

# How to set your signature

In LibApps for LibAnswers  
Ask a Librarian Delaware



# Why create a signature?

Your signature will show up on your outgoing email correspondence – saves you time and keeps it consistent.

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# What should it contain?

Your signature should reflect your library's procedures for patron interaction by being professional and friendly. Let's take a look at what that can look like...

## Elements of a signature for email through Ask a Librarian Delaware

First and last name	<b>Signing with a name is strongly recommended.</b> There are variations to this part. You may opt to have only a first name, a pseudonym that is not gender-specific, or a more formal approach such as “Mr. Smith.”
Your title	<b>Optional.</b> However, it gives your patrons a professional way to get to know who you are and what your expertise is.
Library name	<b>Strongly recommended.</b> Promote your library by stating it in your signature.
Library’s address/phone	<b>Recommended.</b> Giving your library’s contact information here makes it easier for your patron to use the library in whatever format works – in person, telephone....other options are below.
Library’s website	<b>Strongly recommended.</b> Your patron came to you online. Give them online options for finding out more about the library through your library’s website. Sites include hours, locations, phone numbers, events, online resources, link to the catalog, and more.
Ask a Librarian DE’s URL ( <a href="http://answers.delawarelibraries.org">http://answers.delawarelibraries.org</a> )	<b>Strongly recommended.</b> As with promoting your online ‘library’, giving a direct link to Ask a Librarian DE is important since this is what they used to ask you for help to begin with. Makes it easy!

# How to add your signature in 5 steps

1. Log into your account at LibApps – not LibAnswers

(<https://delawarelibraries.libapps.com/libapps/>)

Delaware Division of Libraries / LibApps / LibApps Home

## LibApps Home

Welcome to your LibApps Dashboard! Access individual systems/apps from the My LibApps box below. Use the menu at the top of the page to customize your account, profile, and other aspects of your LibApps experience.

### Be a SpringyCamp Presenter!

Be a Presenter!  
Virtual Conference Summer 2017  
#springycamp

### Springy News

- LibGuides 2.1.16.0 is Here; It's Linkalicious! [Website](#) [Feed](#) May 10, 2017
- LibAnswers 2.14 Update Now Live! [Website](#) [Feed](#) May 10, 2017
- LibInsight: Database-level Stats and a Whole Lot More! [Website](#) [Feed](#) May 9, 2017
- LibCal 2.7.0 Now Live! [Website](#) [Feed](#) May 9, 2017
- Using LibInsight to Showcase Library Services at USF: Sarasota-Manatee [Website](#) [Feed](#) Apr 13, 2017

### My LibApps

Your account at Delaware Division of Libraries has access to the following sites. For help, please contact the administrator(s) for this LibApps site: [Cathay Keough](#), [Beth-Ann Ryan](#).

Admin Interface	Public URL	Level	Site ID
Ask a Librarian Delaware	<a href="https://answers.delawarelibraries.org">answers.delawarelibraries.org</a>	Admin	2221
LibCal	<a href="https://delawarelibraries.libcal.com">delawarelibraries.libcal.com</a>	Admin	4961
LibWizard	N/A	Regular	3462
LibGuides	<a href="https://guides.lib.de.us">guides.lib.de.us</a>	Regular	1703

