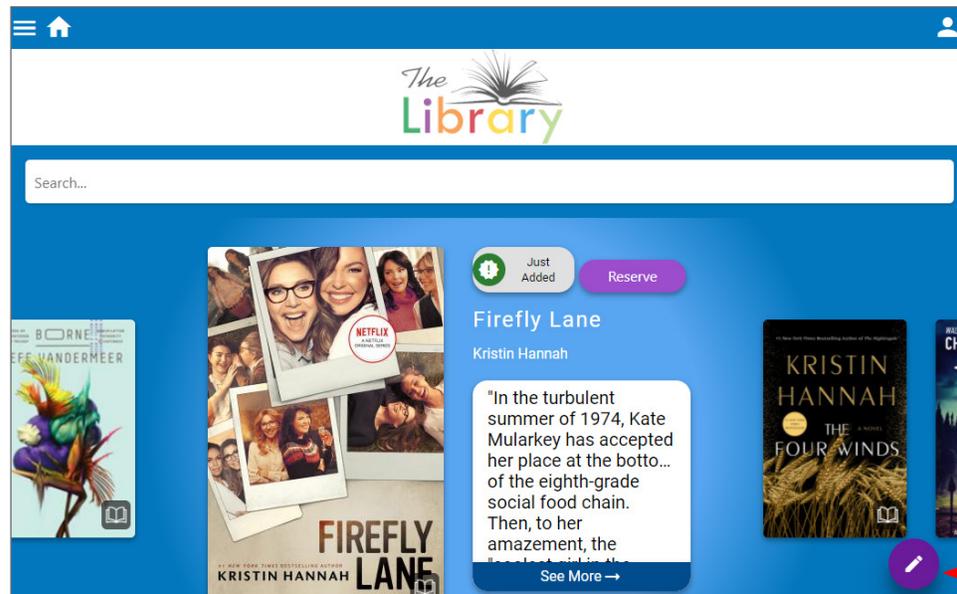
If you already entered information for applicable widgets on related forms in Atrium when you were using **Canvas**, that content automatically displays for **Gallery**.

You can edit, rearrange, and remove widgets directly within **Gallery**; you can also add more widgets that contain **Community** posts or items from published **Lists**. When you are logged on to the administrative side of Atrium, you can open **Gallery** in **Editing Mode** in one of two ways:

- Click **OPAC** at any time from the **Menu Bar**.
- Click **Administration** from the **Menu Bar**.
Click **OPAC**, **Design Settings**, and then **Make Inline Edits In Gallery**.



Because you are logged on as a librarian, an edit icon displays in the lower, right-hand corner. Click the icon to enable **Editing Mode**.



Atrium® Gallery Handbook

Click to preview changes as patrons would see them.
Then click **Publish** to save changes.

Open a pop-up or form in Atrium (new tab) where you can edit the widget contents.

You can customize the categories displayed in the **Showcase** widget in a pop-up directly in **Gallery** (see next page). Other preferences can be configured in Atrium: you can open the **Design Settings** form to configure *Showcase Settings*, and you can also specify what items should be included via the **Edit Age Group** and **Edit Material Type** forms.

Click to rearrange widgets.

Click to remove the widget.

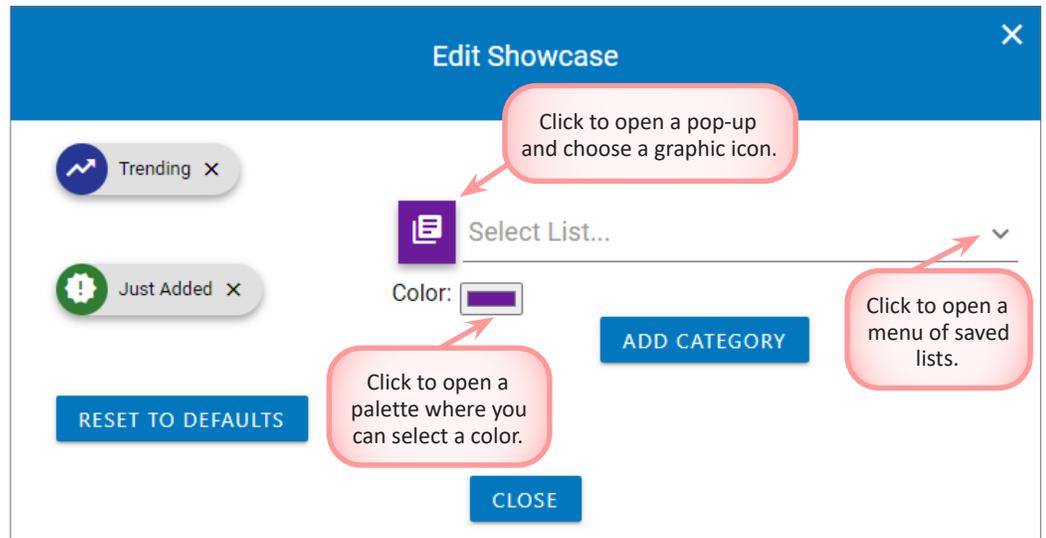
Refresh the current widget to see changes made in Atrium. This prevents refreshing the full page and losing other interface changes.

Open a pop-up where you can add a new widget.

You can add a published list to the existing **Showcase** or as a standalone widget on the landing page.

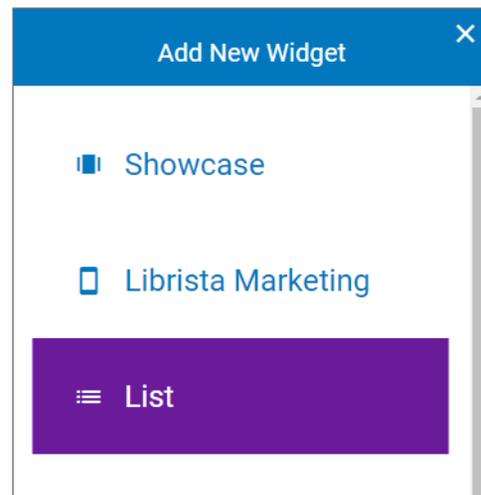
To add/edit Lists on the Showcase

1. Click the edit icon on the **Showcase** widget to open the **Edit Showcase** pop-up.
2. Make selections (pictured to the right) and then click **ADD CATEGORY**.
3. Click an existing category, make changes, and then click **SAVE CATEGORY**.
4. Click **RESET TO DEFAULTS** to return to the delivered categories.
5. Click **CLOSE** when you are finished.

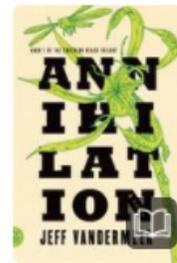
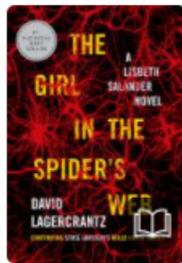
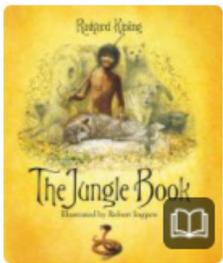


To add a standalone List widget

1. Click the plus icon to open the **Add New Widget** pop-up.
2. Click **List** to open the **Add New List** pop-up.
3. Make a selection using the drop-down list.
4. Click **ADD**.

