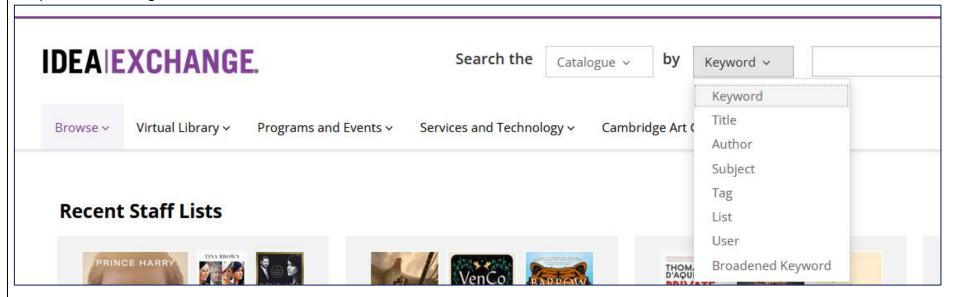
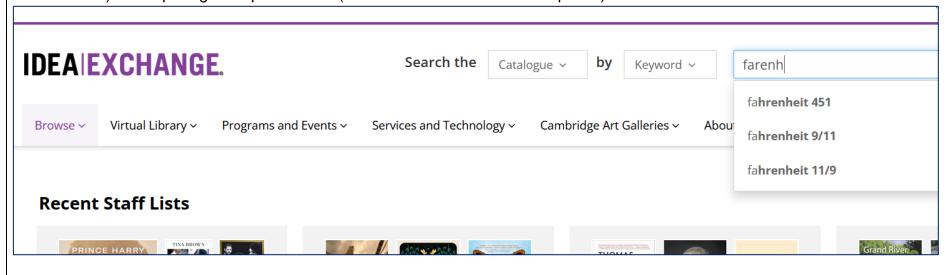
Guide to Using the New Idea Exchange Library Catalogue: BiblioCommons

Idea Exchange now has a new way to find library materials through our online catalogue called BiblioCommons.

The new library catalogue offers the ability to search by keyword, title, author, subject as well as a few other ways that are different from the previous catalogue. More about that later.

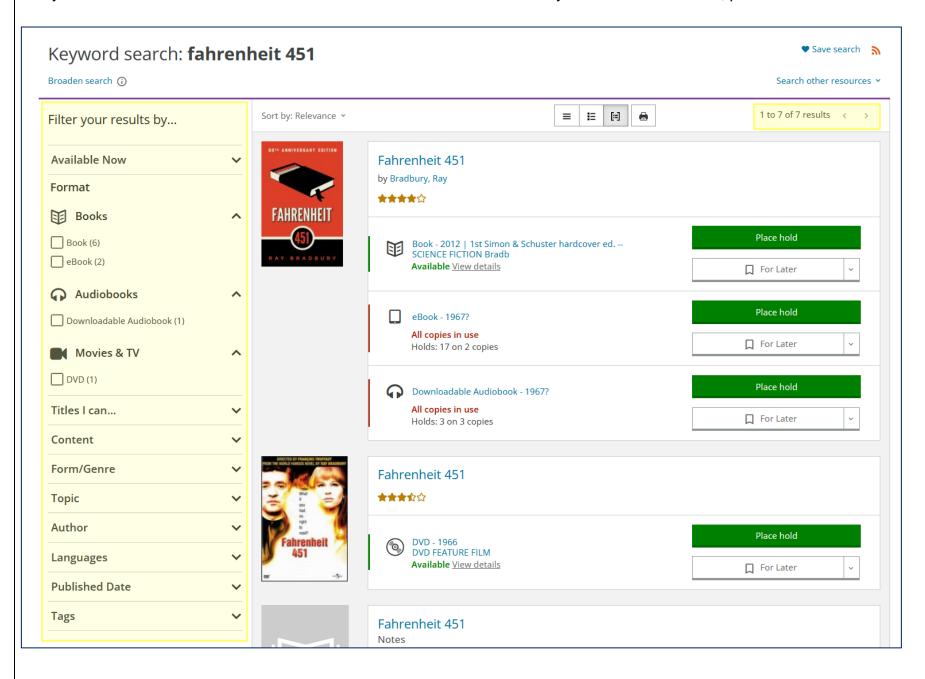


To do a simple keyword search, type in your search term. Unlike the previous catalogue, BiblioCommons will offer suggestions (called search assist) if the spelling isn't quite correct (in this case Fahrenheit is misspelled):