### Statewide Coordinator

**Cathay Keough**

# How to add your signature in 5 steps

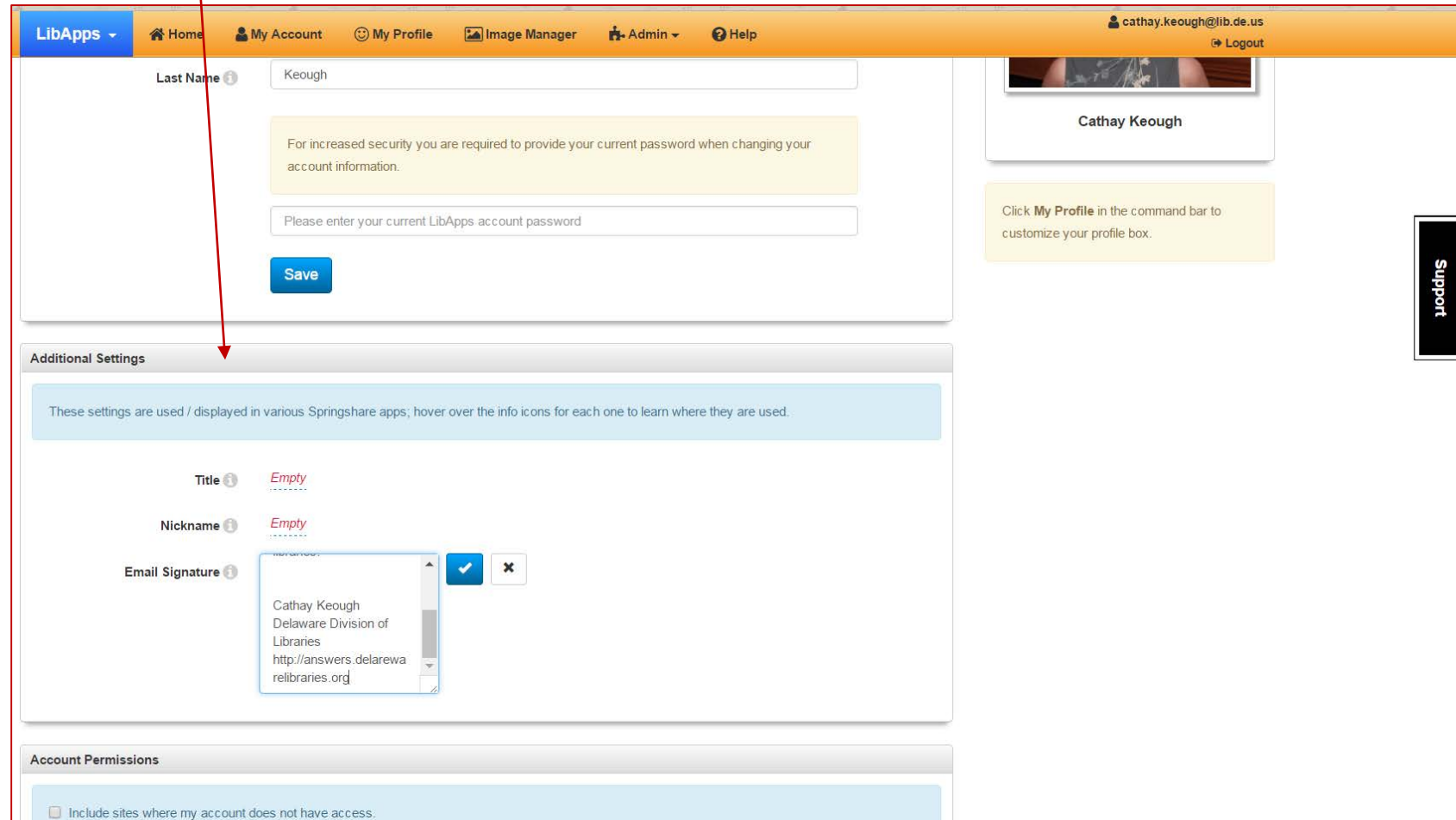
## 2. Click on “My Account”

The screenshot displays the LibApps user interface. At the top, a navigation bar includes links for Home, My Account, My Profile, Image Manager, Admin, and Help. The user's email, cathay.keough@lib.de.us, and a Logout option are visible in the top right. Below the navigation bar, the breadcrumb trail reads 'Delaware Division of Libraries / LibApps / My Account'. The main heading is 'My Account' with a help icon. A descriptive paragraph explains that the LibApps account is used for logging into Springshare tools and that the 'Account Permissions' box lists access sites. The 'Account Information' section contains form fields for Username/Email (cathay.keough@lib.de.us), Password (masked with dots), First Name (Cathay), and Last Name (Keough). A yellow warning box states that a current password is required for changes, with a corresponding input field. A blue 'Save' button is at the bottom of this section. To the right, the 'Statewide Coordinator' profile box shows a photo of Cathay Keough and her name. A yellow callout box at the bottom right instructs the user to click 'My Profile' to customize the profile box. The 'Additional Settings' section at the bottom contains a light blue box with text explaining that settings are used in various Springshare apps and that info icons provide more details.