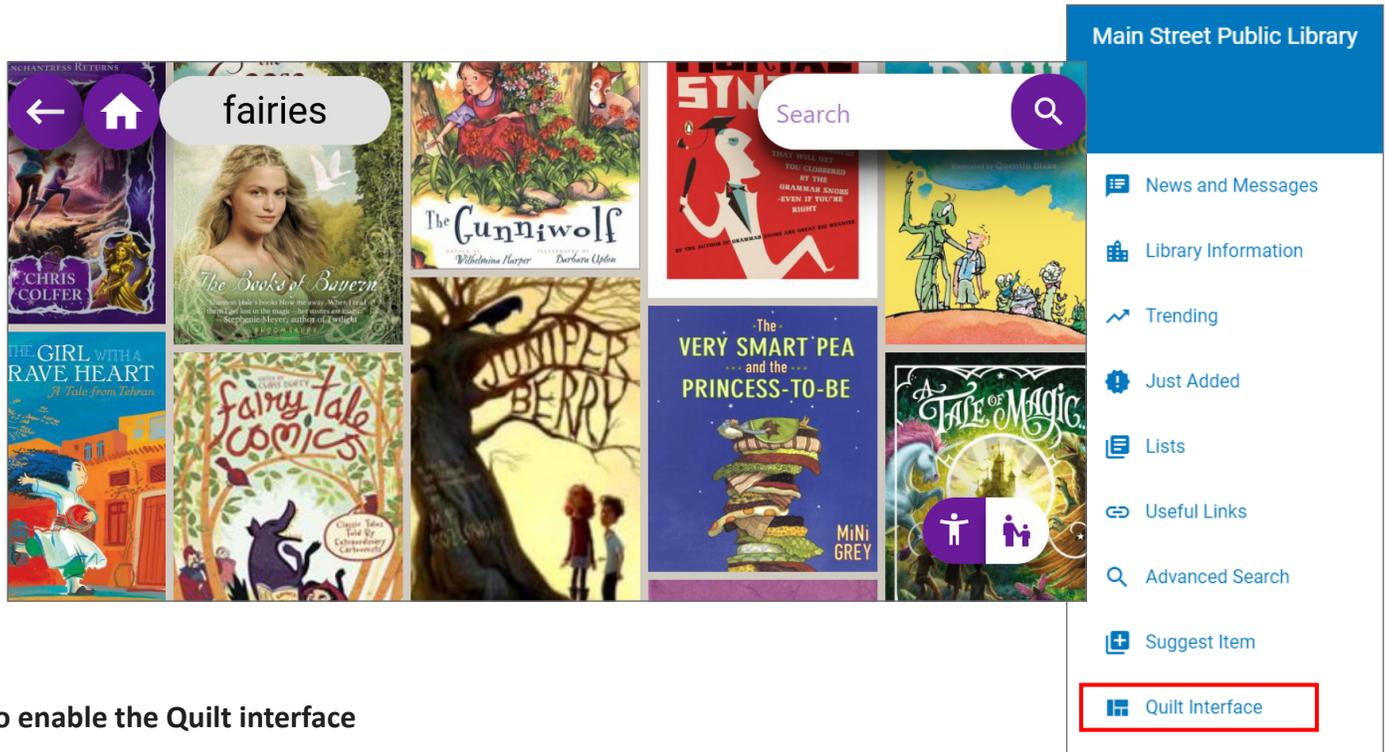


BOOKS COMING TO THE BIG SCREEN



Quilt Setup

Quilt displays dust jackets and search categories in a patchwork design to make it easy for children to find resources. You can set **Quilt** as the default interface for specific machines; otherwise, patrons can click **Quilt Interface** at any time from the **Gallery Menu**. You can also set up search preferences and add categories called “patches.”



To enable the Quilt interface

1. Click **Administration** from Atrium’s **Menu Bar**, and then click **OPAC**.
2. Click **Design Settings**.
3. If needed, click **Quilt** under **OPAC Interface For Children**.
4. To make this the default for this machine, click **Yes**.
5. Select a branch (**Centralized** only) to filter search results.
6. If needed, change the search term for the home page; when the interface opens, the pathwork pulls all items that match this key term.
7. Click **Save Changes**.

OPAC Interface For Children	
Catalog Default:	<input checked="" type="radio"/> Quilt <input type="radio"/> KidZviZ
Quilt Settings [?]	
Enable Quilt For This Machine:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Default Branch For This Machine's Search Results:	ALL <input type="button" value="v"/>
Quilt Patches:	Quilt Patch Setup
Initial Search Term For Quilt Landing Page:	Kids

To set up Quilt patches

1. Click **Quilt Patch Setup** from the **Design Settings** form.
2. On the **Quilt Patches** form, click **Create**.
3. Enter a name for the search category.
4. Select an icon for your patch from the **Image**: drop-down list.
5. Select a color for the icon's background from the **Image Background Color**: drop-down list.
6. Choose either "**Expert Search**" or "**List**" from the **Search Result Type**: drop-down list.
 - **Expert Search** - Use the drop-down lists, fields, and radio buttons to set advanced search criteria.
 - **List** - Select a published list using the secondary drop-down menu.
7. Click **Clear** to empty fields and start over, click **Cancel** to discard your patch altogether, or click **Save** to keep your patch.

The image below shows example patches with associated search criteria.

The screenshot displays the 'Quilt Patches' management interface. At the top, there are 'Create' and 'Go Back' buttons. Below is a table with columns for Name, Image, Type, and Action. The table lists six categories: Art and Graphic Novels, Crafts, Mythical, Pets, Science, and Space. Each row includes a representative icon, a search criteria string, and a set of action links (Preview, Edit, Delete). Two red callout boxes are present: one pointing to the 'Preview | Edit | Delete' links in the first row with the text 'Click to open Quilt and confirm that you get the expected results for your search criteria.', and another pointing to the same links in the third row with the text 'Click to modify or remove quilt patches as needed.' At the bottom of the interface, there are 'Create' and 'Go Back' buttons.

Name	Image	Type	Action
Art and Graphic Novels		Search - Keyword contains phrase 'Art' or Keyword contains phrase 'Graphic Novel'	Preview Edit Delete
Crafts		Search - Keyword contains phrase 'Origami' or Keyword contains phrase 'Crafts'	Preview Edit Delete
Mythical		Search - Keyword contains phrase 'magical creatures' or Keyword contains phrase 'unicorns' or Keyword contains phrase 'fairies'	Preview Edit Delete
Pets		Search - Keyword contains phrase 'Cat' or Keyword contains phrase 'Dog' or Keyword contains phrase 'Pet'	Preview Edit Delete
Science		Search - Keyword contains phrase 'Science'	Preview Edit Delete
Space		Search - Keyword contains phrase 'Space' or Keyword contains phrase 'Rockets'	Preview Edit Delete

KidZviZ Interface

This child-friendly interface can be used by your library's younger patrons instead of **Quilt**. Once enabled (**Design Settings** form), interactive search options allow children to easily find what they need. You can also choose specific themes as needed.

OPAC Interface For Children

Catalog Default: Quilt KidZviZ ←

KidZviZ Settings

Default Theme: KidZviZ default Browse... Preview

Additional configuration options are also available on the **Searching** form. To access **KidZviZ** from **Gallery**, click **KidZviZ Interface** in the **Gallery Menu** (covered later). For more detailed information, refer to the online Help files.

The screenshot shows the KidZviZ interface for Main Street Public Library. On the left is a navigation menu with items like 'News and Messages', 'Library Information', 'Trending', 'Just Added', 'Lists', 'Useful Links', 'Advanced Search', 'Suggest Item', and 'KidZviZ Interface' (highlighted with a red box). The main content area features a search bar with a 'GO' button and several subject 'bubbles' including 'Sports/Activities', 'Nature', 'Things', 'Places', 'People', and 'Fiction'. A central cartoon character, Vizzie, is shown. Callout boxes provide instructions: 'Click Vizzie to return to the home page.' (pointing to the character), 'Enter a keyword to search. Additional navigational icons display below (based on settings).' (pointing to the search bar), 'Use the Searching form to choose Enhanced (shown here) or Basic categories for your subject "bubbles."' (pointing to the subject bubbles), and 'Click to open the Library Information page.' (pointing to a question mark icon at the bottom left). The BookSystems logo is visible in the bottom right corner.

