



LAKELAND LIBRARY
COOPERATIVE
LEADING • LEARNING • LENDING

BIBLIO
COMMONS

Love your online library

BIBLIO SUGGEST LIBRARY MANUAL

DASHBOARD TOUR



Logging In

1. Log into your Bibliocommons account
2. Click on admin in the upper righthand corner of the screen, and then select “Suggested Purchases” from the menu that pops up
3. The default view for the Suggested purchases dashboard is the unreviewed requests. You can navigate between pages on the dashboard by selecting different tabs at the top of the page.

The dashboard shows you all unanswered suggested purchases from all libraries. To view only your requests, remember to check the “From This Website Only” box at the top of the page.

The Dashboard is your control center. From here you can:

- view requests
- approve or deny requests
- filter requests to only your library

Actions

All of the actions you can take are done by using buttons next to each request.

- **Checkmark**
 - This approves the suggestion and opens a popup with the approval canned responses. You can select one to send to the patron or you can select “Custom Response” to write your own. Once you click approve, the message is sent to the patron and the suggestion is moved to the “Approved” tab.
- **X**
 - This rejects the suggestion and opens a popup with the rejection canned responses. You can select one to send to the patron or you can select “Custom Response” to write your own. Once you click deny, the message is sent to the patron and the suggestion is moved to the “Denied” tab.
- **Pencil**
 - This allows you to edit the suggestion. This is typically done to add information or edit incorrect information.
- **Clipboard**
 - This allows you to add staff notes to a suggestion. Staff notes can be seen by anyone with a bibliocommons admin account.



To Approve or Deny Multiple Requests at Once

Check the boxes to the left of the requests you would like to deal with. Once you have selected all you would like to make the decision for, click either “approve” or “deny” at the top of the list. Send the canned responses and you are done.

Viewing Approved / Denied Requests



Approved requests go to the “Approved” tab at the top of the page. Once a request is approved, you will need to acquire it and place it on hold for the person who requested it, as that is not done automatically.

Denied requests go to the “Denied” tab at the top of the page. You can view these to see if there are trends of books being requested to see if there is a gap you need to fill in your collection.

Remember to check the “From This Website Only” box at the top of the page to view only your library’s requests.

Unreviewed

Approved

Denied

Auto-Approved Authors List

Applegate, Katherine
Arnold, Tedd
Baldacci, David
Barnett, Mac
Blabey, Aaron
Box, C.J.
Brown, Sandra
Castillo, Linda
Child, Lee
Connelly, Michael
Craft, Jerry
Dean, James
Dean, Kim
Dicamillo, Kate
Elliott, Rebecca
Evanovich, Janet
Gibbs, Stuart
Griffiths, Andy
Grisham, John
Gutman, Dan
Hale, Shannon
Hannah, Kristin
Hilderbrand, Elin
Hoover, Colleen
Hunter, Erin
Kann, Victoria

King, Stephen
Kingsbury, Karen
Kinney, Jeff
Macomber, Debbie
Mallery, Susan
Martin, Ann
Osborne, Mary Pope
Patterson, James
Peirce, Lincoln
Penny, Louise
Picoult, Jodi
Pilkey, Dav
Reynolds, Jason
Riordan, Rick
Robb, J.D.
Roberts, Nora
Sandford, John
Simpson, Dana
Sparks, Nicholas
Steel, Danielle
Stilton, Geronimo
Tarshis, Lauren
Thomas, Angie
West, Tracey
Willems, Mo
Yang, Kelly