# BiblioCommons Manual

2024-25

# Contents

There is so much that is special about BiblioCommons, and each of you learns differently!  This guide offers links to video-based instructions, as well as written information.  Of course, librarians are standing by, eager to help as well!

We opted to pay to have a Kids Catalog created to benefit our elementary school users.  This catalog can be reached from the main Indypl.org page, from the main catalog link, or from this link: https://indyplkids.bibliocommons.com/.  Some schools have this link placed on students' devices or desktops as a shortcut.  The Kids Catalog does not include any teen or adult titles unless they are there by accident.  Let us know if you find one!

## What Borrowers Can Do

Watch this series of seven very short videos that give a *quick* look at features *for borrowers*.  Be sure to read the notes underneath each section.  (You may want to turn the volume off as there is no narration, and the music is the same for all seven!) Determine whether any or all of these would be appropriate for your readers.

Topics covered are:

### Register Your Card (https://youtu.be/ya_5p3Kmrsk)
**Adults**

1. Visit indypl.bibliocommons.com
2. Enter your **PERSONAL** library card number and password
3. Enter your birthdate
4. Choose a username (you can change it later)
5. Register!

**Under age 13**

1. Visit https://indyplkids.bibliocommons.com/
2. Enter your **PERSONAL** library card number and password
3. Enter your birthdate
4. Choose a username by picking a color and animal.  BiblioCommons will give you a number to add at the end.  (You can change it later.)
5. Register!

### Find Something to Borrow (https://youtu.be/n7vWADhwEjI)
- Covers searching and "smart searching" – pay close attention!
- Note that readers searching for titles while they are in your library will see what is on shelf in your library first.

### Request an Item (https://youtu.be/1N6GuKnEpOI)

- Covers the basics

### Update your Information (https://youtu.be/hQVdXPSuBzM)

- Shows how to change a default pick up location, and/or add a second default pick up location.

### Add Content to Your Catalog  (https://youtu.be/nNUqZEIa1Lw)

- Remember, this is what your borrowers can do!   It covers comments, rating titles, and making lists.

### Manage Your Borrowing (https://youtu.be/VS6uaqRdqEw)

- Take the time to remind people to return their books as soon as they are finished so they're available for the next reader.  You might also remind them about the new limit to just ten renewals.  Some borrowers are used to renewing everything when they really need to renew just one item.

### Manage Your Collections (https://youtu.be/wryPrjIhR_I)

- Under the heading of My Collections in Bibliocommon's user dashboard, you'll find both lists (covered under Add Content above) and shelves.

### Getting Help (https://help.bibliocommons.com/)

- Not a video, more like a handbook, this site covers just about every step you can think, and it's provided in nine languages, including English, Spanish, Chinese, Japanese and more.

## Teach Your Readers How to Use the Catalog

Use the What borrowers can do section on WeShare as your guide.  You could show the videos, post them on your website, or create your own.

More resource materials are available at the BiblioCommons Portal.  To login, we need to authorize your email address.  Please fill out the following form:    https://goo.gl/fz8jup

### Set the Ground Rules

Remember that students under 13 are covered by the Children's Online Privacy Protection Rule ("COPPA").  They can't use their real names, or make up their own names, in BiblioCommons.  They'll be given a choice of a color, an animal and a number.  Or they can continue to login with their library card numbers.  They can rate books (with stars) but they won't be able to comment or use their real name or a name of their own invention until they turn 13.

We encourage students in elementary grades to use the Kids' Catalog instead of the Main Catalog. The Kids' Catalog gives them direct access to new books and avoids "those boring grown-up books" as one of the school library managers explains.

You'll also set ground rules for your teachers. ([See What Teachers (and Curators) Can Do](#).) It's important that they keep their personal and professional identities separate, especially so for school teachers. Their students don't need to know the wide variety of genres they might be exploring. Definitely encourage them to post on both personal and professional accounts as appropriate.