Patron Searching

Gallery is a modern interface intuitive for all ages. Patrons can easily get started searching on their own; this document covers key features and ways you can customize their search experience.

Patrons can find library items in one of two ways: by scrolling through the widgets on the home page (depending on settings) or by searching via the search field at the top. On the **SHOWCASE** widget, patrons can click the dust jacket or click **See More** to open full details, or they can click **Reserve** to place a hold on the item. Patrons can also click a dust jacket from the **List** widget to find item details. If patrons enter a search term in the top field, results display. Patrons will see various options to filter results, save items for later, and more.

This tab displays if you enable the **Show Community Search Results** setting on the **Searching** form.

You can set up **ComPeer™** on the **Add Ons** form so patrons can look for items at other participating libraries.

You can set up these tabs on the **Add/Edit Media Types** form so patrons can narrow their results further.

Patrons can click here to see more options, or they could open **Advanced Search** from the **Gallery** menu without entering a search term first.

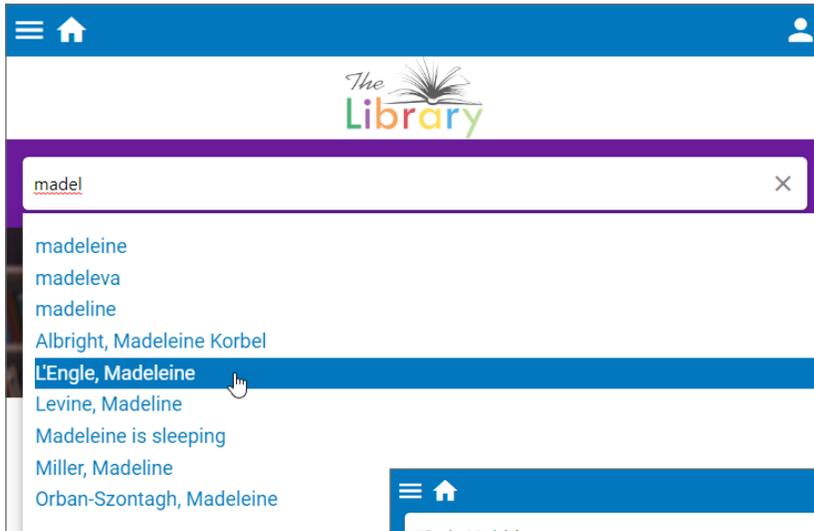
Some filters, such as **Age Groups**, reflect options created in the **Catalog Administration** submenu.



When patrons view published lists, they will see similar sorts, filters, reserve/save options, and others as applicable.

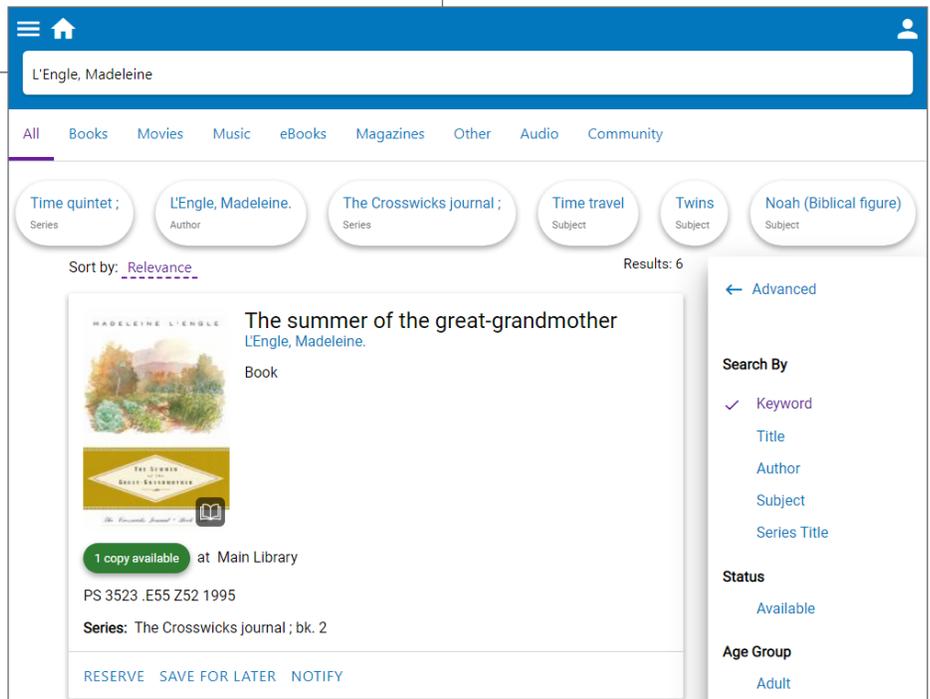
Search Options

You can customize your patrons' search experience with optional settings in Atrium like **Search As You Type** and **Faceted Search**.



With the **Search As You Type** setting enabled, results display as patrons type in the search bar, so partial search terms can be used. This is helpful if you are unsure of the correct spelling or if you want to find an item as quickly as possible.

With the **Display Faceted Results** setting enabled, patrons can browse for similar items related to a search; patrons can click chips grouped in *Author*, *Series*, or *Subject* categories to run a different search.



To enable these search options

1. Click **Administration** from Atrium's **Menu Bar**, and then click **OPAC**.
2. Click **Searching**.
3. Next to the setting, click **Yes**.
4. Click **Save**.

Search Tabs

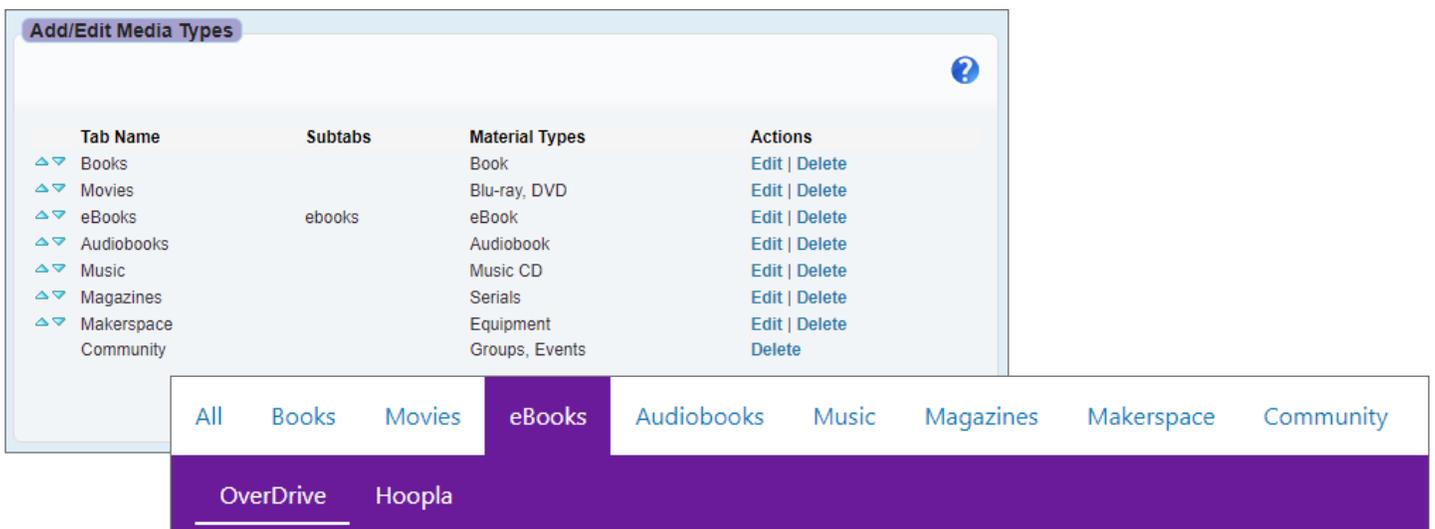
You can set up custom tabs so patrons can filter results by material type. If needed, you can include more than one type per tab; for example you may combine DVDs and Blu-rays under **Movies**. If you have a subscription to **OverDrive** or **Hoopla**, you need to configure a special subtab so that those services display under **eBook** in **Gallery** search results.