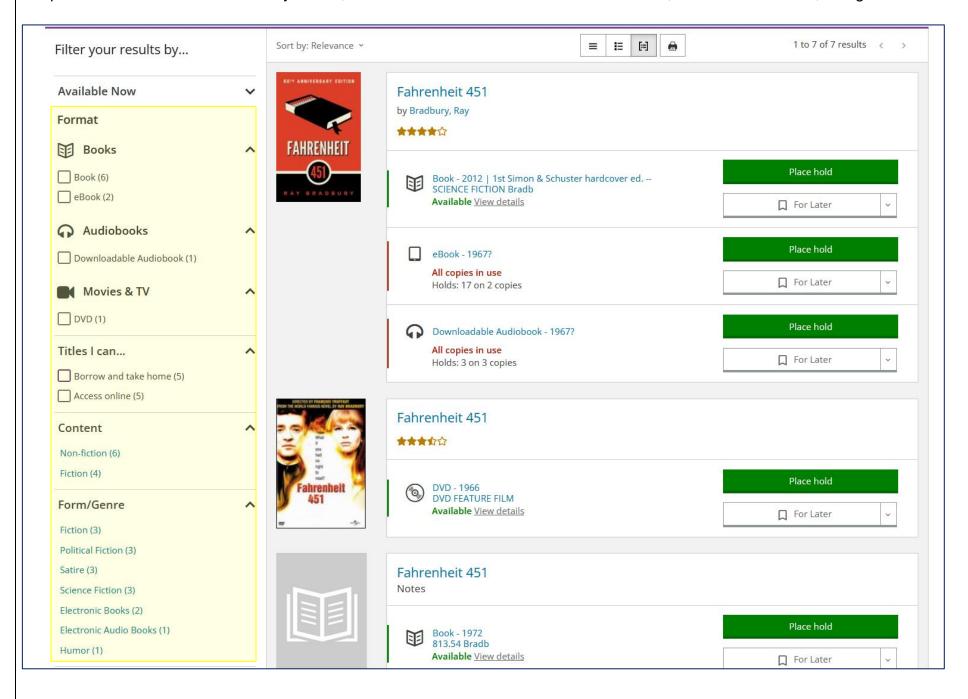


Searching in BiblioCommons

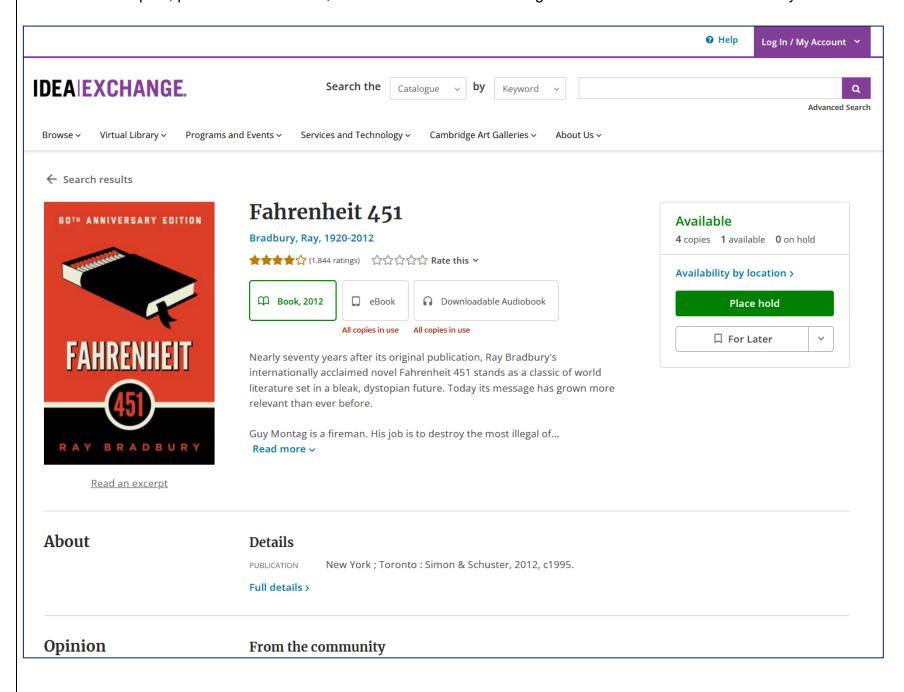
A keyword search for the novel Fahrenheit 451 offers 7 results and the ability to filter search results, place a hold or save for later:



It is possible to filter search results: by format, titles available to take home or access online, fiction or non-fiction, and genre.

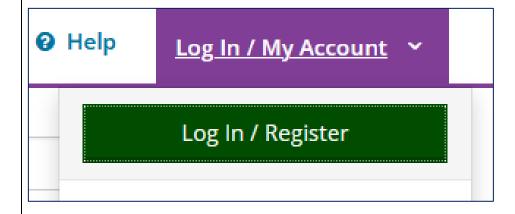


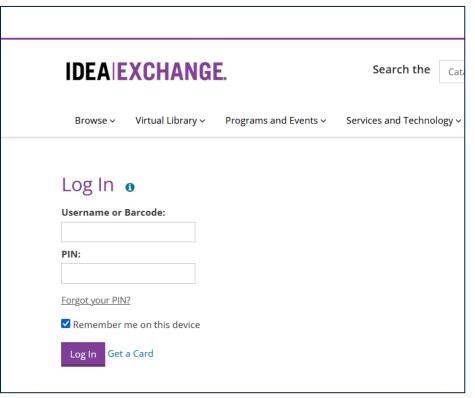
Clicking on the image brings up the title record which provides additional information such as a short summary of the contents, locations with available copies, publisher information, and what other readers thought about the book in the Community section.



Placing A Hold

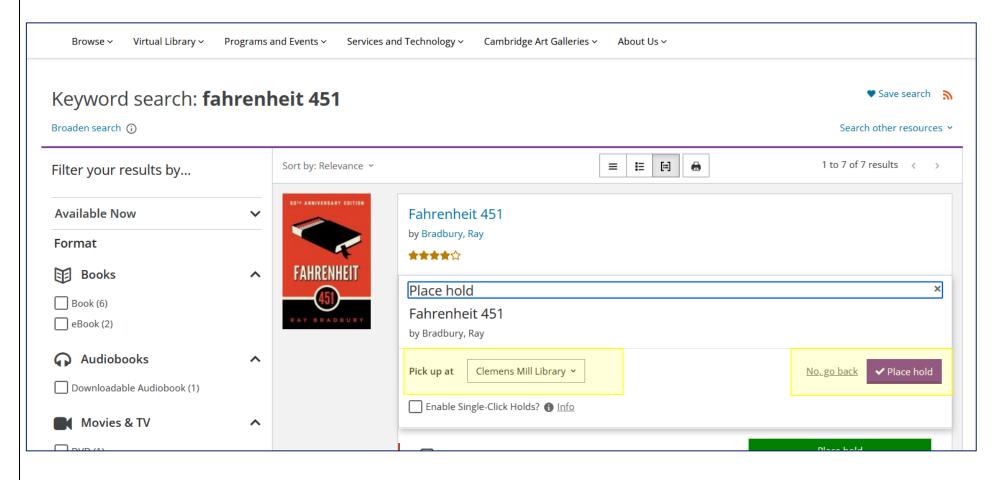
To place a hold on this title or to check your account you will need to register with Bibliocommons. You already have an account with Bibliocommons, you just need to activate it. To do this click on the Log In/Register button located on the top right of the page. This will take you to a form to enter the 14-digit barcode (found on the back of your library card) and your pin number (usually the last 4 digits of your phone number).