You will need to develop naming conventions for your location, based on your own user name and covered further in [See What Teachers (and Curators) Can Do](#).
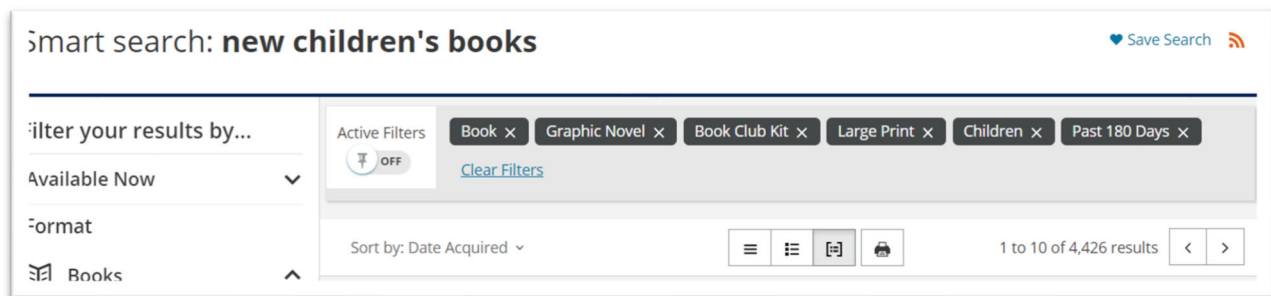
### Search

You got a brief introduction that you can use with patrons, but the search feature in BiblioCommons has some capabilities we didn't even think to ask for! Our borrowers learn how to search on Google. As the BiblioCommons trainer said, "it's easier to teach librarians how to search like patrons than to teach patrons how to search like librarians!" Here's a list of a few of the conveniences we now experience:

- Smart search – groups together different manifestations of the same title. For example, you'll find the print, large type, ebook, eaudio, DVD and CD gathered under the same title (see illustration)
- Results are ranked by relevancy so the most popular results appear at the top of the results list
  - Results are ranked by relevancy only in keyword searches, not, for example, if you did an author search
- BiblioCommons assumes you're looking for the title in the search box, not all the records with that word. So a search for the word "It" puts the book by Stephen King, and the movie based on the book, at the top of the results list.
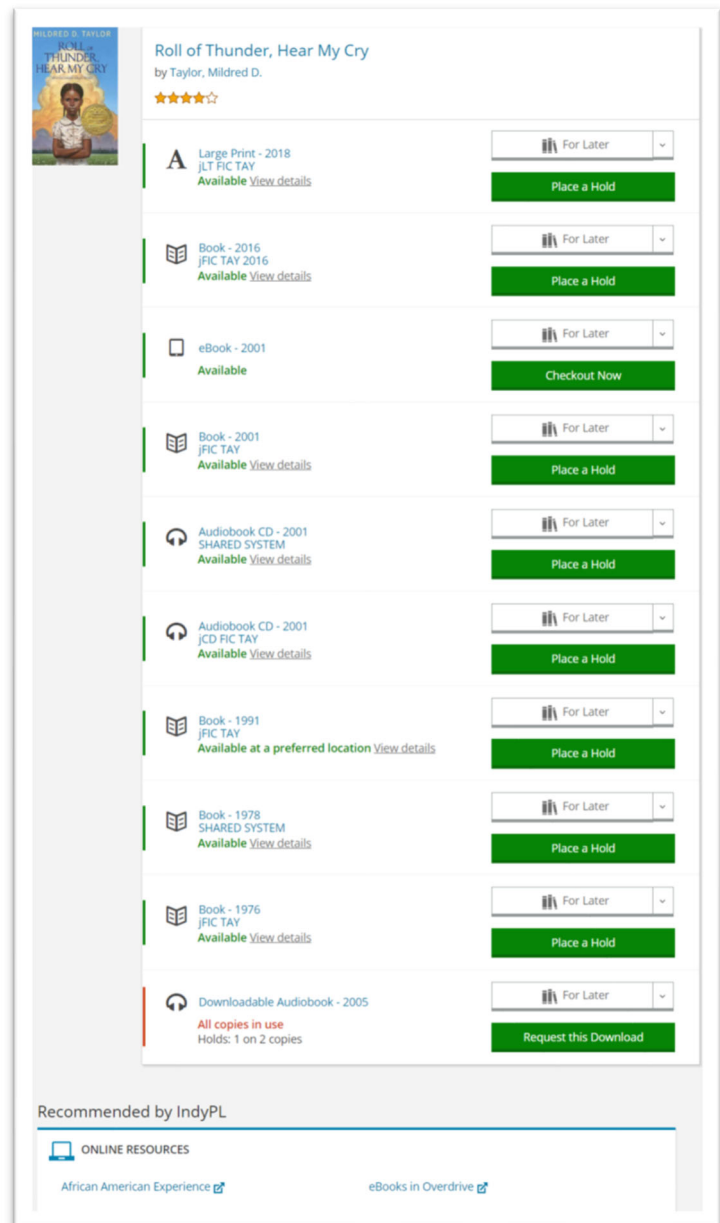
- - Similarly, searching for "help" brings up the Beatles music CD first, while searching for "the help" brings up…**The Help**.
- If all the copies of the title you are looking for are checked out, lost, or otherwise unavailable, we added from Novelist a red flag at the bottom of the title card called "While you wait." When you click on it, you'll see suggestions for similar books and the number of copies currently available.
- Did You Mean…? A search for "dinosour" brings up the question "Did you mean dinosaur?" And a link to view 3,412 results!
- Searching for "romantic movies" will give you results in DVD, BluRay and Streaming Video formats. (If you must have only one format, it's easy enough to limit by using the facets on the side.)
- You can go crazy with the search box and the word new. For example, search for new children's books:

Smart search: **new children's books** ♥ Save Search

Filter your results by... | Active Filters | Book ✕ | Graphic Novel ✕ | Book Club Kit ✕ | Large Print ✕ | Children ✕ | Past 180 Days ✕

Available Now | ⊤ OFF | Clear Filters

Format

Books

Sort by: Date Acquired | 1 to 10 of 4,426 results

- - The black boxes reflect the filters used in your search. Clicking the x removes them from your search.
  - Note the Active Filters is set to Off. If you set it to On, you "pin" these filters in place and they will be used in your subsequent searches (for example, you might want to find a particular author or subject in the subset of new children's books).
  - You can use this type of smart search with a variety of terms, for example, teen books (use TEENS not teen) or kids' movies.
- Smart search also searches by language, not country of origin. A search for "new Spanish DVDs" would yield new DVDs in Spanish, not from Spain or about Spain.
- You can also do a keyword search by call number or ISBN number.
- If you have a search you do often, save it. Once you have a saved search, the option to repeat a saved search will appear under the search box. Click on Saved Searches to get to any you have saved. These searches are also permalinks so right clicking on one of the searches in your list of saved searches will allow you to copy the hyperlink and use it wherever you need to. Note that these saved searches are responsive to whatever is in the database at the time the search is conducted. Today you might find 633 results with the search "new Spiderman books." If new Spiderman books are added, they will show up the next time you use that saved search. And if any that showed up today are older than 180 days the next time you do the search, they'll drop off the results list.

- When doing a subject search from the Search dropdown menu, the results will include all titles with your search term in any of the subject headings.
- When doing a series search from the dropdown menu, the results are listed in order of popularity.  You can also do a series search for Magic Tree House # 4 and the results list will give you the fourth title in the series.
    - A series search for Nancy Drew will result in all the Nancy Drew series titles in order of relevancy.  Click on the Sort button to arrange by series title.  Note that if a title is included in more than one series, the title will sort by the first series title in the record. If your results are wonky, use NoveList to get the most accurate list of titles in a series.

## Drill down into a Search with Facets

As you're searching, you may want to take advantage of the facets in the left hand column.

*From the Marc (catalog) and item records:*
- **Available Now** –locations where your results can be found
- **Format** – books, audiobooks, streaming, etc.
- **New at the Library** – a variety of lengths of time since added to the collection
- **Titles I can**… - borrow now, access online or use only in libraries
- **Content –** for example, fiction, nonfiction
- **Audience –** adults, teens, children
- **Topic** – varies widely depending on search
- **Author** – lists authors included in search results
- **Language** – lists languages included in search results
- **Published date** – lists dates published included in search results

*From BiblioCommons*
- **Ratings –** number of "stars" borrowers have given titles
- **Tags –** generally speaking, these will be genre or niche subgenres, tone or theme as identified by the BiblioCommons community of users

*Reading Level*
- For now, these are Lexile levels provided by a company called Metametrix.  All title records for which reading level data is available has that data in the record.  Unfortunately, BiblioCommons allows searching only by Lexile level although the Accelerated Reader book level is in the Full Record tab.

