

The New Online Catalog

BiblioCommons

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HOSTED VS. ON-SITE

In the past, our Web catalog (iBistro) was always an on-site installation – meaning that we had our catalog installed on a server that lived in the IT department at Rawlings. With BiblioCommons, it's important that we recognize a key difference in the way the system is set up. The servers that run our Web catalog live in Canada. This means a few things will work differently.

- Other libraries also use the same system as us. We'll be able to access all of their user- and librarian-generated content, and so will our patrons.
- We're sacrificing some control for quicker fixes and improvements.
- If the Canadian servers go down, we won't have access to our Web catalog.

PUEBLOLIBRARY.BIBLIOCOMMONS.COM

The screenshot shows the Pueblo City-County Library website interface. At the top, there is a navigation bar with the library logo, a search bar, and links for 'Donate', 'Help', and 'Log In'. Below the search bar, there are links for 'Catalog', 'Website', and 'Databases'. The main navigation menu includes 'My PCCLD', 'Explore', 'eCollections', 'News & Events', 'Services', 'Resource Centers', 'Kids', 'Teens', 'About the Library', and 'Donate'. A secondary menu shows 'Recent Activity', 'New Titles', 'Awards', and 'Bestsellers'. The main content area is divided into several sections: 'Recent Activity' with a 'Recent Lists' sidebar containing items like 'Historical Fiction Juvenile', 'Nice books', 'science', 'Adventure series', and 'Comic Book Movies'; 'Recently Reviewed Items' featuring a carousel of book covers including 'UnEnchanted' by Chanda Hahn, 'Detroit', and 'Killing K'; and 'Recently Rated' with a list of books like 'Red', 'The Expendables', 'Charlie St. Cloud', and 'Seven Days in Utopia', each with a star rating. A 'Log In to My PCCLD' button is also visible.

NAVIGATION

PCCLD's web catalog mirrors the navigation of the website. The web catalog's navigation can be broken out into four areas. The content in these areas may shift a little depending on how far into a search you are. Shown below is an example from Johnson County Library; PCCLD's catalog is similar.



1. Tip-top

- Log in / Help.** You can log into your account from the top right corner. There's also a help link.
- Search box.** This will let you perform a 'basic' search. There's also a link to get to the 'Advanced Search' screen. You can choose the type of search from the dropdown box (keyword, author, etc).

2. Menu bar. Two options (**My Library**) and (**Explore**), along with links to our website. Clicking on **Explore** will always take you back to this screen (**Catalog Home**).

My Library

- My Borrowing.** This is what we used to call 'My Account'. Includes things checked out, on hold, and fines.
- My Shelves.** If you add books to your collection, they will show up here. This section links to lists that you create or items that you 'Save for Later'.
- My Lists.** You can create lists and they will display here.

- d. **My Community.** See other users' recommendations and your Web catalog inbox here.
 - e. **Recent Activity.** Other users' recent reviews, lists, and tags appear here.
 - f. **New Titles.** If you have patrons who are interested in searching the catalog by what's been added recently, click **New Titles**.
 - g. **Awards.** These lists are maintained by BiblioCommons and other libraries.
 - h. **Bestsellers.** Indie and New York Times bestseller lists.
3. **Urgent Messages.** If there is an urgent message about the catalog's status, or other library news (like winter closings or holiday hours), it will be displayed here.
4. **3 Below.** Under all of the navigation options, the screen is divided into three sections.
- a. **Left section.** This section will generally contain search-narrowing facets.
 - b. **Middle section.** Here, you'll find the most important content. On a search list, the items will show here. Inside a record, the item information will show up in the middle section.
 - c. **Right section.** This section is sometimes blank. At other times, it will hold user-generated content, like item tags or lists that items are a part of.

SEARCHING

Searching in the Web catalog works very well without the need to remember Boolean operators or cryptic wildcard characters. The usability of the search function is a huge step forward over our previous catalog and a major reason that we went with this vendor.

There are two types of search, basic and advanced.

BASIC SEARCH

With Basic search, you can start with a broad search then use the facets to narrow your search. Specific facets could be different for each search you perform. All of the faceted and search narrowing options on the left side of the screen are populated by the catalog records that match your search.

For example, if you perform a search for 'catcher in the rye', you won't see any audiobooks, because the library doesn't own an audiobook version.

exercise – basic search

- Use the catalog to perform a basic search. If you need search terms, try a city or country you'd like to visit on vacation.
- Make sure to practice with the facets. For example, narrow a search from '**Scotland**', to '**Scotland**' > **Non-fiction** > **Guidebooks** > only available at **Barkman**.

The faceting narrowed my results from 1109 to 5 in just a few clicks.

facet

A **facet** is a type of search-narrowing tool. It filters your search depending on criteria you set. It lets you refine your search without having to re-do the whole search.

MORE ABOUT FACETS

The Web catalog includes many different types of facets, but they will only work if items using those facets come up in your searches. Facet categories include:

- Format
- Availability
- Audience
- Date Added
- Topic
- Content
- Form / Genre
- Language
- Published Date
- Author
- Tags (various types)

AUTHOR SEARCH

When searching for an author (or artist / band / actor), if you choose an **Author Search** and type a few letters of the author's name, a list of authors matching your search will appear as you're typing.

The screenshot shows a search interface with a search bar containing the text "ricky". A dropdown menu is open, displaying a list of author names: Ricky Alan Mayotte, Ricky B. Kelly, Ricky Edward Bragg, Rick Bragg (with a green arrow icon), Ricky Fanté, Ricky Gervais (highlighted with a blue box), Ricky Harris, Ricky Ian Gordon, Ricky J. Curlee, Ricky James Drake, and Ricky Jay. The search bar has a "Search" button to its right. On the left side of the interface, there is a dropdown menu set to "Author" and a button labeled "Find a Good Book".