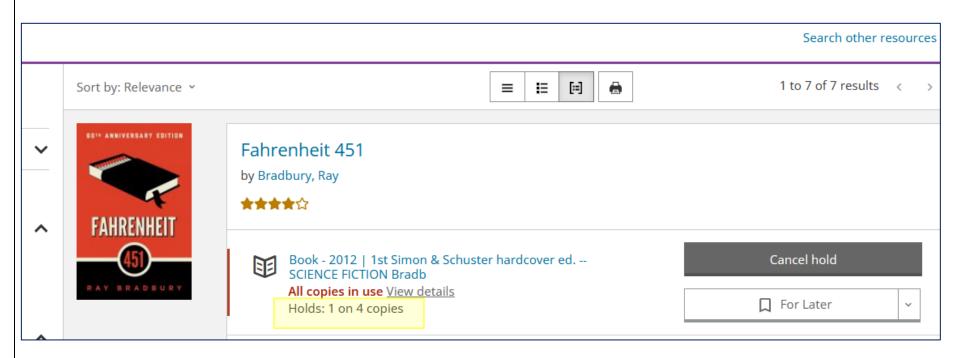


The first time you sign in, BiblioCommons will ask you to setup your account. Simply follow the steps. You can enter an email address to receive notifications and also create a username for your account.

Once your account is set up, you can hold the item by clicking on the "Place hold" button. You are also able to choose from a drop-down menu one of Idea Exchange's libraries to pick up your item.

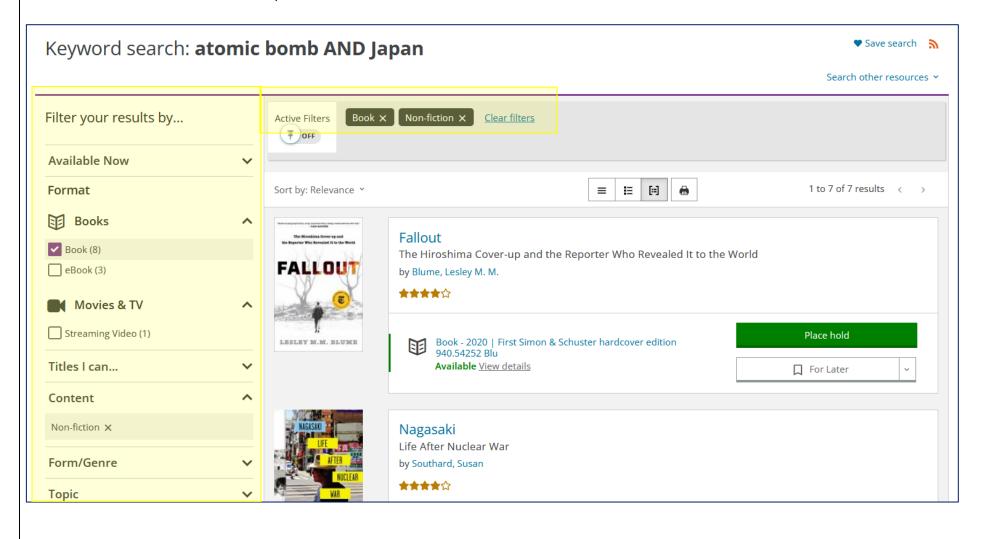


The item record will eventually update to show the hold:



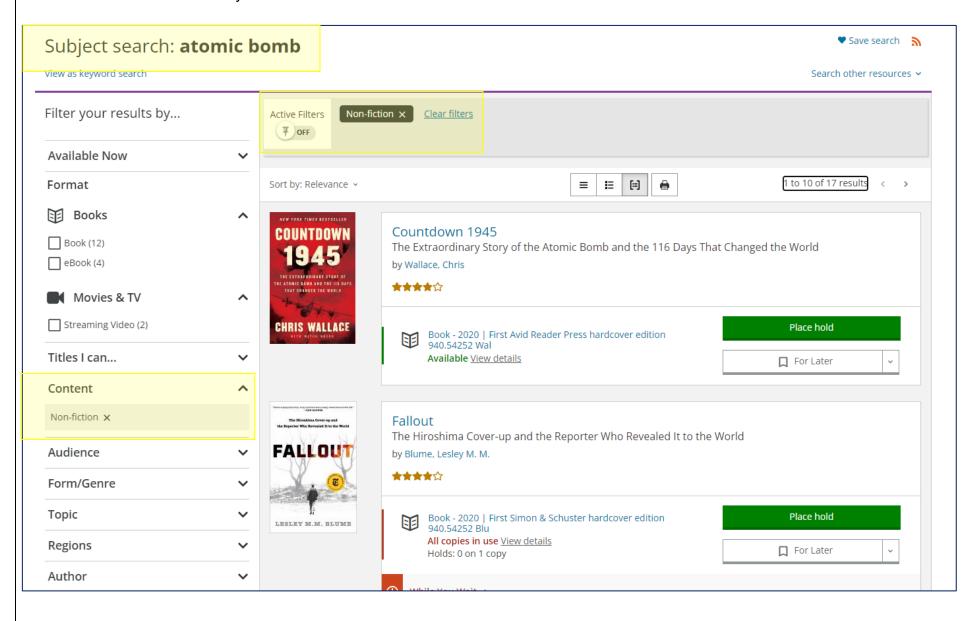
Searching a Topic

The new catalogue can be used to find books on a specific topic. For example, to find information on the topic of Japan and the atomic bomb, do a simple keyword search using the Boolean operator AND which links together the two terms, atomic bomb AND Japan. The search offers 13 results which can be filtered to focus on books and nonfiction titles only. The filters can be found on the left-hand menu. The filters used are shown at the top, above the search results.



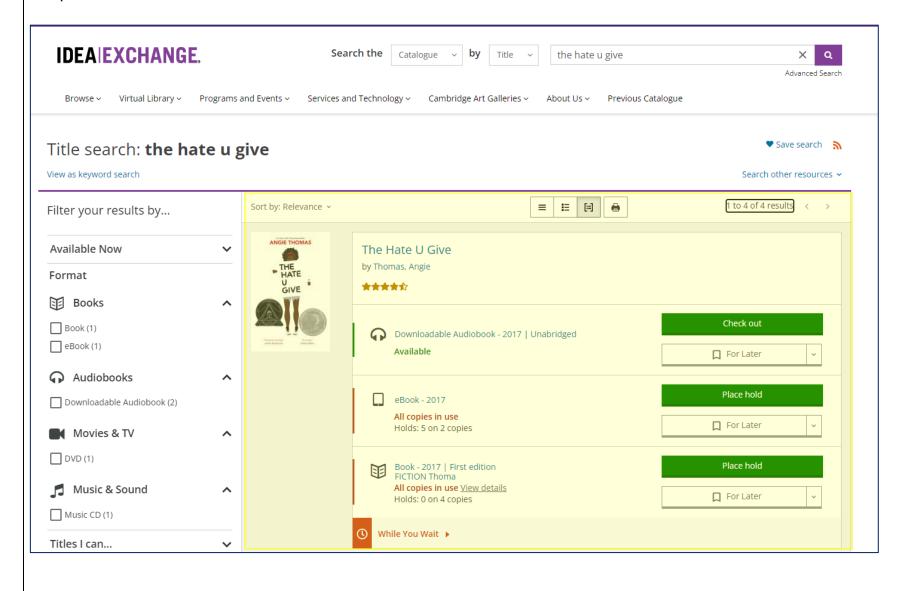
Subject Searching

The catalogue can be used to do a subject search as well. A subject search of the term atomic bomb will bring up very relevant results. Filter for non-fiction results only.