# How to add your signature in 5 steps

3. Scroll down to “Additional Settings” to add your title and signature.

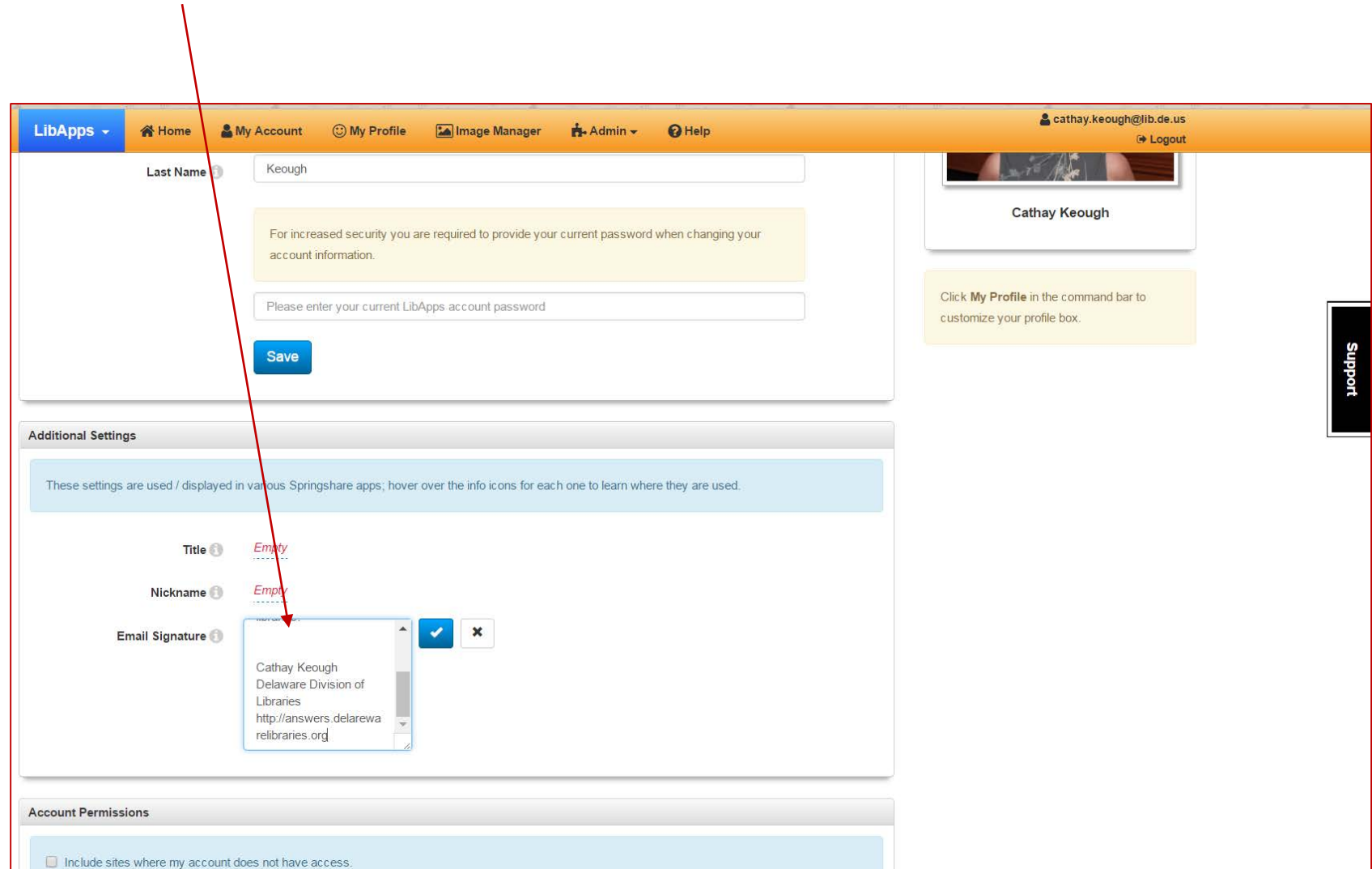
(A nickname is only used for chat.)



The screenshot shows the LibApps user profile settings page. The top navigation bar includes 'LibApps', 'Home', 'My Account', 'My Profile', 'Image Manager', 'Admin', and 'Help'. The user's email is 'cathay.keough@lib.de.us' and there is a 'Logout' link. The main content area is divided into sections: 'Last Name' (Keough), a security warning, a password field, and a 'Save' button. Below this is the 'Additional Settings' section, which contains a blue informational box and three input fields: 'Title' (Empty), 'Nickname' (Empty), and 'Email Signature'. The 'Email Signature' field is active, showing a text area with the signature: 'Cathay Keough', 'Delaware Division of Libraries', 'http://answers.delawarelibraries.org'. To the right of the text area are a blue checkmark button and a grey 'X' button. Below the 'Additional Settings' section is the 'Account Permissions' section, which includes a checkbox for 'Include sites where my account does not have access.' A 'Support' button is visible on the far right edge of the page.

# How to add your signature in 5 steps

4. Click on the space to open up a text box and begin typing.



The screenshot displays the LibApps user profile page. The top navigation bar includes 'LibApps', 'Home', 'My Account', 'My Profile', 'Image Manager', 'Admin', and 'Help'. The user's email 'cathay.keough@lib.de.us' and a 'Logout' link are visible in the top right. The main content area shows the 'My Account' section with a 'Last Name' field containing 'Keough'. A yellow warning box states: 'For increased security you are required to provide your current password when changing your account information.' Below this is a password field and a 'Save' button. The 'Additional Settings' section is expanded, showing fields for 'Title' (Empty), 'Nickname' (Empty), and 'Email Signature'. The 'Email Signature' field is active, with a text box open containing the text: 'Cathay Keough', 'Delaware Division of Libraries', 'http://answers.delawarelibraries.org'. A red arrow points from the text 'Click on the space to open up a text box and begin typing.' to the text box. The 'Account Permissions' section is partially visible at the bottom, with a checkbox for 'Include sites where my account does not have access.' A 'Support' button is located on the right side of the page.