SPELL CHECK / FAILED SEARCH PAGES

If a user spells something incorrectly, the catalog will try to guess at a similar search term. Sometimes it will get it right, and other times, it won't. You'll get a 'failed search' screen either way.

Keyword search results for...

vermicious knid

No direct matches were found.

[Contact us for assistance](#)

[Suggest an item for purchase](#)

[Request a title from another library through Interlibrary Loan](#)

Keyword search results for...

rob marley

Did you mean [bob marley \(36 results\)](#)?

ADVANCED SEARCH

For even more control over your searches at the beginning, especially if you know exactly what you're looking for, try Advanced Search.

If you know going in that you're looking only for J science fair books about magnetism, and that you only want to see what's at Blue Valley, Advanced Search is a little bit quicker. It saves you the trouble of refining your search with facets.

Advanced Search [?](#)

[Reset All](#)

Enter your Advanced Search Here... [Tips](#)

0 of 900 characters used.

OR

Or use the form below to construct your query:

Include :

but do **not** include:

Limit my search results by:

Language:	<input type="button" value="Language - Any"/>	Held at:	<input type="button" value="All Locations"/>
Available at:	<input type="button" value="Availability - Any"/>	Audience:	<input type="button" value="Audience - Any"/>
Category 1:	<input type="button" value="Any Category"/>	Content:	<input type="button" value="Any Content"/>

Date Published: Between and

Format:

<input type="checkbox"/> Audiobook CD	<input type="checkbox"/> Large Print	<input type="checkbox"/> Painting or Graphic Art
<input type="checkbox"/> Book	<input type="checkbox"/> Magazine or Journal	<input type="checkbox"/> Printed Music
<input type="checkbox"/> Braille	<input type="checkbox"/> Map	<input type="checkbox"/> Spoken-word CD
<input type="checkbox"/> DVD	<input type="checkbox"/> Microform	<input type="checkbox"/> Video Cassette
<input type="checkbox"/> eBook	<input type="checkbox"/> Music CD	<input type="checkbox"/> Website or Online Data
<input type="checkbox"/> CD-ROM or DVD-ROM	<input type="checkbox"/> Newspaper	
<input type="checkbox"/> Kit	<input type="checkbox"/> Online Periodical or Article	

You can still use Boolean search options in both **Basic** and **Advanced** searches. You can also use the advanced search to include certain words in certain fields.

For example, if you wanted to look for **books** at **Lamb** about **steel**, but not have **Danielle Steel** included in your results, you could make your search look like this:

Advanced Search

Anywhere:(steel) -Anywhere:(danielle steel) branch:Rawlings formatcode:BK

Advanced search tips

Include **ALL** of the following:

Keyword Anywhere steel

But do **NOT** include:

Keyword Anywhere danielle steel

Limit my search results by:

Held at:	Cedar Roe Library	Available now:	Availability - not selected
Language:	Language - Any	Format:	Book
Audience:	Audience - Any	Date Published:	Between YYYY and YYYY
Category 1:	Any Category	Collections:	Any Collection

After creating an Advanced Search, you're still able to use the facets, just as you would be able to with a Basic search.

exercise – advanced search

- Use the catalog to perform an advanced search. If you need search terms, try a search for:
 - Keyword 'dogs'
 - Not 'grooming'
 - Limit to Available Now at Pueblo West
 - Age Group: Children
 - Content: Non-fiction

SEARCH RESULTS DISPLAY

Once you have performed a search (either Basic or Advanced), the Search Results screen will display (as below).

The screenshot shows a library search results page. At the top, a blue box contains the search criteria: "Anywhere:(dogs) -Anywhere:(grooming) available:"Spring Hill Library" formatcode:"BK" audience:"children" category1:"BkYouthCirc J 600s". Below this is a link to "Modify my search". On the left, a "Narrow Results" sidebar shows filters for "Book (11)", "Availability - not selected", "Children (11)", and "Over 180 Days (11)". It also has sections for "By topic" (Dogs (8), Dog breeds (2), Arson investigation (1), Bulldog (1), Dog owners (1), More») and "By content" (Non-fiction (11)). The main area shows "Found 11 items" with a "Print" button and a "Sort by relevance" dropdown. Three book results are visible: "Dogs" by O'Neill, Amanda (Book - 1999) J 636.7 O'Neill, "Sled Dogs" by Haskins, Lori (Book - 2006) J 636.7 Haskins, and "Fire Dogs" by Latham, Donna (Book - 2006) J 636.7 Latham. Each result includes a cover image, title, author, publication info, availability status, average rating, and options to "Place a Hold" or "Save".

1. Advanced search results for...
**Anywhere:(dogs) -Anywhere:(grooming)
available:"Spring Hill Library" formatcode:"BK"
audience:"children" category1:"BkYouthCirc J 600s"**

2. **Narrow Results**
Book (11)
Availability - not selected
Children (11)
Over 180 Days (11)
▼ By topic
Dogs (8)
Dog breeds (2)
Arson investigation (1)
Bulldog (1)
Dog owners (1)
More»
▼ By content
Non-fiction (11)

3. Found 11 items
Print
Sort by relevance

4. **Dogs**
By O'Neill, Amanda (Book - 1999) J 636.7 O'Neill
Available in some locations
Average Rating: ★★★★★

Sled Dogs
By Haskins, Lori (Book - 2006) J 636.7 Haskins
Available in some locations

Fire Dogs
By Latham, Donna (Book - 2006) J 636.7 Latham
Available in some locations

1. **Your Search Terms.** You'll see your search criteria at the top of the page.
2. **Facets and Limiters.** Here are other ways to limit your search after your search has been run. You can narrow your search here without having to re-run your search. The limiters are specific to the items that match your original search.
3. **Items that match your search.** All items that match your search will show up in this section. Each page has ten matches.
4. **Actions.** You can **Place a Hold** or save to your **Save for Later** list from the **Search Results Display** screen.