To configure Media Types for search tabs

1. Click **Administration** from Atrium's **Menu Bar**, and then click **OPAC**.
2. Click **Searching**.
3. Under **Search Settings**, click **Edit Media Types**.
4. Create tabs for books, magazines, movies, etc.:

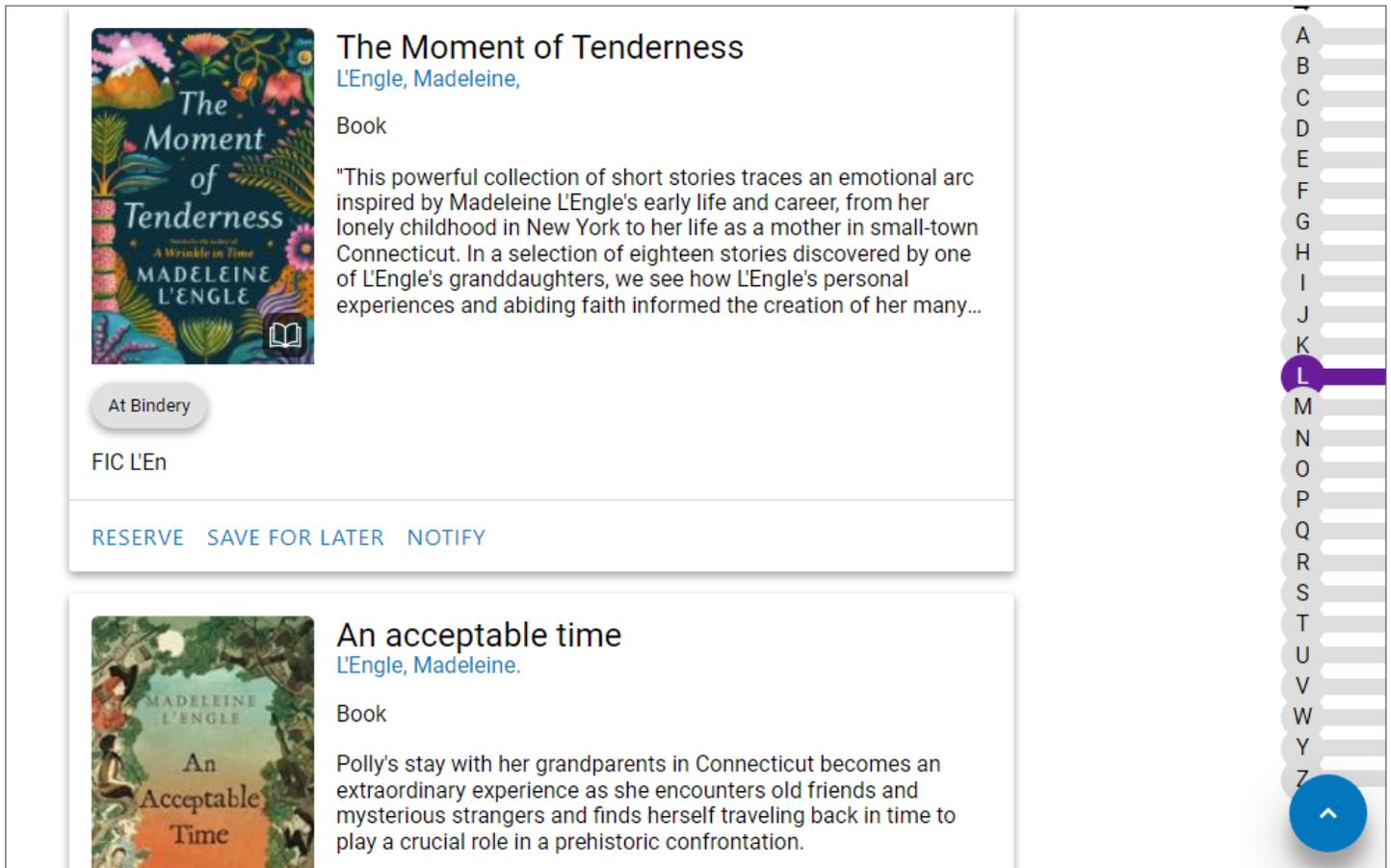


- Click **Add Tab**.
 - Enter a name.
 - Under **Selected Material Types**, click one or more choices to group under this tab.
 - Click **Save**.
5. Create an **eBooks** tab:
 - Click **Add Tab**.
 - Enter a name.
 - If you have an **OverDrive** or **Hoopla** subscription, use the **Subtabs** drop-down list to select *eBooks*.
 - Under **Selected Material Types**, click one of the options.
 - Click **Save**.
 6. If you have Community groups/events, click **Add Community Tab** so patrons can filter for those.
 7. Use the arrows to the left of the tab names to rearrange the display order in **OPAC**.



Interactive Scrolling

If a patron gets a large number of search results, they can use interactive scrolling to jump to specific areas. Scroll down past the filters; then drag the purple bar to a specific jump point. If the search results have been sorted, sections are labeled with logical divisions. For example, sorting by author or title displays letters of the alphabet, while sorting by Call Number displays numbers from your results.



The screenshot displays a library catalog interface with two book entries and an interactive alphabetical scroll bar on the right. The scroll bar has letters A through Z, with 'L' highlighted in purple. A blue arrow button is at the bottom of the scroll bar.

The Moment of Tenderness
L'Engle, Madeleine,
Book
"This powerful collection of short stories traces an emotional arc inspired by Madeleine L'Engle's early life and career, from her lonely childhood in New York to her life as a mother in small-town Connecticut. In a selection of eighteen stories discovered by one of L'Engle's granddaughters, we see how L'Engle's personal experiences and abiding faith informed the creation of her many..."
At Bindery
FIC LEn
RESERVE SAVE FOR LATER NOTIFY

An acceptable time
L'Engle, Madeleine.
Book
Polly's stay with her grandparents in Connecticut becomes an extraordinary experience as she encounters old friends and mysterious strangers and finds herself traveling back in time to play a crucial role in a prehistoric confrontation.

Advanced Filters

The images below show the advanced filtering options. Under **TERMS**, patrons can select the search type, enter a search term, and choose how the criteria should be combined. Under **STUDY PROGRAMS**, patrons can change search criteria based on the program they use.

TERMS

[Keyword](#)

[Contains](#)

[Author](#)

[Begins With](#)

Search Term

science fiction

And
Or
And Not

Search Term

Vand

×

+

STUDY PROGRAMS

[Accelerated Reader](#)

READING LEVEL

4.2 to 5.8

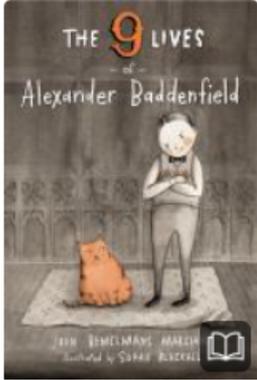
POINT VALUE

0 to 20

Interest Level

All Levels ▼

If you filter results by study program, related information displays in the search results and on the **Overview** tab so patrons can immediately find items that best fit their needs.



The 9 lives of Alexander Baddenfield

Marciano, John Bemelmans.

Book

Twelve-year-old Alexander Baddenfield, the last in a long line of evil men who die young, has his cat's extra eight lives transplanted into his own body, while his caretaker, Winterbottom, strives to keep him safe.