## Do an Advanced Search
- Use the dropdown menu to do publisher, genre, or award searches, or to combine terms for a more complex search.
- Use wild cards and Boolean search terms.  More information is available on the BiblioCommons Help Page (https://help.bibliocommons.com/010searching/010advanced/).

## Understand the Title Record

The new title record in BiblioCommons is designed to draw readers in – into the title, into the library, into more like this title, into discovering things they'd never thought of looking for!

Above is the top of the title record.  Under title, author and pub date, you can see how other readers have rated it, and rate it yourself.  You can also see formats available, and whether different editions are also in the catalog.  To the right, you can see brief information about copies of the book printed in 2018.



**1st section of title record**

You can place a hold from here, or you can add it to your "For Later" shelf, or a different shelf.

Just below the first section, there is some brief information about the title including information about the series, other contributors (such as the illustrator), publisher, and publication date.

Click View All to see all the titles in the series.  In this instance, just the first three are shown.

**About**

**About the author**

Mildred D. Taylor is the author of nine novels including *The Road to Memphis*, *Let the Circle Be Unbroken*, *The Land*, *The Well*, and *Roll of Thunder, Hear My Cry*. Her books have won numerous awards, among them a Newbery Medal (for *Roll of Thunder, Hear…* Read more ⌄

**In the same series: Logan family (Mildred D. Taylor)**
NOVELIST

1                          2                          3

Song of the                Roll of thunder,           Let the circle be
trees                      hear my cry                unbroken

View all >

**Contributors**

Woodson, Jacqueline,
Author of introduction

Nelson, Kadir,
Illustrator

**Details**

PUBLICATION          New York, NY : Dial Books for Young Readers, [2016]

Full details >

You can click on Full details to see the full title record you're used to seeing in other catalogs. (This is where you will find the Accelerated Reader information, under Audience.) You'll also find the subject and genre headings under details which are useful especially with nonfiction. (Yes, Virginia, at the bottom of that full record you can click on Original record and see the Marc record!)

No fake news in BiblioCommons. Just under the facts about the title, you'll see the Opinion from review journals. Below that, there is a section for **From my library staff,** and then **From the Community.** Activity, covered in more detail below. Briefly, the first tab, Comments, includes comments made directly in the title record as well as comments made about the titles in the Lists feature.

**Opinion**

**From the critics**

**Horn Book Guide Reviews**

Introduction by Jacqueline Woodson. This anniversary edition of the Newbery Medal book and second novel in the Logan family saga contains a new introduction by Jacqueline Woodson, Mildred Taylor's twenty-fifth-anniversary-edition… Read more ⌄

**School Library Journal Reviews**

Gr 4–7—Taylor's story about Cassie and her family, set in southern Mississippi during the Great Depression, is one of those rare books that is beloved by educators and children alike. A perennially popular selection for summer reading… Read more ⌄

**From my library staff**

IndyPL_MontoyaB

Below the Opinions, there are several ways readers can explore further. If the title were nonfiction, they could see what other books might be shelved nearby by browsing by call number. (Note that the

call number browse will not be limited to your library.)   There may be a section called "Staff Lists featuring this title.

In the section "Explore further", you'll find related titles and similar authoros.  If you see a hyperlink to View all from NoveList, follow it!   There you'll see similar titles, similar authors, and similar series. With the heading "You May Also Like," you'll find There's also a link to NoveList which lists the books in the series and suggests read-alike titles authors and series.  Scroll down to see other reviews, and to search for other books at this same Lexile or Accelerated Reader book level.

Ath the bottom of the record, there is a place for readers to add favorite quotations, book summaries, videos, and recommend appropriate age groups.

## IndyPL BiblioCommons Guidelines for Shared System Members

These are the official guidelines for use of authorized web catalog staff accounts by members of the Indianapolis Public Library Shared System. Such activity includes: creating an IndyPL Shared System staff account profile, posting comments on items, creating lists, and annotating items in the catalog.

**All staff members who use BiblioCommons to create and use a staff account should understand and follow these guidelines.**

### Staff Account:  Location/IndyPL Shared System Identity

Login to indypl.bibliocommons.com with your BiblioCommons new library card number.  You will be guided through creating a new account.  Your username is limited to 24 characters.  We would like you to use your location name and the word library.  Please use an underscore as a space instead of putting it all in as one word.  For example,

- Christel_House_School_Library

While using your Staff Account in BiblioCommons, the icon appearing by your username will be a blue circle with IndyPL in the center, indicating, along with your IndyPL username, that your library is connected to IndyPL.