You can Place a Hold for an item right from the **Search Results Display** screen.

ITEM DISPLAY

« Back to Search

Sled Dogs

Haskins, Lori (Book - 2006)

Find it at Library

Total Copies: 6
Available: 5
Holds: 0

[Place a Hold](#)

On the shelves now at

Gardner Library

Call #: **J 636.7 Haskins**

[View Availability Details »](#)

[Buy this title](#)

My Rating:

☆☆☆☆☆

[Add a Comment](#)

[Add Tags](#)

[Add More](#)

[Add to my Collection](#)

[Mark for Later](#)

[Save to a List](#)

[Print](#)

[f](#) [t](#) [+](#) [More](#)

Details

Description [Full Record](#)

Discusses the history, breeds, and training of sled dogs and sled dog racing.

Community Activity

[Comments](#) [Summaries](#) [Quotes](#) [Notices](#) [Age](#) [Videos](#)

There are no comments for this title.

Explore Further

[Browse the Shelf](#)

Subject Headings

- › Sled Dogs — Juvenile Literature
- › Dogs — Juvenile Literature

Lists that include this title

No lists include this title yet

Tags

No tags have been added to this title yet

Similar Titles

No similar titles have been added to this title yet

1. **Title, Author, Format & Publication Date.**
2. **Hold information.** This area displays how many copies are active in the system, how many are available, and how many holds currently exist on the title. You can also place a hold in this area.
3. **Availability Information.** This area will show where the item is available and the call number. You can also click **View Availability Details** to see all the items and their statuses.
4. **Cover Art.** If available, the catalog will display cover art for the item. If no art is available, a placeholder image will display.
5. **Details.** You can see a description of the item, as well as the full MARC record. Below, you can also view community activity, if available. We will discuss how to add to this community activity a little later.
6. **Community Activity.** This area lets you interact with the catalog and add your own content. We will discuss these options in detail later in the documentation.
7. **Explore Further.** Here, you can visually browse the shelf near this item. You can also explore subject heading links. User-generated content, like lists, tags, and similar titles will display below, if available.

LOGGING IN

You can log into the catalog with either your card number or username. The first time you want to log in, you'll be prompted to 'register', by choosing a username and agreeing to BiblioCommons' Terms of Use.

REGISTRATION KEY POINTS

- **Username Required.** Searching doesn't require a username, but registration allows you to manage your renewals and holds, give ratings and reviews, recommend items, or communicate with other catalog users.
- **Kids Registering.** Kids (under 13) can register, but they cannot add reviews, tags, or communicate with other users through the Web Catalog.
- **Privacy.** BiblioCommons will basically only turn personally identifying information over if required by US law. Things that aren't personally identifiable (like browser type, aggregated data, and anonymous search logs) may be used by Bibliocommons.
- **Cookies.** BiblioCommons may put temporary cookies on your computer to make the catalog faster and easier to use. Bibliocookies do not contain any personally identifiable information.

Welcome to Your New Catalog!

Please take a moment to register your existing card with our new service. [Why?](#)

Create a Username:
(Required)

Username is available.

Email Address:

Terms of Use:

Terms of Use

Last Updated: August 15, 2010

Welcome to Johnson County Library's BiblioCommons service (the "Service"), which will help you track your holds and renewals, find the titles you are looking for, and discover new titles and communities. Your use of the Service is subject to these Terms of Use, and indicates that you accept the Terms of Use; they form an agreement between Johnson County Library and BiblioCommons, Inc. (collectively referred to below as "We", "Us" and "Our") - and you. You may not use the

I accept the Terms of Use

VIEWING YOUR ACCOUNT INFORMATION

After you've created your username, all of your 'My Account' information from Workflows will be pulled into the Web Catalog, in a section called *My Borrowing*.

The screenshot shows a web interface for 'My Borrowing'. At the top, there are navigation tabs: 'My Library', 'Explore', 'Using the Library', 'Find a Good Book', 'Research', 'Classes & Events', and 'Local'. Below these, there are sub-tabs: 'My Borrowing', 'Checked Out', 'Holds', and 'Fines'. The 'Checked Out' section is active, displaying a summary: '2 items overdue' and '0 items coming due'. Below this, there are options to 'select: All, None' and '2 items'. A 'Renew' button is visible. To the right, there are icons for 'Print', a menu, and a dropdown menu set to 'Sort by due date'. The main content area lists two items:

Item	Author	Year	Due Date	Renewed	My Rating	Actions
<input type="checkbox"/>  The Adventures of Tom Sawyer	By Twain, Mark	(Book - 2002)	Due: Sep 15, 2010	Renewed: 0 Times	My Rating: ☆☆☆☆☆	Add Details Save
<input type="checkbox"/>  The French Chef Cookbook	By Child, Julia	(Book - 2002)	Due: Sep 15, 2010	Renewed: 0 Times	My Rating: ☆☆☆☆☆	Add Details Save

At the bottom of the list, there is another 'Renew' button.

CHECKED OUT

In the Checked Out screen, you can view your checkouts and their due dates, how many times they've been renewed, and renew them (if possible). You can sort the information by title and due date.

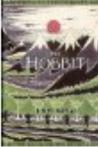
You also have options to 'Save to My Shelves', or to 'Add Details'. These options will be discussed later.

Holds ?

