

BiblioSuggest Instructions & Training

Patron Tour

1. Log into your Bibliocommons account
2. Click on your name in the upper righthand corner and select "My Library Dashboard" from the menu that appears
3. To suggest a purchase, select "+ Submit a Suggestion" from the lefthand menu
4. Fill out the required information - Title, Author (or director/performer), Year and then click the "Next" button
5. On the next page, fill out the information you know
 - a. Pick the format you're requesting the library to purchase
 - b. ISBN if you know it
 - c. Publisher if you know it
 - d. Audience - This is the age group the item is for
 - e. Language
 - f. There is also a space for notes you would like to leave regarding your request
 - g. After filling in all information, click the "Next" button
6. On the next page, go over your request and click the "Submit" button to send your request to the library

Dashboard Tour

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.

Tabs

4. Unreviewed Requests
 - a. General Info
 - i. 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.
 - b. Actions
 - i. All of the actions you can take are done by buttons next to each request.
 1. Checkmark
 - a. 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.
 2. X
 - a. 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.
 3. Pencil

- a. This allows you to edit the suggestion. This is typically done to add information or edit incorrect information.
 4. Clipboard
 - a. This allows you to add staff notes to a suggestion. Staff notes can be seen by anyone with a bibliocommons admin account.
 - c. To Approve or Deny Multiple Requests at Once
 - i. 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.
5. Approved Requests
 - a. 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.
 - b. Remember to check the “From This Website Only” box at the top of the page to view only your library’s requests.
6. Denied Requests
 - a. 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.
 - b. Remember to check the “From This Website Only” box at the top of the page to view only your library’s requests.

Reports

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.
4. To download reports, select Download Data Beta at the top right of the page
5. This will download an excel sheet of all suggestions for all libraries for the tab you are currently on.