**Since you are writing and sharing under the IndyPL brand, all policies regarding acceptable use, web content, materials selection and professionalism apply, as would any policies applicable at your location.**

### Location Expertise and IndyPL Shared System Identity

We know you have experts at your locations, whether they are teachers, museum curators, social workers, or event planners!  If they are interested in sharing this expertise with your school, we would welcome their participation.  Because like you, they won't want to mix their personal and professional lives, we recommend they use their SRM card, NOT their personal library card, to set up a user account.

Ask your teachers to use a similar naming convention to make their expertise clear, and to make sure students know they're on the right list.

- If a teacher/curator leaves, change the PIN in the Polaris LEAP. This immediately prevents them from being able to login to the BiblioCommons account and either remove valuable content or create inappropriate content. The new teacher/curator can then login using the barcode and PIN number and change the username to whatever they want to change it to.

## Staff Account – Profiles

Your BiblioCommons profile is the place to introduce yourself to your readers, and to the public. It is a great way to build community with your patrons and other BiblioCommons users. **Remember that anyone with a BiblioCommons account, not just your users or IndyPL users, can see and access your staff profile and follow you on BiblioCommons.** (See the example below.) Teachers/curators creating accounts with SRM cards should follow the same guidelines.

**<u>DO</u> follow these profile guidelines:**

- Do show personality.
- Do say you're a part of the IndyPL Shared System (that way it will make sense that you have a Library staff icon underneath your username).
- Do customize your areas of interest and specializations. Show the audience what you are an expert in.
- Do fill out the website space with your location website URL. If you have a library website, even better.
- Do fill out the Twitter handle space with your location Twitter handle. If you have your own library Twitter handle, even better!

**<u>DON'T</u> make these profile mistakes:**

- Don't post confidential information.
- Don't promote your *personal* websites, blogs, or social media handles. Remember, this is your professional library profile, not your personal account.

The Profile can be a fun place to engage readers. If they see a list you've created, they can follow your profile and find other lists you've already made, or lists you create in the future.
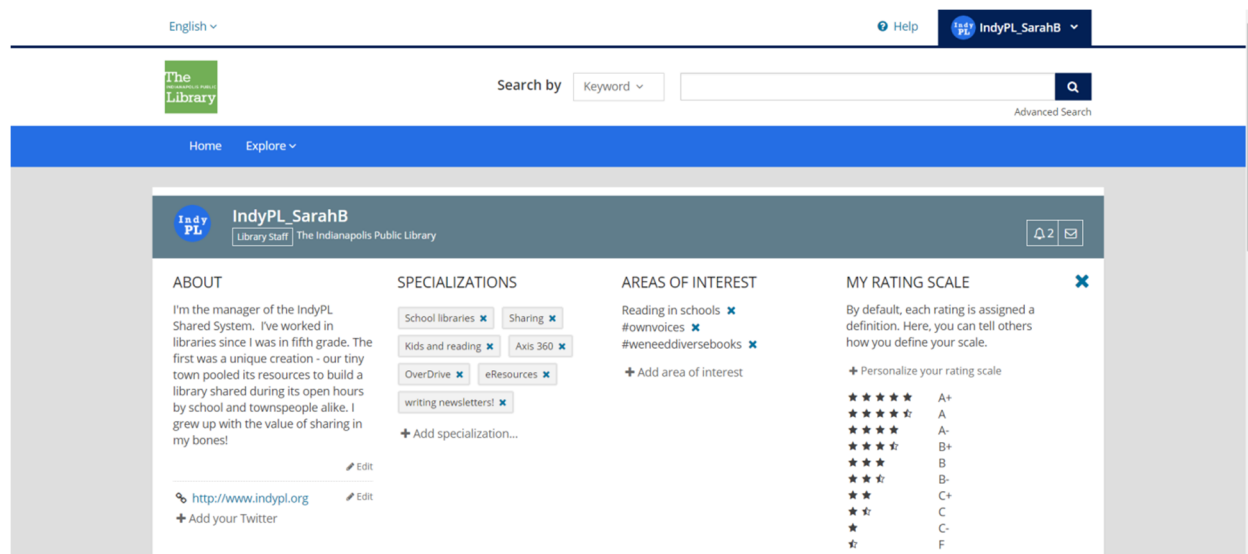
## General Tone and Voice

**We want to present ourselves to patrons as helpful experts**.  Some patrons find looking things up in the catalog daunting or even overwhelming.  We can use our experience and expertise to connect patrons with library offerings that they might not otherwise find.  Picture yourself talking to a patron who is eager for recommendations when you're creating content for BiblioCommons.