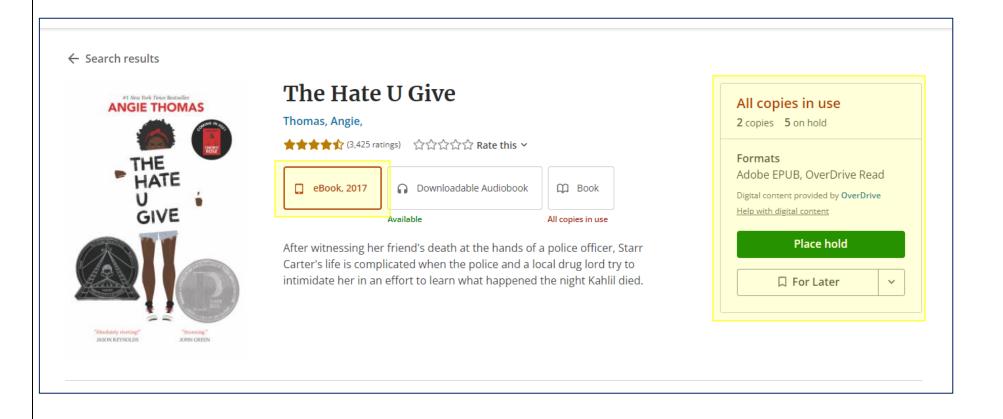


Searching For eBooks and Audiobooks

BiblioCommons is integrated with Idea Exchange's Download Library (Overdrive) which means it allows members to search a title and place an eBook on hold directly from the library catalogue. In the screenshot below, a search of The Hate U Give offers audiobook, eBook and print formats.

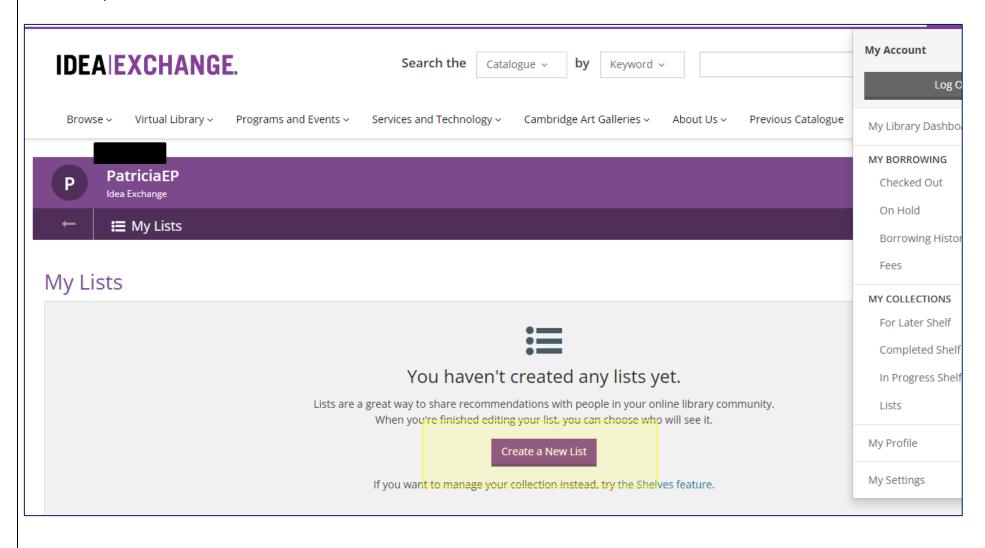


Select the eBook option which will bring you to the eBook record. It identifies the material as an eBook, that there currently are 2 copies with 5 holds. As there is no copy available, it offers the option to place a hold. Simply select the Place hold button.

