

# 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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