

1.1 HOW TO SCHEDULE WEATHER-RELATED CLOSURES FOR THE BOX

There are three shortcodes at the very top of the home page that can be edited for whatever date the library is closed on due to the weather. They automatically expire at 8:00PM on the day of the closure, except for the late opening shortcode, which expires when the library opens.

The shortcodes are defined at the top of the homepage. They should stay there and should not be moved.



The screenshot shows a WordPress editor interface. At the top, there is a title box containing the word "Home". Below the title box, the permalink is displayed as <http://mnl.mclinc.org/>. The editor includes several buttons: "Add Media", "Add Poll", "Visual", and "Text". Below these are various text formatting buttons: "b", "i", "link", "b-quote", "del", "ins", "img", "ul", "ol", "li", "code", "Table", "more", and a "close tags" button. The main content area contains the following text:

```
[!]  
Weather closure boxes =====  
These are special boxes that can only be used for weather-related closures.  
[!]  
[WEATHER-CLOSURE date="2019-02-20"]  
[WEATHER-EARLY-CLOSURE date="2019-01-29" closing_time="4:00 PM"]  
[WEATHER-LATE-OPENING date="2019-03-04" opening_time="10:00 AM"  
bookmobile_out_of_service_all_day="no"]
```

1.1.1 All-day Closures

Shortcode:

```
[WEATHER-CLOSURE date="2017-05-30"]
```

Expires: at 8PM on the day of the closure

What it looks like:



Due to inclement weather, the main library, its four branches and bookmobile service will be closed today, Tuesday, May 30. Remember, you can reach a PA librarian online 24/7 at [Ask Here PA](#).

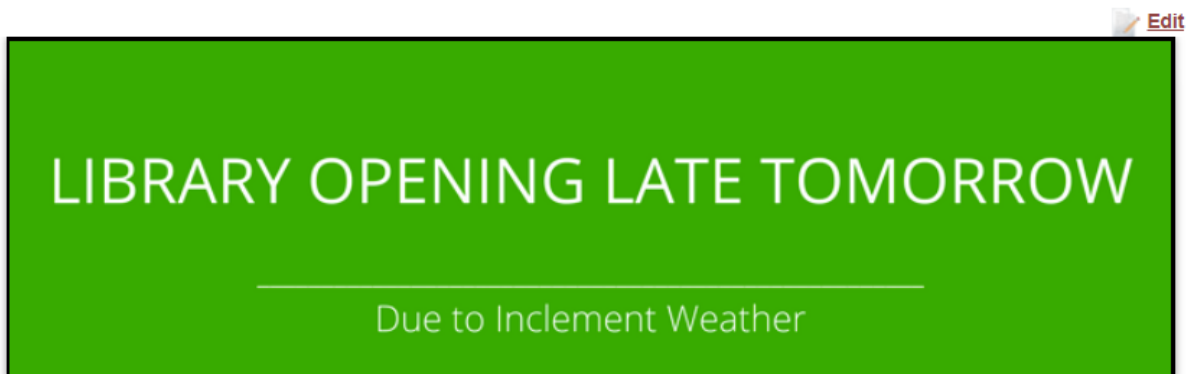
1.1.2 Late Openings WITH BOOKMOBILE OUT OF SERVICE ALL DAY

Shortcode:

```
[WEATHER-LATE-OPENING date="2019-10-09" opening_time="10:00 AM" bookmobile_in_service="no"]
```

Expires: when the library opens

What it looks like:



Due to inclement weather, the main library will open at 10:00 AM tomorrow, Wednesday, October 9. The bookmobile will be out of service all day. Remember, you can reach a PA librarian online 24/7 at [Ask Here PA](#).

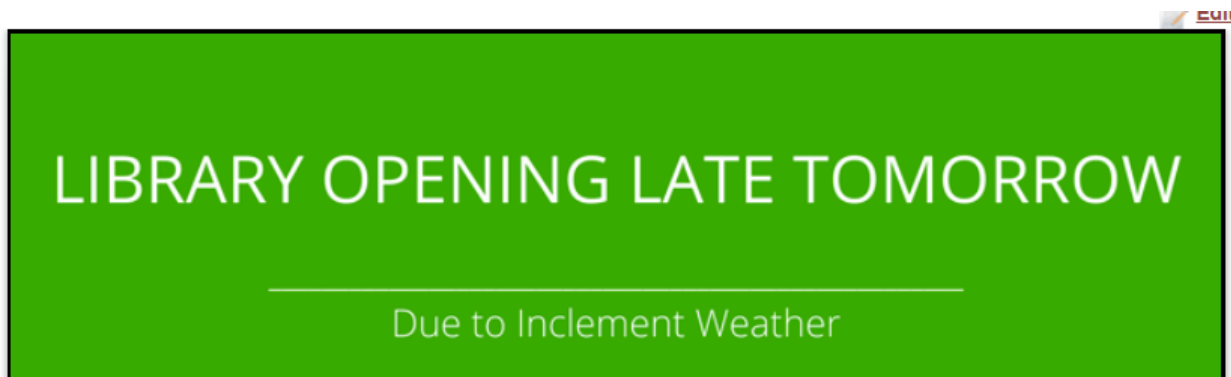
1.1.3 Late Openings WITH BOOKMOBILE RESUMING SERVICE REST OF DAY