**It's okay to find a voice that is unique to you**.  You can be dry and witty ("people who enjoy paint drying should give this book a try"), or you can be effusive and over-the-top ("THIS BOOK WAS THE BEST BOOK IN THE HISTORY OF BOOKS") as long as you're being workplace appropriate.  Your community has a wide variety of patrons.  You will use different voices when talking to younger students or older students.  Museum library staff should take note here.  You may have lists for your curators, but you might also create lists for any IndyPL patron.  Obviously, the voice you use will be different!

## How to Engage with Patrons using BiblioCommons

In addition to your profile, you will use BiblioCommons to engage your patrons in two important ways: **Lists** and **Comments.**

### Lists:
- Have 25 or fewer items grouped together around a theme of your choosing.
- Have annotations.
  - You should write a sentence or two explaining how you hope the list will be used.
  - You should also write a sentence or two about each item to tell the patron why you selected it and what makes the item worth including in your list.
- Can promote or support other programs or resources.  Lists may include links to external websites.
- Should generally be capped at 25 items because at that point they will spill over onto a second page – but in certain cases this can be ignored.

### Comments:
- Are brief (4-5 sentences) bits of context on an **individual item**.
- Are not usually plot summaries, since this info can be found elsewhere in the item record.
- Tell patrons why they might like to give an item a try.
- Do NOT contain spoilers.
- *Note that all your List annotations will appear as Comments for the items on your list so the annotations should be written so they can stand alone.*

## Best Practices

**DO** follow these guiding principles:

- Be clear and concise. Online interactions have the potential to lose context and meaning. The impersonality of the Internet means we have to take extra care to demonstrate our positive intentions.
- Write what you know.  If you consider yourself an expert on steampunk vampire teen romance novels, don't be afraid to show off!  **Your knowledge and passion are contagious**.
- Make your profile interesting and engaging!  If you want patrons to ask you questions about Westerns, don't forget to list that as an interest on your profile.
- Remember that you're writing on behalf of your location when you use your professional account.  **The Library or your administrators might ask you to change, delete, or add to a professional post if needed.**
- Think before you post.  If you find yourself asking whether you should post something, ask a colleague or a supervisor to give it a look.
- BiblioCommons lets you link to other media in the item record, so feel free to get creative!  For example, you can post links to book trailers and other videos. Linked content must follow all IndyPL policies, as well as your location's policies, regarding acceptable use, web content and materials selection

**DON'T** do the following:

- Post copyrighted material without permission.
- Create award lists. These exist already!  BiblioCommons creates them.  If you know of an award that BiblioCommons doesn't cover, let us know.
- Spoil the plot!  You may have seen that movie when it came out 23 years ago, but someone is probably reading your review because it's new to them.
- Say anything in the catalog that you wouldn't say out loud in your library. Remember your comments are public and become part of the permanent record.
- Post personal attacks, harassment or threatening language.
- Post racist or obscene or potentially libelous statements.
- Reveal patron information.
- Engage in commercial promotions or spam.
- Campaign politically or post religious activity, endorsements or proselytize.
- Post confidential workplace information.
- Duplicate personal lists. This clogs up the search results.

<u>Create a List</u>

Remember to review and follow **IndyPL BiblioCommons Guidelines for Shared System Members** above. Know the protocol on representing both the public library and your location library to catalog users.

### **Show What You Know**

As a library staff member in the Shared System, people see you as the expert. They might see you as an expert at different things – finding just the right book for just the right student, for example, or tracking down the perfect resource for a teacher, or remembering that tall green book for a museum curator or volunteer.

Turn your expertise into lists. If the second grade teacher always does a unit on apples culminating in a trip to the apple orchard, by all means find your best apple books and put them in a K-12 Study Guide List. If you know your middle school bleeding hearts love "dead girl novels" – the kind where the heroine always dies tragically in the end, concoct a genre list and call it dead girl novels.