Active (2) [Suspended \(0\)](#)

select: [All](#), [None](#) 2 items

Cancel
Suspend
Print
Sort by hold position ▼



The Hobbit, Or, There and Back Again

By Tolkien, J. R. R. (Book - 2007)

Placed:	Oct 04, 2010	Status:	Ready for Pickup
Location:	Central Resource Library	Hold:	Oct 12, 2010
		Expires in:	



Spice

By Spice Girls (Book - 1996)

Position:	1	Status:	Not Ready for Pickup
Placed:	Oct 01, 2010	Expires:	Oct 02, 2011 [Edit]
Location:	Central Resource Library		

Cancel
Suspend

HOLDS

In the Holds screen, you can view items that you have on hold. Your holds will show item information, your position on the holds list, pickup location, and expiration date. You can sort your holds lists by title, hold position, and status.

You can still suspend unavailable holds.

Workflows Tip

If you add a hold to a patron's card in Workflows, they'll have to log out and log back in before they can see the hold appear in their **My Holds**.

Fines ?

\$170.00 Due

17 items Page 1 of 2 [Next](#)

[Refresh](#) [Sort by fine date](#) [Pay Fines](#)

Fine Date	Title/Message	Reason	Amount
Jul 15, 2012		REFERRAL	\$10.00
Jun 11, 2012	Richard Scarry's Please and Thank You Book	OVERDUE	\$10.00
Jun 11, 2012	Richard Scarry's Please and Thank You Book	OVERDUE	\$10.00
Jun 11, 2012	Richard Scarry's Please and Thank You Book	OVERDUE	\$10.00

FINES

The Fines screen displays item fines, along with the associated item, and date that the fine was incurred.

Paying Online

Patrons can pay online using the link on the Fines page. They will be prompted to log in again with their Library card and PIN to a system outside the catalog to pay. We will have a Fines Module available soon that will no longer require the extra login.

USER-SPECIFIC CONTENT

When you're logged in to the Web Catalog, the experience has an extra layer of personalization that you don't see when you're not logged in. The personalization comes in three types—content tailoring, the ability to add content, and the ability to save items.

CONTENT TAILORING

The Web Catalog displays information relevant to you and dependant on your login. One example of this is the Three Below section on the front page.

Another example is that if you're browsing the catalog and come to a book that you've already placed on hold, instead of having the 'place hold' option, it will say 'cancel hold'.

My Library [Log Out](#)

My Borrowing

- Checked Out 2
- Overdue 2
- Ready for Pickup 0
- Fines \$6.00

My Collection 1 [?](#)

Recommendations 0 [?](#)

Inbox 0

ADDING CONTENT

The ability to add content is what really makes this Web catalog shine. It gives libraries and users the opportunity to delve into the catalog and make it their own. For librarians, the benefit of adding content comes in Readers' Advisory and being able to make items findable for those who don't have LCSH memorized.

There are few different ways to add content--

1. Rating Items
2. Adding to **Community Activity**
 - a. Comments
 - b. Summaries
 - c. Quotes
 - d. Notices
 - e. Age
 - f. Video
3. Adding Tags
4. Creating Lists

RATING ITEMS

If you're logged into the Web catalog, you can rate items that you've read / viewed.

exercise – Rating Items

1. Log in.
2. Search for a favorite item in the catalog
3. Click into the Item Display.
4. Move your mouse over the **My Rating** section, and give an appropriate star rating to the item.

« Back to Search

The Hobbit

Or, There and Back Again
Tolkien, J. R. R. (Book - 1997)

Average Rating: ★★★★★

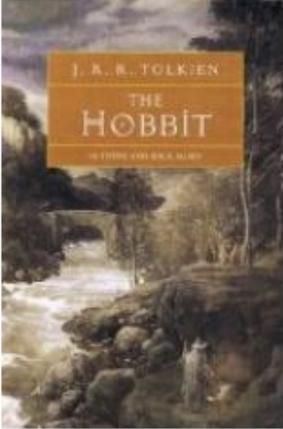
Find it at Library

Total Copies: 12
Available: 5
Holds: 1

[Cancel Hold](#)

On the shelves now at
Blue Valley Library

Call #: **FICTION Tolkien**



My Rating: ★★★★★

[Add a Comment](#)

[Edit Tags](#)

[Add More](#)

[Already in my Collection](#)

[Mark for Later](#)

[Save to a List](#)

[Print](#)

[Facebook](#) [Twitter](#) [More](#)

ADDING COMMENTS

The Community Activity section has several different areas to hold user-generated content. This section will discuss each, and give us a chance to practice with some.

The comments section functions like a Review. To add a comment for a specific item, navigate to that item (make sure that you're logged in). Click the **Add a Comment** link in the Item Display.

Your comment will show up after you refresh the page.

exercise – adding a Comment

1. Log in.
2. Search for a favorite item in the catalog
3. Click into the Item Display
4. Click the **Add a Comment** button
5. Type your comment.
6. Click **Save**
7. To view your new comment, you have to **Refresh** the page.

ADDING OTHER COMMUNITY ACTIVITY CONTENT

In addition to comments, you can also add a Summary, Quotes from the book, Notices, Age appropriateness, and videos.

To add any of these things, click on the **Add More** button and select the appropriate link.

- **Summary.** A summary is a synopsis of a work.
- **Quotes.** You can add memorable quotes from a work.
- **Notices.** Notices are content advisories. If a work has certain types of content (violence, uncouth language, sex), a user could add a notice for the work.
- **Age.** If a work has (or should have) an age restriction, that information could be placed in the Age area.
- **Videos.** It's possible to upload related videos to works in the catalog (like a movie trailer or something similar).
- **Similar Title.** You can add similar titles to the item record, too.
- **Private Note.** You can add private notes to items too. These aren't viewable by anyone except you.