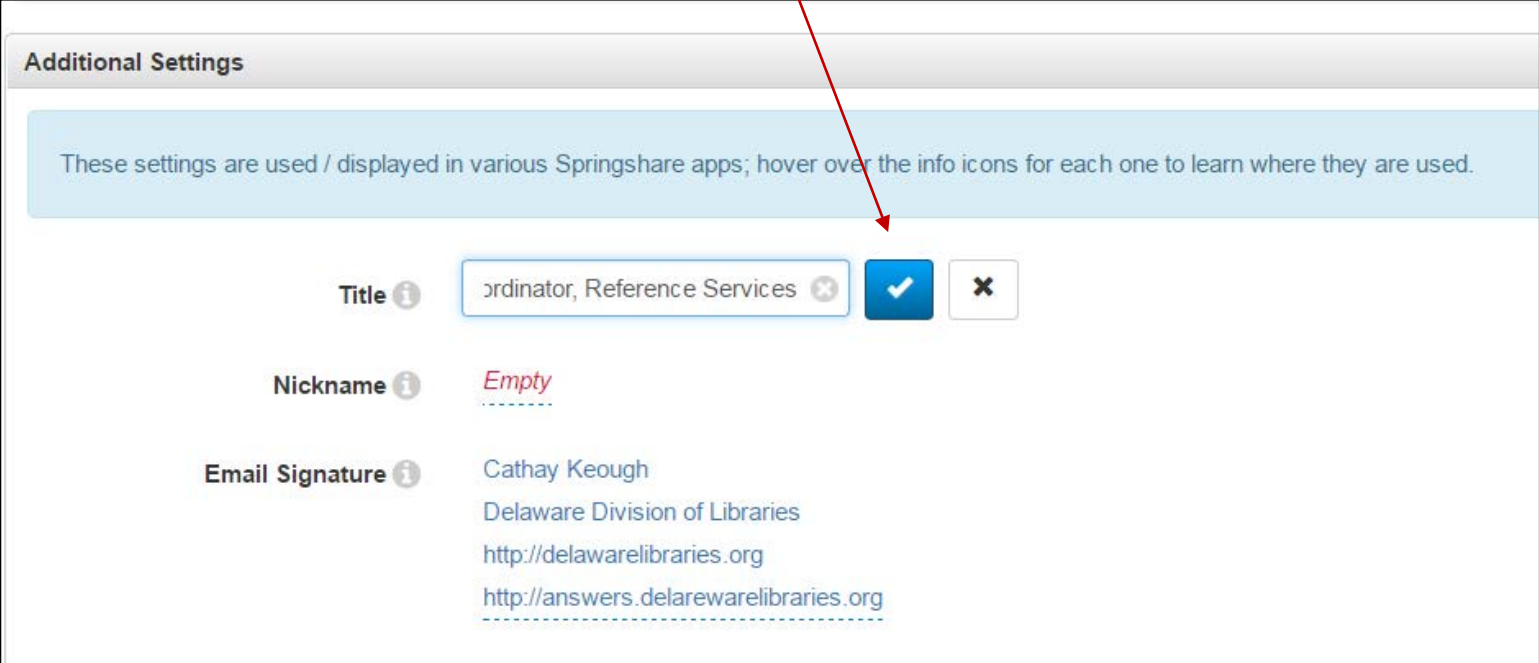
# How to add your signature in 5 steps

5. After entering your information, click on the  to save it.

You can edit simply by clicking on the field again.

All done!

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**Additional Settings**

These settings are used / displayed in various Springshare apps; hover over the info icons for each one to learn where they are used.

Title <i>i</i>	ordinator, Reference Services <i>x</i>	<input checked="" type="checkbox"/>	<i>x</i>
Nickname <i>i</i>	Empty		
Email Signature <i>i</i>	Cathay Keough Delaware Division of Libraries <a href="http://delawarelibraries.org">http://delawarelibraries.org</a> <a href="http://answers.delawarelibraries.org">http://answers.delawarelibraries.org</a>		

To get back to LibAnswers go to  
<http://answers.delawarelibraries.org/home.php>

Or, you can select LibAnswers from the drop down menu “LibApps” at the top left of your screen.