1 copy available

at East Branch

FIC Mar

Accelerated Reader:

5.6

Reading Level

3

Points

MG (4-8)

RESERVE
SAVE FOR LATER
NOTIFY

Search Results

When patrons click items in the search results, tabs display across the top. Patrons can click dust jackets or the **More** tab to open full details.

If the item is part of a series, the companion items display at the bottom of the search result as shown here (see **SOUTHERN REACH TRILOGY**).

Otherwise, patrons can find related items by clicking the **Similar** tab. The carousels displayed here may show matches to series, authors (or illustrators), and subject headings.

If you click the **More** tab in search results, the item's full details open. The options beneath the dust jacket mimic what patrons see at the bottom of search results:

- **RESERVE** - Patrons can place a hold on items. You can enable reserves and manage related settings on the **Patron Accounts** form.
- **SAVE FOR LATER** - Patrons who are logged on can add items to a list for later reference; guest users of your online catalog can also create temporary printable lists.
- **NOTIFY** - Patrons can get emailed when similar items are added to the catalog. You must enable the **Watching** feature on the **Patron Accounts** form, and patrons must have email addresses saved in their records.

[← BACK TO RESULTS](#)

Annihilation

Jeff VanderMeer

1 copy available at Main Library

Overview Copies Bibliographic Info Similar Reviews Snapshot

Call Number: FIC Van
Format: Book
Age Group: Adult
Series: Southern Reach trilogy 1

Area X has been cut off from the rest of the continent for decades. Nature has reclaimed the last vestiges of human civilization. The first expedition returned with reports of a pristine, Edenic landscape; all the members of the second expedition committed suicide; the third expedition died in a hail of gunfire as its members turned on one another; the members of the eleventh expedition returned as shadows of their former selves, and within months of their return, all had died of aggressive cancer. This is the twelfth expedition. Their group is made up of four women: an anthropologist; a surveyor; a psychologist, the de facto leader; and our narrator, a biologist. Their mission is to map the terrain and collect specimens; to record all their observations, scientific and otherwise, of their surroundings and of one another; and, above all, to avoid being contaminated by Area X itself. They arrive expecting the unexpected, and Area X delivers—but it's the surprises that came across the border with them, and the secrets the expedition members are keeping from one another, that change everything.

More From Syndetics Unbound

Summary Look Inside Series About The Author
You May Also Like Professional Reviews Reader Reviews Tags
Book Profile Awards

RESERVE

SAVE FOR LATER

NOTIFY

If you enable the **Allow Patrons To Review Or Rate OPAC Items**: setting on the **Patron Accounts** form, the tab displays existing patron feedback on the item.

If you want to share this item's details, click the icon and enter an email path into the **Share this item** dialog.

If you have entered your **Snapshot** account information into Atrium (covered on the next page), this tab can be expanded.

If you set up **Syndetics Unbound™** on the **Add Ons** form, patrons will see several sections of additional material; they can click the links here to skip to what they need or scroll down.

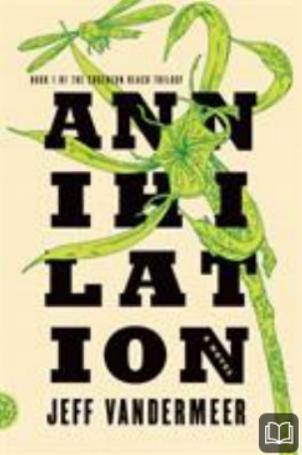
Snapshot Tab

If you subscribe to **Snapshot**, your catalog displays dust jackets for items with ISBNs in their system. Additional enriched content, such as summaries, excerpts, and reviews, displays in the **Snapshot** tab of an item's full details.

To set up Snapshot

1. Click **Administration** from Atrium's **Menu Bar**, and then click **OPAC**.
2. Click **Add Ons**.
3. On the **OPAC Snapshot** form, under **Syndetics Classic**, enter your **Customer ID**.
4. Click **Save**.

[← BACK TO RESULTS](#)



Annihilation
Jeff VanderMeer

1 copy available at Main Library

[Overview](#) [Copies](#) [Bibliographic Info](#) [Similar](#) [Reviews](#) [Snapshot](#)

Title: Annihilation: A Novel
Author: Jeff VanderMeer

Hide Author Notes ^

Jeffrey Scott VanderMeer was born in Bellefonte, Pennsylvania on July 7, 1968. He is an editor, writer, teacher, and publisher. He is the founding editor and publisher of the Ministry of Whimsy Press. He is the author of several books including City of Saints, Madmen, Finch, and The Southern Reach Trilogy. His novel Annihilation won the Nebula Award for Best Novel in 2014. (Bowker Author Biography)

Show Summary v

Show Title Profile v

Show Excerpt v

Show Reviews v

RESERVE

SAVE FOR LATER

NOTIFY

Community Search Results

When patrons search for a keyword associated with a group or event, posts display under a **Community** tab; this must be set up via **Edit Media Types** (see page 14).

Click anywhere inside a card to view three tabs - **Info**, **Contact**, and **Social Media** - where you can find more details.

Clicking **More** opens a composite of all post information.

The screenshot shows a search for "science fiction" with the "Community" tab selected. Two event cards are visible: "Science And Sci-Fi" and "Science Fiction Penny Sale". The "Science And Sci-Fi" card has tabs for "Info", "Contact", "Social Media", and "More". The "More" button is highlighted in the callout. Below the cards, a detailed view of the "Science And Sci-Fi" event is shown, including a "BACK" button, event details, contact information (Who: Laura Grace, Best Contact Method: By Phone, Phone: (555) 555-3336), and social media links for Facebook, Twitter, and Instagram.

Reserves

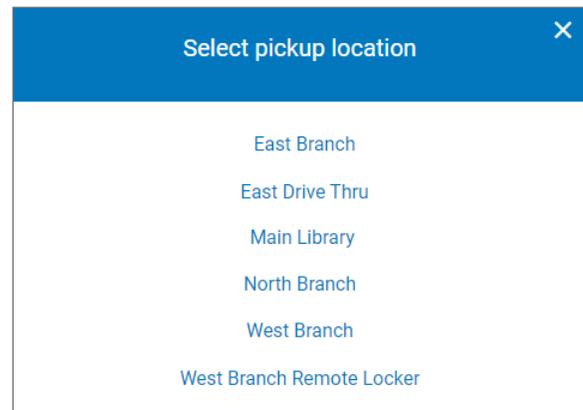
Patrons can place a hold on items if you have the **Allow Patrons To Reserve Items From OPAC:** setting enabled on the **Patron Accounts** form.

As mentioned earlier in this document, there is a **Reserve** button in several locations:

- **Showcase** widget (home page)
- Search results (bottom row of buttons)
- Item details (buttons beneath the dust jacket)

If you have the **Allow Quick Reserve In OPAC:** setting enabled, items are automatically reserved when patrons click the related button. From the **Copies** tab, patrons can click **Reserve** next to a specific location (for **Centralized** users only; the **Reserve Available Copies From Any Location:** setting must be disabled) or next to a specific copy (based on the **OPAC Reserves Must Be Individual Holdings:** setting on the **Edit Material Type** form).

After clicking **Reserve**, patrons can select a pickup location if you have the **Allow Patrons To Specify Pickup Location While Reserving Items:** setting enabled on the **Patron Accounts** form (**Centralized** only).



When successful, the **RESERVE** button changes to **RESERVED** (purple) and displays for that item everywhere the button displays.

All

Available

RESERVED

East Branch

Call Number	Physical Location	Status
FIC L'En	Main Stacks	Out (due back on 05/06/2022)
FIC L'En	Main Stacks	On Reserve
FIC L'En	Main Stacks	In

Reviews

Patrons will see a **Reviews** tab on search results and full details if you enabled the **Allow Patrons To Review Or Rate OPAC Items**: setting on the **Patron Accounts** form.