ADDING TAGS

Tags are a way to mark items with plain language keywords. Our users aren't catalogers. Any user who logs in can tag items in the catalog with their own keywords. These tags display when an item is searched for. If a user clicks on a tag, all items with that same tag will display, just like a search.

The screenshot shows a book detail page for 'The Hunger Games' by Suzanne Collins. The book cover is on the left. To the right of the cover are several interactive buttons: 'My Rating:' with a 5-star rating, 'Add a Comment', 'Add Tags' (highlighted with a blue box), 'Add More', 'Add to my Collection', 'Mark for Later', 'Save to a List', 'Print', and social media sharing icons. On the right side, a modal window titled 'CaTAGorize This!' is open, allowing users to categorize the book. The modal includes a note 'Separate tags with commas' and three input fields: 'Genre' (with example 'tragedy, chicklit, science fiction'), 'Tone' (with example 'dark, moody, hilarious'), and 'Theme' (with example 'gardening, european travel, parenting'). There is also a 'Personal' section with an input field (example 'from mom, book club') and 'Save' and 'Cancel' buttons at the bottom.

Our Web catalog gives users the opportunity to tag materials with a few different types of tags:

- *Genre* (ex. tragedy, chicklit, sci-fi, fantasy, crime noir)
- *Tone* (ex. dark, atmospheric, funny)
- *Theme* (ex. gardening, travel, parenting)
- *Personal* - Personal tags don't show to others, just to you

exercise – adding Tags

1. Log in.
2. Search for a favorite item in the catalog
3. Click into the Item Display
4. Click the **Add Tags** button
5. Type your tags.
6. Click 'Save'

The screenshot shows the 'CaTAGorize This!' modal for the book 'Little House in the Big Woods' by Laura Ingalls Wilder. The book cover is on the left. The modal has four sections: Genre, Tone, Theme, and Personal. Each section has a text input field with example tags below it. The 'Personal' section has a 'Save' button and a 'Cancel' button.

CaTAGorize This!
Separate tags with commas

Genre
family, laura ingalls,
E.g. tragedy, chicklit, science fiction

Tone
light, cozy,
E.g. dark, moody, hilarious

Theme
pioneer life, farming,
E.g. gardening, european travel, parenting

Personal
read with owen|
E.g. from mom, book club

Save **Cancel**

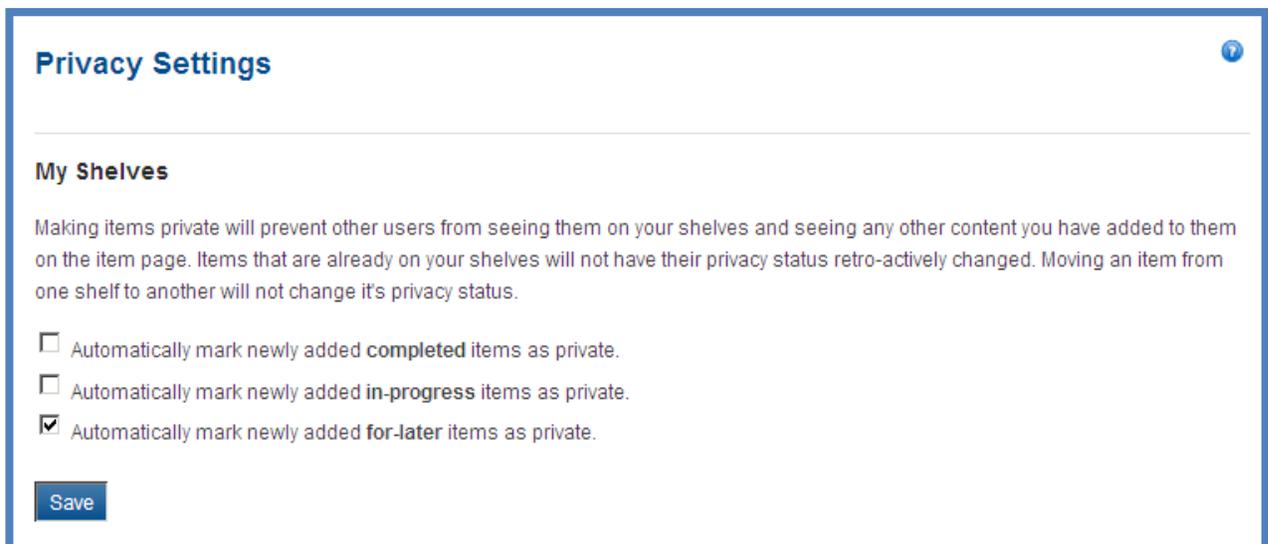
‘MY SHELVES’

My Shelves allows a user to keep records of what they want to read, what they’re currently reading, and what they’ve finished.

This works like a reading diary / wish list. If you add an item to My Shelves, you have three choices of where to store the item:

1. *In Progress*
2. *Completed*
3. *For Later*. By Default, things you add to *For Later* are marked as private.

MY SHELVES PRIVACY. You can set your privacy settings for all three levels of **My Shelves** by logging in, clicking on **My Settings>Privacy**.



The screenshot shows the 'Privacy Settings' page for 'My Shelves'. The title 'Privacy Settings' is at the top left, and a help icon is at the top right. Below the title is a section for 'My Shelves' with a descriptive paragraph: 'Making items private will prevent other users from seeing them on your shelves and seeing any other content you have added to them on the item page. Items that are already on your shelves will not have their privacy status retro-actively changed. Moving an item from one shelf to another will not change its privacy status.' There are three checkboxes: 'Automatically mark newly added completed items as private.' (unchecked), 'Automatically mark newly added in-progress items as private.' (unchecked), and 'Automatically mark newly added for-later items as private.' (checked). A 'Save' button is at the bottom left.