Shortcode:

```
[WEATHER-LATE-OPENING date="2019-10-09" opening_time="10:00 AM" bookmobile_in_service="yes"]
```

Expires: when the library opens

What it looks like:



Due to inclement weather, the main library will open at 10:00 AM tomorrow, Wednesday, October 9. Remember, you can reach a PA librarian online 24/7 at [Ask Here PA](#).

1.1.4 Early Closures

Shortcode:

```
[WEATHER-EARLY-CLOSURE date="2017-05-30" closing_time="5:00 PM"]
```

Expires: at 8PM on the day of the closure

What it looks like:



Due to inclement weather, the main library, its four branches and bookmobile service will close early at 5:00 PM today, Tuesday, May 30. Remember, you can reach a PA librarian online 24/7 at [Ask Here PA](#).

1.2 HOW TO TEMPORARILY CHANGE THE TEXT BELOW THE WEATHER-RELATED CLOSURES BOX

1. Edit the home page in WordPress.
2. Insert the new text AFTER the shortcode.
3. Add a CLOSING shortcode.

```
[!]  
Weather closure boxes =====  
These are special boxes that can ONLY be used for weather-related closures.  
They cannot be used for holidays or non-weather closures.  
To add a weather box, edit the fields of the shortcodes below.  
[/!]  
[WEATHER-CLOSURE date="2018-04-01"]SHOW THIS TEXT[/WEATHER-CLOSURE]
```

1.3 HOW TO PERMANENTLY CHANGE THE TEXT BELOW THE WEATHER-RELATED CLOSURES BOX

1. Open this file in Notepad++:
Y:\wwwroot\MCNPL_wordpress\wp-content\plugins\mcnpl-scrollbox\mcnpl-scrollbox.php
2. **“Closed all day” message:** Different versions of the message are located in the “mcnpl_weather_closure” function on lines 162, 164, and 167. Be sure to edit all of the versions.
3. **“Opening late” message:** Different versions of the message are located in the “mcnpl_weather_late_opening” function on lines 271, 273, 276, 290, 292, and 295. Be sure to edit all of the versions.
4. **“Closing early” message:** Different versions of the message are located in the “mcnpl_weather_early_closure” function on lines 360 and 362. Be sure to edit all of the versions.

1.4 HOW TO TEMPORARILY CHANGE THE IMAGE OF THE WEATHER-RELATED CLOSURES BOX

1. Edit the home page in WordPress.
2. Add an "image" attribute to the shortcode

```
[!]
Weather closure boxes =====
These are special boxes that can ONLY be used for weather-related closures.
They cannot be used for holidays or non-weather closures.
To add a weather box, edit the fields of the shortcodes below.
[/!]
[WEATHER-CLOSURE date="2018-04-01" image="http://mnl.mclinc.org/wp-content/uploads/2019/01/filename.png"]
```

1.5 HOW TO PERMANENTLY CHANGE THE IMAGE OF THE WEATHER-RELATED CLOSURES BOX

1. Open this file in Notepad++:
Y:\wwwroot\MCNPL_wordpress\wp-content\plugins\mcnpl-scrollbox\mcnpl-scrollbox.php
2. **“Closed all day” message:** In the “mcnpl_weather_closure” function; image URLs are on lines 138 and 140
3. **“Opening late” message:** In the “mcnpl_weather_late_opening” function; image URLs are on lines 237 and 239
4. **“Closing early” message:** In the “mcnpl_weather_early_closure” function; image URL is on line 321

1.6 HOW TO POST ANY SORT OF EMERGENCY CLOSURE TO THE WEBSITE

1. Login to WordPress with your credentials: www.mc-npl.org/librarylogin
2. Navigate to the Home page and click the edit link.
3. Make sure you are in the TEXT editor not the Visual editor.
4. The code is located near the top of the page (see screenshot below).
5. Change the expiration date to sometime in the future. You can also make the message expire later that day by setting the time. For example, after library closes. Use military time.
6. Type your custom message inside the <h1> tag where it says CUSTOM MESSAGE. Include the following info:
 - a. What is the emergency? Note: Kathy may have a preference for wording the nature of the emergency. Proceed under advisement.
 - b. Who does it apply to? What branches? Is the bookmobile involved?
 - c. There is no need to type the "24/7 librarian" message. It is already there.