All patrons will see reviews that have already been added to the item; specified patrons will be able to submit reviews and/or ratings based on permissions.

You can assign these permissions to *groups* of patrons on the **Edit Patron Circulation Class** form or to *individual* patrons on the **Edit Patron** form. You could restrict some patrons to having no permission or to submitting star ratings only. For patrons allowed to submit both star ratings and reviews, you can allow them to review with or without librarian approval.

The screenshot shows the OPAC interface for the book "The Hunger Games" by Suzanne Collins. At the top, it indicates "3 copies available at East Branch, Main Library" and has a share icon. Below this are navigation tabs: Overview, Copies, Bibliographic Info, Similar, and Reviews (which is highlighted). A "REVIEW ITEM" button is visible. The review is by Amanda Baker, who has given a 4-star rating. The review text reads: "Excellent example of dystopian young adult fiction. The prose is sparse and gritty to match the storyline. The characters are well-developed and believable--especially Katniss. I couldn't put it down and went right out and got the rest of the series." Below the review is a form for submitting a new review, including a "Rating:" section with five stars, a text entry field, and a "SUBMIT" button.

Patrons can click **REVIEW ITEM** to open grayed out stars and a text entry field (depending on their permissions).



To approve pending patron reviews, open the **Patron Reviews Needing Approval** report from the **Standard Reports** form. All reviews display on the **Patron Reviews/Ratings** report.

Gallery Menu

From any area in **Gallery**, patrons can click the menu icon in the upper, left-hand corner to open a list of useful options.

Main Street Public Library

Ruthie

- News and Messages
- Library Information
- Trending
- Just Added
- Lists
- Useful Links
- Advanced Search
- Suggest Item
- Quilt Interface

SIGN OUT

Account & Sign Out

Patrons can access their account dashboard by clicking on their logged on name at the top or sign out using the button at the bottom. These options only display when patrons are signed in.

News and Messages

Patrons can view information you enter on the **News And Messages** form.

Library Information

Patrons can view library hours, directions, contact information, etc. Customize this content from the **Library Information** form.

Trending & Just Added

Patrons can see the same items from the **Showcase** widget on a new page in search results format.

Lists

Patrons can explore published lists. Clicking a list name displays items included, and clicking **See More** shows complete results.

Useful Links

Patrons can open a list of the resources you added on the **Custom Links** form.

Advanced Search

Patrons can open filtering options, including Study Programs.

Suggest Item

If you enter a valid path in the **Email Address For Item Suggestions**: field (**Patron Accounts** form), this option is added to the menu, allowing patrons to send requests for new items.



If you have **ILL** or **Acquisitions** enabled, instead of the email field, you will see the **Allow Patrons To Make Suggestions In OPAC**: setting. When enabled, item suggestions are added to Atrium as requests.

Quilt Interface

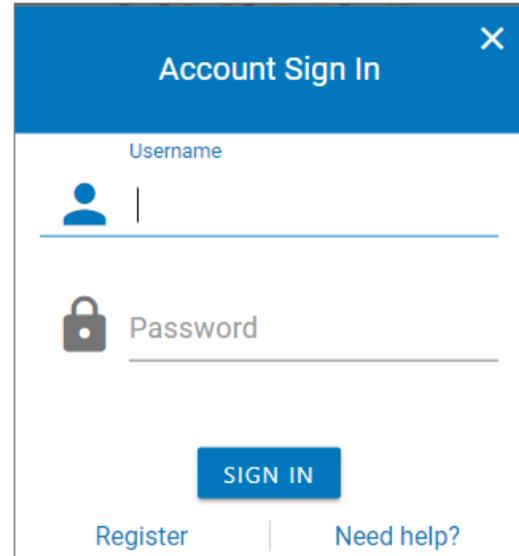
Patrons can switch to the children's interface. If you enable **KidZviZ** (**Design Settings** form) instead of **Quilt**, the menu option changes to **KidZviZ Interface**.

Patron Accounts

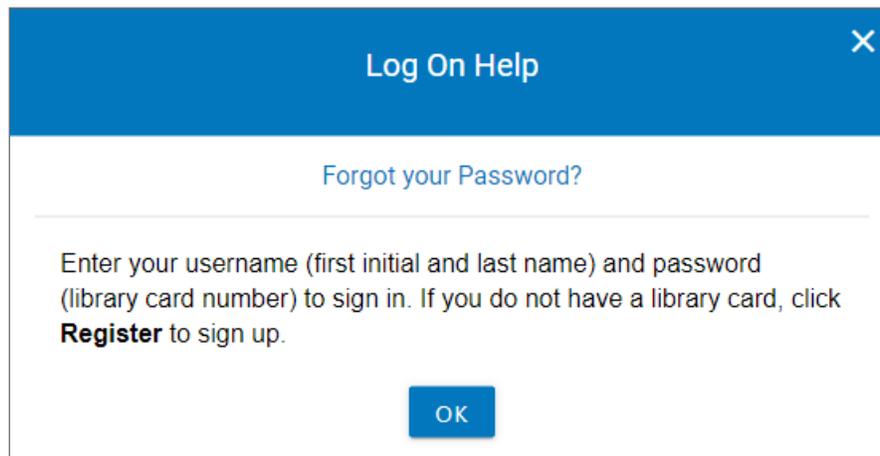
From any area in **Gallery**, patrons can click the patron icon in the upper, right-hand corner to open a pop-up where they can sign in.

If you allow new patrons to register for a library card online, they can click **Register** at the bottom and then enter their data. You can configure related settings in Atrium using the **Library Card Registration** form.

Patrons can click **Need help?** to read any useful instructions you enter on the **Log On Message** form. If you enable the **Allow Patrons To Reset Their Password:** setting on the **Patron Accounts** form, patrons will also see a **Forgot your Password?** link.



The screenshot shows a pop-up window titled "Account Sign In" with a close button (X) in the top right corner. The form contains two input fields: "Username" with a person icon and "Password" with a lock icon. Below the fields is a blue "SIGN IN" button. At the bottom, there are two links: "Register" and "Need help?".



The screenshot shows a pop-up window titled "Log On Help" with a close button (X) in the top right corner. The form has a heading "Forgot your Password?" followed by a horizontal line. Below the line, the text reads: "Enter your username (first initial and last name) and password (library card number) to sign in. If you do not have a library card, click **Register** to sign up." At the bottom center is a blue "OK" button.

Patron Dashboard

Patrons can see an overview of their accounts from this tab after signing in to **OPAC**.

The screenshot shows the Patron Dashboard for a user named Ruthie. The interface includes a search bar, navigation tabs (Dashboard, Fines, My Lists, Watching, Community, Account, History), and a summary of account status (7 History, 0 Overdue, 0 Due Soon, 3 Items Out, 1 Ready for Pickup, 1 Reserved). The main section displays 'ITEMS OUT' with a timeline slider set to 'Now'. Below the timeline, there are task-related links: View My Fines (You currently owe \$4.00), Manage My Lists, Set Up Notifications, and Change My Password.

Callout 1: Tabs allow patrons to find more information and manage their accounts. These display based on settings.

Callout 2: Patrons can click a category (based on settings) to jump to that area of the timeline.

Callout 3: Patrons can toggle between the timeline and list view.

Callout 4: Patrons can click task-related links to switch to another tab.

Fines Tab

Patrons will see all their own fines on the **Fines** tab as well as charges for any patrons they are responsible for. You can set up **PayPal** on the **Add Ons** form (covered below) to display a **PayPal** button here so that patrons can pay their fines online. If the patron has credit, that balance displays instead.

