PAC CHANGE REQUEST FORM

Note: Changes may take up to 10 business days. Changes will be applied to the training server for review/approval by the contact listed below. Following approval, the changes will then be scheduled to be applied to the production PAC.

DATE SUBMITTED	LOCATION(S) CHANGE IMPACTS	CONTACT(S) FOR PROJECT (name, email and phone)

AVAILABLE OPTIONS

CHECK THOSE THAT APPLY	OPTION	ALL JURISDICTION BRANCHES (J) OR BRANCH ONLY (B)		DESIRED EFFECTIVE DATE	REQUIREMENTS/RESULTS
☐	Custom image header	J ☐	B ☐		Attach 2 images. With background and transparent –200 pixels in height
☐	Custom header URL	J ☐	B ☐		URL for the clickable link to be placed in the header on the branch page. Only one can be used.
☐	Branch name to right of image	J ☐	B ☐		Branch name can only appear on the right of the image
☐	Branch name font color	J ☐	B ☐		Provide details below (color) – font size or type **cannot** be changed at this time
☐	Header background color (default is white)	J ☐	B ☐		Provide details below
☐	Remove 'branch' menu option	J ☐	B ☐		Patrons could not leave the branch's page unless they click 'Black Gold Home page' on left menu
☐	Change search result branch order	J ☐	B ☐		Change order of branches in search results
☐	Add 'local' location branch group for search results	J ☐	B ☐		Patrons only see branches listed in local group and have to click another link to see other location items
☐	Change search sort setting default	J ☐	B ☐		Changes default setting in which search results appear (most popular, relevant, title – then format, etc.)
☐	Configure branch quick search				Please refer to Library Web Page Links to Polaris OPAC on the ATS website prior to request
☐	Change content on home/portal page	J ☐	B ☐		Space available is above carousels. Include icon with request if appropriate. Detail specific language/URL link to be used below.
☐	Change carousel	J ☐	B ☐		Please specify default carousels or the name of the bib record set (and a name for the record set to display on the PAC)

DETAILS– PLEASE ONLY COMPLETE SECTIONS BEING CHANGED

BRANCH IMAGE LOCATION	HEADER URL	BRANCH NAME
Left ☐ Right ☐ Center ☐		
Please attach 2 images		

BRANCH NAME	FONT COLOR for branch name (example/URL of color to duplicate)

HEADER BACKGROUND COLOR (example/URL of color to duplicate)

SEARCH RESULT ORDER – order search results appear in (which branches come first)

'LOCAL' LOCATIONS GROUP SHOULD INCLUDE (LIST BRANCHES)

SEARCH SORT SETTING DEFAULT

Relevance ☐	Most popular ☐	Author ☐	Title ☐
Other:			

CONFIGURE BRANCH SPECIFIC SEARCH – detail specific issue encountered after review of document listed above

CUSTOM HOME/PORTAL PAGE CONTENT – specific language/URL/attach icon image	ADD/REMOVE	
	Add ☐	Remove ☐
	Add ☐	Remove ☐

CAROUSEL/RECORD SET NAME	ADD/REMOVE		PAC TITLE TO DISPLAY
	Add ☐	Remove ☐	
	Add ☐	Remove ☐	

ADDITIONAL COMMENTS