Local Admin Policies and Procedures

This is a working document that is currently being updated. Most of the Local Admin documentation is still available at [PINES Documentation](#)

Introduction

The Georgia Library PINES Program (http://pines.georgialibraries.org) is administered by the PINES staff of the Georgia Public Library Service (http://www.georgialibraries.org) (referred to as "PINES/ GPLS staff" throughout this manual) on behalf of the PINES Libraries. This role includes high-level system administration of the PINES Integrated Library System (ILS) software (http://gapines.org); Helpdesk support (http://help.georgialibraries.org) for consortium wide policy, software, and other issues; providing training and documentation regarding agreed-upon policies and procedures; and other requests.

Other responsibilities for the effective implementation of the PINES software fall on the local library system administrators, and this manual is intended to be a guide for effectively administering the PINES software at local library branches. This guide focuses on the administration of the Evergreen ILS, which is a product originally developed by the Georgia Public Library Service for the PINES consortium.

The PINES Local System Administrator

Each PINES library system is required to have a Local System Administrator who is responsible for being a single point of contact for consortium-level technical information. This staff person is also considered the "technical lead" responsible for local PINES workstation configuration, locally-set system settings, creating and running statistical reports, and submitting tickets to the GPLS Helpdesk.

The Evergreen "LocalAdmin" Role

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