Amount	Type	Item	Comment
\$2.00	Overdue	The Body in the Library : A Miss Marple Mystery	Overdue. Checked in on 02/26/2022 11:11:07AM. Was due on 02/20/2022.
\$2.00	Overdue	The lost symbol : a novel	Overdue. Checked in on 02/26/2022 11:13:24AM. Was due on 02/20/2022.
Total:			
\$4.00			PayPal

Setting up PayPal in Atrium

1. Click **Administration** from Atrium's **Menu Bar**, and then click **OPAC**.
2. Click **Add Ons**.
3. On the **Other** form, next to **Enable Pay Fines With PayPal**:, click **Yes**.
4. Enter your **PayPal Merchant ID** or the email address associated with the library's **PayPal** account.

Other

PayPal

Enable Pay Fines With PayPal: Yes: No:

PayPal Merchant Account ID Or Primary Email Address:

Minimum Fine Amount To Pay With PayPal:

5. Enter a minimum value for fines that can be paid in **OPAC**; depending on your pricing agreement with **PayPal**, you may want to only allow this for higher fines so that the library doesn't lose revenue due to processing fees.

My Lists Tab

Lists are saved collections of items that help patrons organize items of interest. When patrons click **SAVE FOR LATER** from search results or item details, items automatically go in the **Uncategorized** list on the **My Lists** tab.



Any **OPAC** user can create a temporary list which can be printed and remains in the system until **OPAC** refreshes or a patron account is accessed.

The screenshot displays the 'My Lists' tab in the Atrium system. At the top, navigation tabs include Dashboard, Fines, My Lists (selected), Watching, Community, Account, and History. Below the navigation is an 'ADD LIST' button. A callout box points to this button, stating: 'Patrons can add a new list at the bottom and replace "Untitled" with any name. The list will be moved into alphabetical order.'

The main content area is divided into two sections: 'Uncategorized' and 'Reading List'. The 'Uncategorized' section shows three book covers: 'The Midwife' by Jennifer Worth, 'Call the Midwife: Shadows of the Workhouse', and 'Farewell to Mr. East End' by Jennifer Worth. A callout box points to the three-dot menu on the 'Farewell to Mr. East End' cover, listing options: 'Remove', 'Move To' (with a sub-menu showing 'Reading List'), and 'Copy To' (with a sub-menu). A callout box states: 'This menu has options for this specific item.'

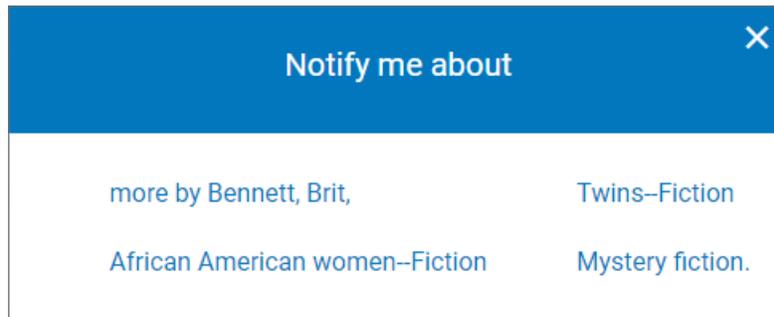
The 'Reading List' section shows seven book covers: 'The Bell Jar' by Sylvia Plath, 'A Tree Grows in Brooklyn' by Betty Smith, 'The Color Purple' by Alice Walker, 'The Vanishing Half' by Brit Bennett, 'The Midnight Library' by Matt Haig, 'The Four Winds' by Kristin Hannah, and 'Fire' by Kristin Hannah. A callout box points to the three-dot menu on the 'Fire' cover, listing options: 'Rename', 'Delete', 'Publish', and 'Print'. A callout box states: 'These are options for this list.'

Another callout box points to the 'Publish' option, stating: 'Patrons only see this option if the **Can Publish Book Lists** check box is enabled on the **Add/Edit Patron** form.'

Watching Tab

The **Watching** feature is enabled on the **Patron Accounts** form. **Gallery** offers the following ways patrons can flag items they would like to receive notifications about: the **NOTIFY** button in search results and options on the **Watching** tab (patron accounts).

If patrons are browsing catalog items and see a title they are interested in, they can click **NOTIFY** and then select the author, related subjects, and/or series for that specific item (if applicable). Options display based on details included in the item's bibliographic record. Patrons can click as many of these options as needed.



If patrons already know an author, subject, or series title they are interested in, they can enter terms directly on the **Watching** tab at any time. They can also modify/remove existing ones.

Patrons see this option if you enable the **Allow Patrons To Auto Reserve Items Matching Watch Terms: setting on the **Patron Accounts** form.**

Patrons can add a new term, select a type, and specify if they want a particular format.

Patrons can click the term to edit the entry, or click the X to delete it.

Community Tab

The **Community** feature (when enabled) lets the library promote gatherings in the online catalog to encourage participation. With permission, patrons can also create posts to showcase their own groups or events. To set up this feature, refer to the **Community Handbook**, available on the **Downloads** form.

Hello, Ruthie SIGN OUT

Dashboard Fines My Lists Watching Community Account History

If needed, filter for groups or events only. → **All** Groups Events

Click anywhere inside a card to view three tabs - **Info**, **Contact**, and **Social Media** - where you can find more details. ←

Horror Fan Book Club
Community Group
We meet once a month on the first Saturday of every month to discuss classic horror stories. Join us at our next meeting on May 2nd when we talk about the family history behind the novel Dracula by Bram Stoker.
[Facebook] [Instagram]
EDIT DELETE Approved

Children's Poetry Corner
Community Event
Join us next Tuesday afternoon with your little one(s) to sit and listen to Mrs. Jones read poems for young children. The poetry will be geared toward ages 4-7, but kids of all ages are welcome to attend! The Poetry Corner starts at noon so arrive early to get a good seat!
When: Tuesday, May 10 at 12:00 PM to 12:30 PM
[Facebook] [Twitter] [LinkedIn]
EDIT DELETE Needs Approval

Based on permissions, some patron posts may need approval. →

Open a form to add a new group or event. → **+**

Choose an Image

All community posts require a name and description; events require a start date. You can enter additional details such as contact information, social media profiles, and more. If preferred, you can upload an image for easier recognition of your post.

Group Event

Basic Info

Name *

Description*

Account Tab

Based on settings, patrons can change their contact information, notification preferences, and more using the **Account** tab.

The screenshot shows the 'Account' tab for a user named Ruthie. The interface includes a navigation bar with tabs for Dashboard, Fines, My Lists, Watching, Community, Account (selected), and History. A 'SIGN OUT' button is in the top right. On the left, a sidebar menu contains: Contact Information (selected), Notification Settings, Manage History, Change Password, and Library Card. The main content area is titled 'Hello, Ruthie' and contains the following fields:

- Email: atriumpatron@gmail.com
- Home Phone: (555) 555-9876
- Work Phone: (555) 555-1234
- Mobile Phone: (555) 555-4664
- Mobile Phone Carrier: Google Fi
- Contact Preference: Text

A 'SAVE' button is located at the bottom of the form.

Contact Information - Patrons can enter email, phone, and text information as well as their preferred method of contact if you have the **Allow Patrons To Change Account Info From OPAC:** setting enabled on the **Patron Accounts** form. Otherwise, patrons can simply view their data but must contact a librarian to edit information.

Notification Settings - Patrons can specify when they receive email and text reminders.

Manage History - Patrons can clear history and/or disable history from being collected going forward if you enable the **Allow Patrons To Disable And Clear Circulation History:** setting enabled on the **Patron Accounts** form.