Any item that you add content to will be automatically added to *Completed* shelf. Titles are saved to your *Completed* shelf when you rate, tag or add comments to them. Other users can see items on **My Shelves** unless they’re marked private.

MARKING ITEMS PRIVATE

To mark items private individually, click **Add Details > Keep this item private**

Items that you mark private will have a yellow padlock next to them.



The screenshot shows an item card for 'The Beatles'. On the left is a book cover with a yellow padlock icon. The title 'The Beatles' is in blue. Below it, 'By Beatles (Music CD - 2009)' is in grey. The date 'Nov 01, 2010' is shown. The word 'Added:' is at the bottom left. On the right, 'My Rating:' is followed by five yellow stars. Below the stars are three buttons: 'Add Details' (green plus icon), 'Place a Hold' (green book icon), and 'Move to ...' (orange book icon).

exercise – adding and viewing My Shelves

1. Log in.
2. Search for a favorite item in the catalog
3. Click into the Item Display
4. Click the **Add to My Shelves** button
5. Choose to add the item to *In Progress*, *Completed*, or *For Later*.

To view your collection

The screenshot shows a library catalog item page for the book "Don't Let the Pigeon Stay up Late!" by Mo Willems. The page includes a "Back to Search" link, a "Previous" and "Next" navigation bar, and an "Average Rating" of 4.5 stars. The main content area is divided into three sections: a yellow sidebar on the left with "Find it at My Library" information (Total Copies: 31, Available: 8, Holds: 0, and a "Place a Hold" button), a central image of the book cover, and a right sidebar with "My Rating" (5 stars), "Add a Comment", "Add Tags", and "Add More" options. A modal window is open over the "Add More" option, showing "Add to My Shelves" with sub-options for "Completed", "In progress", and "For later", along with social media sharing icons.

LISTS

The Web catalog allows you to create lists of materials. Lists are our opportunity to select the best resources on a certain topic. We can link to these lists outside of the catalog.

exercise – creating a List (pt 1)

1. Think of a topic that you know about (a certain genre, a travel destination, a style of cooking, or another subject)
2. Write it down below:
3. Log in.
4. Click **My Library > My Lists**
5. Click **Create a New List**

My Lists



[+ Create a New List](#)

You have no lists.

A list is a group of related titles that you assemble. Lists can contain books, movies or music, or a combination. You can also include links to great resources on the Web.

It's easy to create a list:

1. Click the **Create a New List** link.
2. Give your list a name, and then click **Create List**.
3. Add titles to your list.
4. Repeat!

Need ideas to help get you started? Why not create lists of:

- 10 Books That Changed My Life
- Great DVDs for Pre-Schoolers
- Essential Books for Parents of Teens
- A Guide to Getting Started with Digital Photography

... or pick any other subject in which you have a special interest.

Create a List

List Name:
1. JoCoLibrary – Fantasy – Dumbledore’s Top 10 List

List Type:
2. Top 10 List

List description:
3. Test list for JoCoLibrary

This list is of interest to users:
4. Everywhere In my library

Make this list private

5. [Create List](#) [Cancel](#)

1. **Name.** When creating a list, you’ll be able to give the list a title.
2. **List Type.** You have a few List type options. Choose the one that fits the best:
 - K-12 Study Guide
 - Health Care Guide
 - Top 10 List
 - Topic Guide
 - Genre Guide
 - Other
3. **List Description.** Give your list a clear description. What types of things will this list include?
4. **Audience.** This option lets you make your list available to certain groups of people. Currently the only option is ‘Everywhere’.
 - a. There’s also a privacy setting. If you want to keep your list to yourself, click the checkbox. You can change this later.
5. **Create List.** Let’s get started!

A Private List by
dumbledore

Member of Johnson County Library

Print

Add an item

Description

Edit Test list for JoCoLibrary

List Type

Top 10 List

This list is of interest to users:

Everywhere In my library

Make this list private

Edit

JoCoLibrary - Fantasy - Dumbledore's Top 10 Fantasy Books

select: [All](#), [None](#) 6 Items

[Remove](#)

A Wizard of Earthsea
 By Le Guin, Ursula K. (Book - 1968)

Annotation

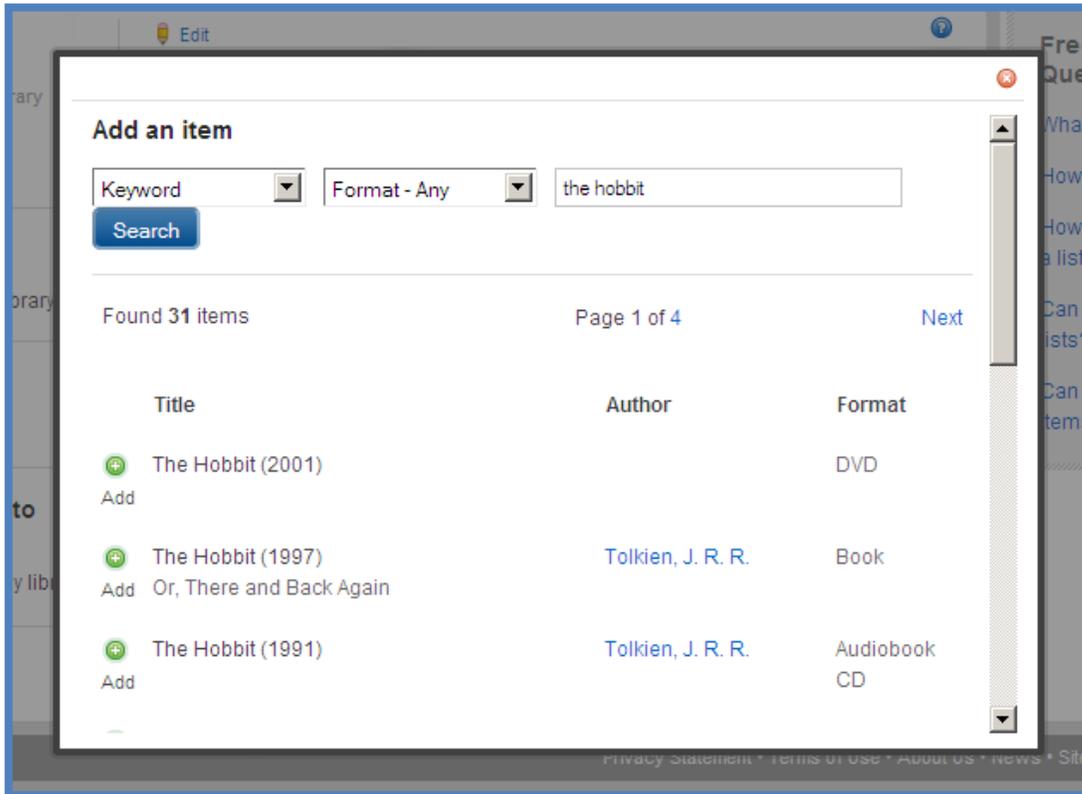
Ged, a young boy, goes to a special school where his wizardly talents are revealed.