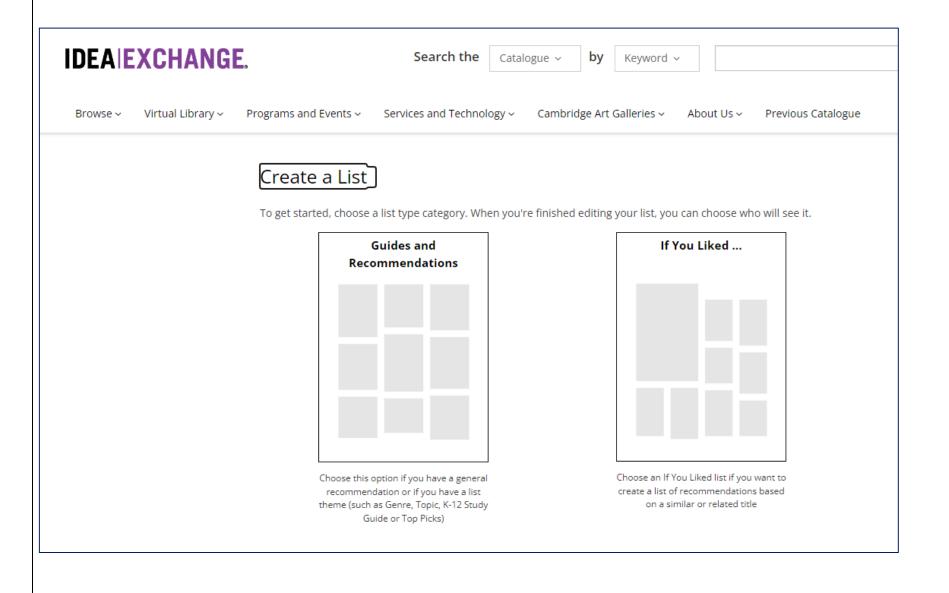


Other Features of BiblioCommons

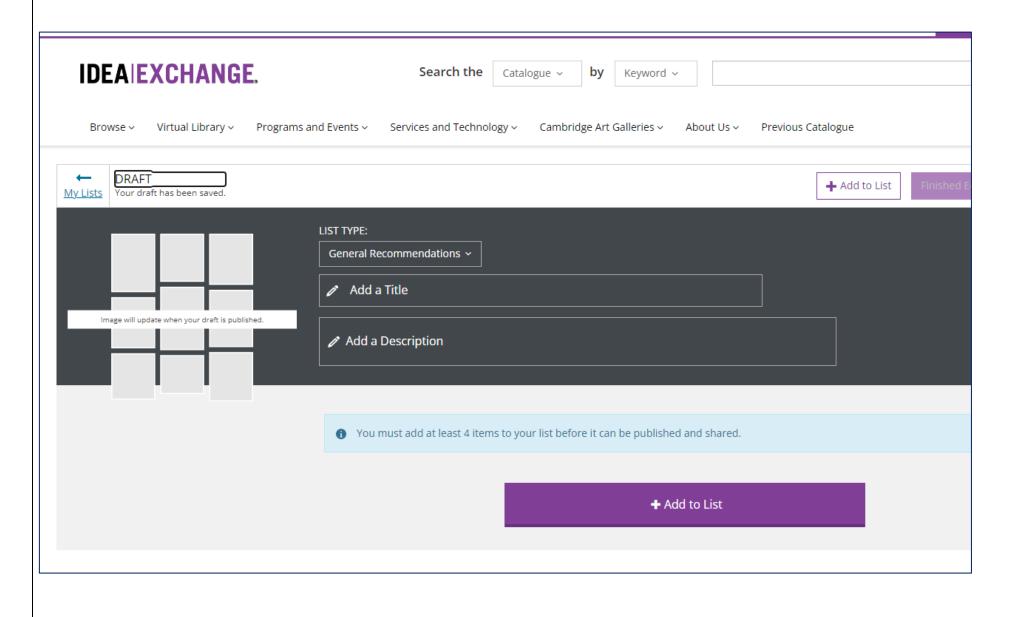
BiblioCommons also offers Idea Exchange members the option to create their own booklists and share them. Click on the purple "Create a New List" option.



A list might be a guide or recommendation, or an "If you Liked..." to help other members find read-alikes.



To begin, fill in the List type, give your list a title and add a description. A list must have at least four items before it can be published.



A finished list will look like this!