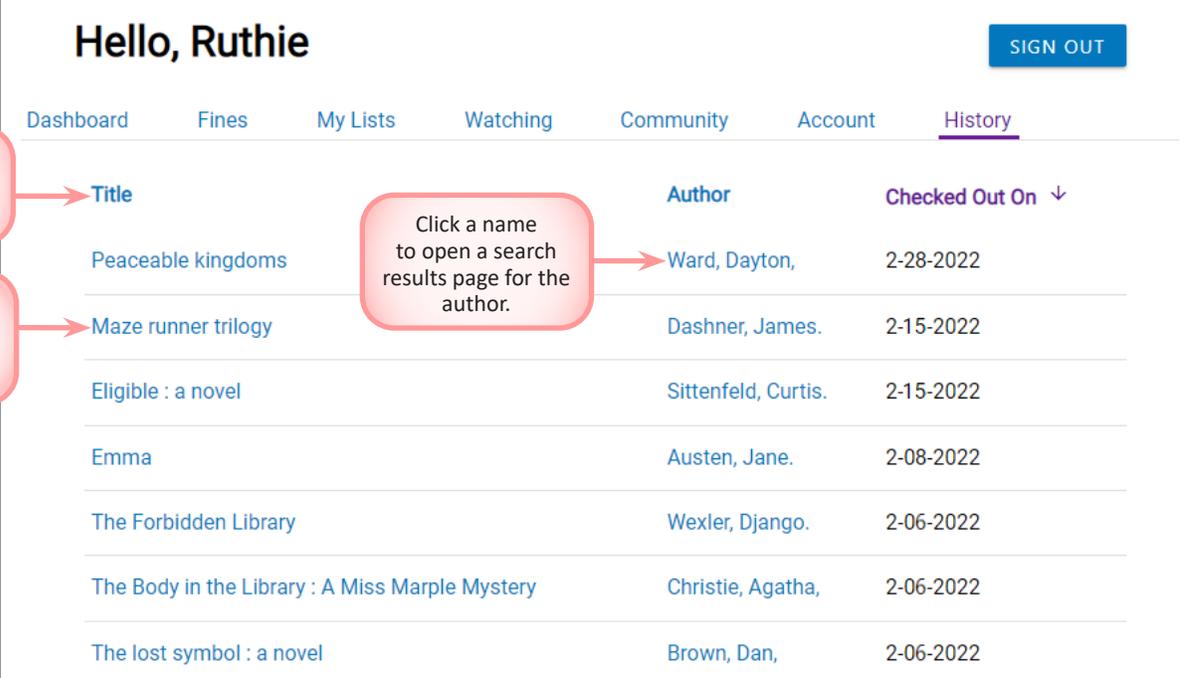
Change Password - Patrons can enter a new password if you enable the **Allow Patrons To Change Their Password:** setting enabled on the **Patron Accounts** form.

Library Card - Patrons can view their scannable library card. Certain patron groups may also be able to renew their cards if the **Allow Patrons To Renew Library Cards:** setting is enabled on the **Edit Patron Circulation Class** form.

History Tab

From the **History** tab, patrons who are signed in can view a list of items they have borrowed in the past. Hard copies can also be generated using the browser's onscreen print options.

If the **Allow Patrons To View Circulation History From OPAC:** setting is enabled (default) on the **Patron Accounts** form, patrons who are signed in can view their circulation history in the **Timeline** view on the **Dashboard** and on the **History** tab (image below).



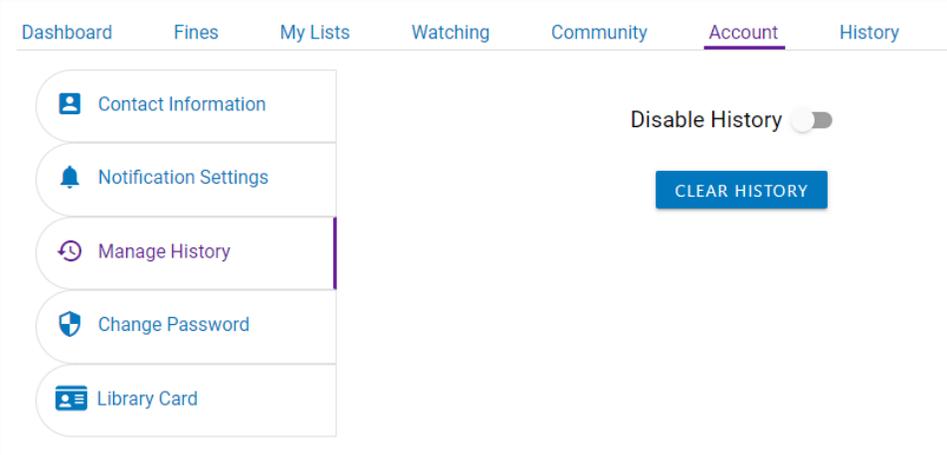
Hello, Ruthie SIGN OUT

Dashboard Fines My Lists Watching Community Account History

Title	Author	Checked Out On ↓
Peaceable kingdoms	Ward, Dayton,	2-28-2022
Maze runner trilogy	Dashner, James.	2-15-2022
Eligible : a novel	Sittenfeld, Curtis.	2-15-2022
Emma	Austen, Jane.	2-08-2022
The Forbidden Library	Wexler, Django.	2-06-2022
The Body in the Library : A Miss Marple Mystery	Christie, Agatha,	2-06-2022
The lost symbol : a novel	Brown, Dan,	2-06-2022

Callouts:
 - Click any column heading to sort history.
 - Click a title to open item details.
 - Click a name to open a search results page for the author.

A gear icon  also displays if the **Allow Patrons To Disable And Clear Circulation History:** setting is enabled; clicking it opens the **Manage History** form on the **Account** tab. From here, patrons can opt out of having their check out history collected as well as clear it.



Dashboard Fines My Lists Watching Community Account History

[Contact Information](#)
[Notification Settings](#)
[Manage History](#)
[Change Password](#)
[Library Card](#)

Disable History

CLEAR HISTORY

 There is no confirmation prompt before history is cleared out, and this action cannot be undone.

Atrium Resources

Atrium’s online Help is an excellent tool for finding detailed steps on how to use any feature or form within Atrium. To access a topic directly related to your current task, click **Help** from Atrium’s **Menu Bar**.



You can also click the **Help** button from the **Toolbar**.

You may use the **Contents**, **Index**, and **Search** features to find information on any number of topics in Help. You can also click **Contact** to find details on how to reach Book Systems. The **Contents** view splits **Gallery**-related topics into two books: **OPAC Administration** which includes topics for configuring **Gallery** and **OPAC** which includes instructions for performing actions within **Gallery**.

Along with the comprehensive Help files, you can access Atrium’s **Downloads** form to find documents that you can read online or print, handbooks on specific topics, such as the **Patrons Guide** and more. You can also find video tutorials on a variety of Atrium features. Click **Administration** from Atrium’s **Menu Bar**, and then click **Library**. Click **Downloads** to open this form.



You can also click the **Downloads** button from the **Toolbar**.



Product Support

If you have questions about **Gallery** that this document or our additional resources do not answer, please call Book Systems’ Technical Support Staff at (888) 289-1216 or send an email to support@booksys.com. Business hours are Monday through Friday, 7 a.m. – 7 p.m. Central Standard Time.

Book Systems, the Book Systems logo, Atrium, ComPeer, KidZviZ, and Librista are either trademarks or registered trademarks of Book Systems, Inc. Facebook, the “f” logo, Instagram, and the Instagram logo are trademarks of Facebook, Inc. or its affiliates. PayPal and the PayPal logo are trademarks of PayPal, Inc. Twitter is a trademark of Twitter, Inc. or its affiliates. All other products listed are trademarks or registered trademarks of their respective owners. Book Systems believes the information in this document is accurate as of its publication date. Such information is subject to change without notice and is subject to applicable technical product descriptions. Book Systems is not responsible for inadvertent errors. © 2023 Book Systems, Inc. Huntsville, AL 35816. All rights reserved