The Tales of Beedle the Bard
 A Wizarding Classic from the World of Harry Potter
 By Rowling, J. K. (Book - 2008)

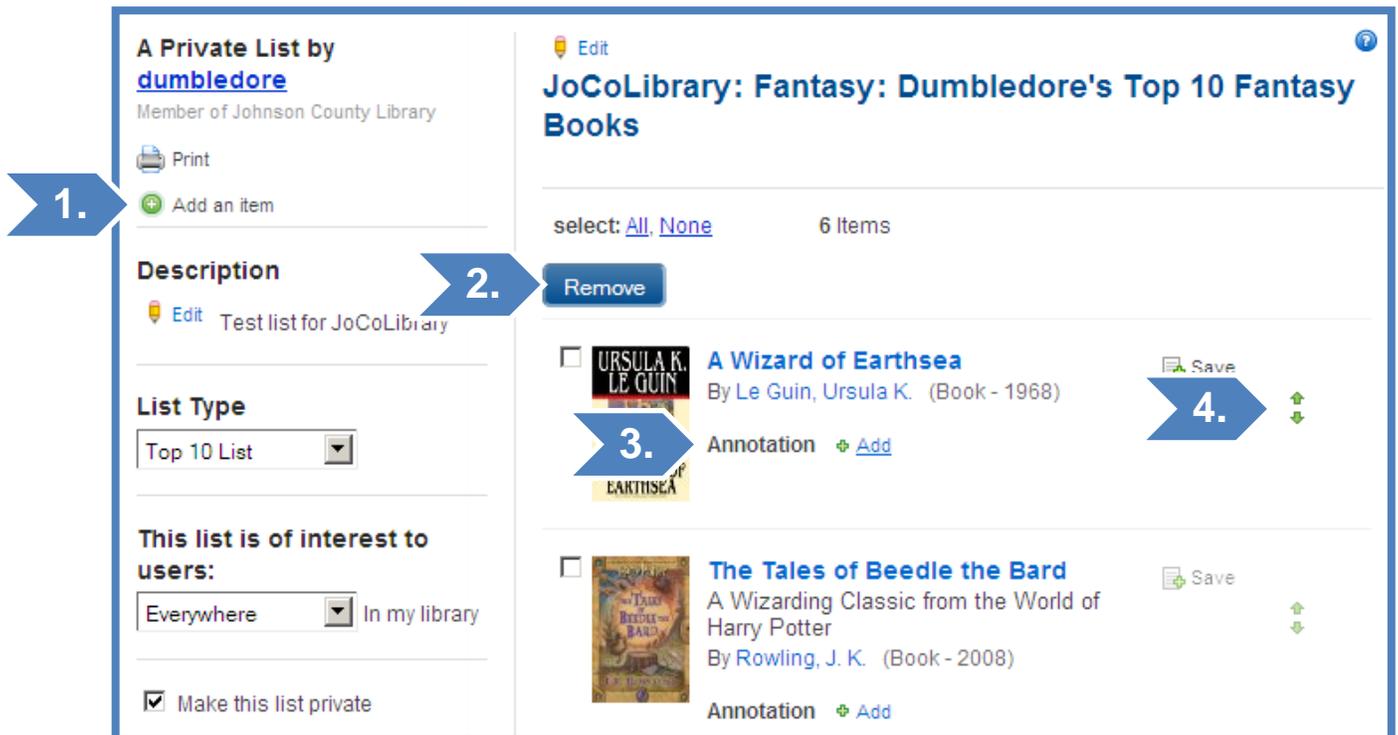
Annotation Add

exercise – creating a List (pt 2)

6. Fill out the list page with a **title**, **list type**, and **description**. Make the list **private**, for now. Click **Create List**.
7. Click **Add an Item**
8. Find an item in the catalog to add to your list (below). Click the **Add** button.
9. Add four or five items to your list. When you're done, **close** the Add an Item box.



After you've added some items to your list and closed the **Add an Item** box, your list will display on the screen.



1. **Add an Item.** If you have more items to add, click **Add an Item**.
2. **Remove.** You can remove titles from your list, if necessary.
3. **Annotation.** Please give each title an annotation.
4. **Up / Down.** If you want to move a title up or down in your list, use these little green arrows.



Lists are different from tags (above) in a few ways. Below is a table that will explain when to use a list, and when to use a tag.

	List	Tag
Item Limit?	Limited to 32 items or less	Can be used on any number of items
Is the topic of lasting value, or fleeting?	Lists are better for things which are very important for a short time (a feature on a timely subject)	Tags are better for items of lasting importance
What's the level of curation?	If you're assigning a value to your group of items, like 'the Chicklit Canon', it should be a list	If you're categorizing materials in a way that your catalog can't, like 'culinary mysteries', it should be a tag
User Experience	If you use a list, you can add extra information, like a title, annotation, and description for your list	If you use tags, patrons will be able to use facets to narrow them. For example, searching for a tag 'fantasy' can be further faceted by topic, material type, age group, etc.

SOCIAL ASPECTS

In addition to basic Web catalog features and the ability to add and create content, the Web catalog gives users the opportunity to connect with other users, based around what types of items they like.

FOLLOWING USERS

At times, you'll see others' usernames appear in the Web Catalog. This may be on the Recent Activity page, in association with a list, or even in your search results for certain items (specifically in the Comments area).

You have the option to follow a user, if you seem to have similar tastes, or to ignore them if you have a more negative reaction. You can also send other users messages.

Note. Patrons under 13 do not have these options.

exercise – following another user

1. Ask one of your classmates for their username and search for it in the basic search box at the top of the screen.
2. Click **Follow**.
3. After clicking **Follow**, you'll be able to choose the types of material recommendations you want from this user. You can also choose to follow everything.
4. Click **Follow** again.

When you choose to follow another user, any material that they rate as 4-stars or higher will be passed along to you when you first log in to the catalog and see **Discover > Recently Shared..**

If you need to stop following someone or adjust your follow settings, click **My Library > Following**. Then click **Edit Criteria**.

The screenshot displays the 'Following' interface. At the top left, it says 'select: All, None' and '2 items'. A 'Stop Following' button is located at the top left of the list. A 'Sort by username' dropdown menu is at the top right. The list contains two entries:

Username	Follow Settings	Followed Since
<input type="checkbox"/> BibliBob ✓	Edit Criteria »	Oct 05, 2010
<input type="checkbox"/> dlacrone ✓	Edit Criteria »	Oct 05, 2010

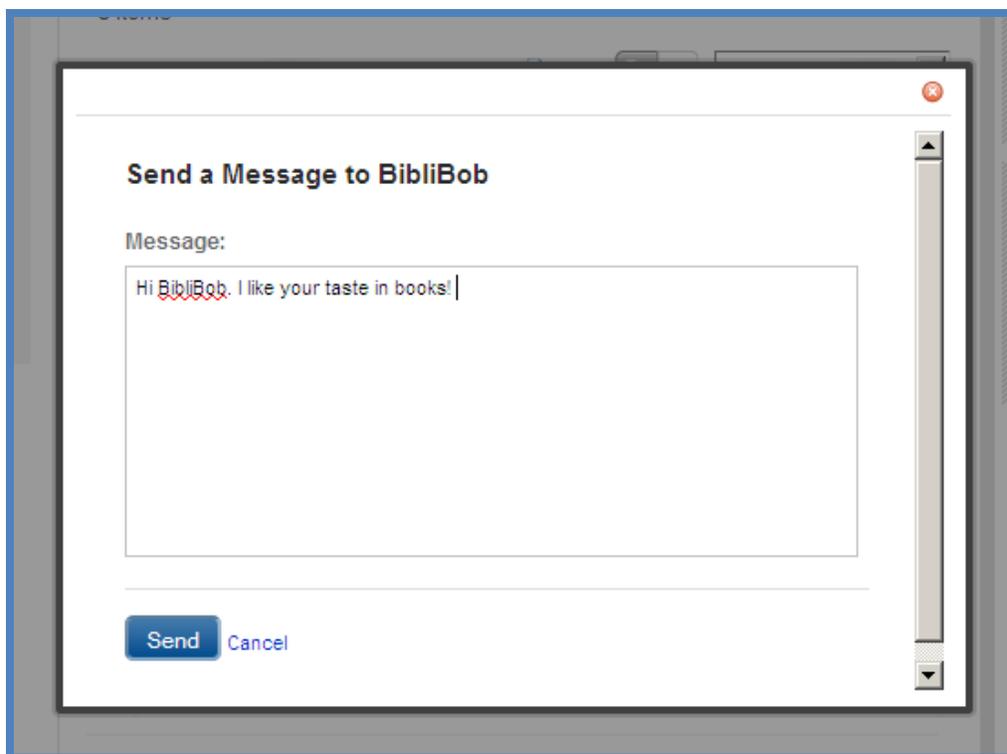
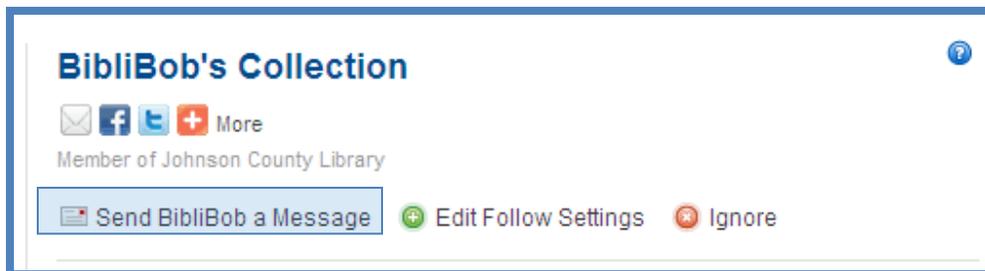
A second 'Stop Following' button is at the bottom of the list.

SENDING MESSAGES

If patrons find other users in the catalog who share the same interests, they have the ability to message one another.

exercise – sending messages

1. Find another user in the catalog.
2. Click **Send [user] a Message**.
3. Type a message and click **Send**.



To check your messages, look in the top middle of the screen.