**Please add #SharedSystem to the lists you create.** This allows your list to show up in the Kids Catalog as Staff Picks under the Explore menu item.

When you create a list, you're given two options – the If You Like… option is just that – recommendations for readers (or viewers) who liked a particular book, movie, song or author. The other option, Guides and Recommendations, provides a few subcategories that will be helpful to the user: Genre, Topic, K-12 Study Guide, or Top Picks).

If you use the If You Like… list, be sure to explain briefly something about the anchor title. Then, in the list of titles you think readers might also enjoy, be sure to explain how the recommended title is similar to the anchor title. Remember that these annotations will also appear as comments so they should be able to stand alone as well as serve the purpose of your list.

Genre guides can be niche genres (like the dead girl novels above) or more general but targeting your particular audience.

Topic guides are wide open! You might build one off a current trend you're hearing people talk about. You could use your school's theme or values and gather related books in a list. Think about the calendar for the year. Would 8th graders appreciate books that talk about high school jitters?

Lists that fall under the K-12 Study Guide should be fairly obvious. They'll support a unit of study, a curriculum standard, or a common research topic.

You can add URLs to any kind of list. BiblioCommons may automatically add an annotation and image. You can edit the annotation, but not the image. Think about including links to videos available in Kanopy, or to articles in one of the online databases – or to the online database itself.

### Tips

- **Link to the bib record that is IndyPL's edition with the highest number of requestable copies and also part of the grouped record**. This ensures the most successful request experience and also offers a convenient look at the format choices.

  Currently, when creating lists, it is difficult to tell which bib record to choose for a title with multiple editions because the call number does not display. This means that it is easy to choose a Shared System record with just one or two copies rather than an IndyPL record with tons of copies. It is helpful to have the catalog open in another window to help determine the best record choice. This challenge occurs mostly with classics that have multiple editions and in the children's collection which has the highest number of Shared System records. Of course, if your list is most likely going to be of interest only to your patrons at your location, then choose the record with your item on it.

- As you create your List, it saves automatically as a draft. You can get a great idea, add two titles, get distracted, and your list will still be there waiting for you to finish it when you come back.
- When you're creating Lists, "publish" means that the list exists. THEN you choose whether the list is seen by "everyone," "anyone with the link," or "only me."
- When your list is done, publish it and then click on all the links to make sure you have chosen the best record.
- You have the option to publish a List to "only me." The "only me" option is a great place to store your ideas. You do have to have 4 items in a list to be able to publish it.

## Catalog Search vs. List

Let the **catalog** do the work when it can. For example, a search for "sphinx" returns a manageable number of results. The subject heading vocabulary is meaningful and generally known. A search for "millard fillmore" will do the same.

Use **Lists** to help you tailor catalog results for your imagined user. There are patterns you see while talking to your readers – what are the things people often have trouble finding on their own? These are great topics for a List. Here are some examples for the types of topics that make great lists:

- When a search returns an overwhelming number of results. For example, a search for "Ancient Egypt" or "Abraham Lincoln" returns so many results that a list could be very helpful. Lists like:

  **CRRL Kids: Lincoln in the Library**

  **Multcolib Homework Center Picks: Ancient Egypt**

- When a subject heading is not familiar to many users. For example, if you are looking for picture books that support non-stereotypical gender roles, the subject heading "sex roles" is not language most people use. Patrons have difficulty finding these books using the catalog on their own.

  **Lawrence Kid Picks: Children's Books Challenging Gender Stereotypes (Grades K-3)**

- When a topic doesn't have a subject heading to pull like things together easily.

**Cinderella around the World**

- When we all contribute based on our experience.

  **IndyPL Librarian Picks: Picture Books for Kids in Puppy Love**

- When a topic is something that requires your experience or expertise or is just something you are passionate about.

  **IF YOU LIKED...The Hate U Give**

  **Multcolib Recommends: Dogs in Picture Books and Beginning Readers**

  **EPL Picks - Audiobooks - Road Trip, Mysteries to Go**

  **IF YOU LIKED...Charlotte's Web**

## What Teachers (and Curators) Can Do

### Personal Cards

Teachers obviously can use their personal card to do all the things listed under the section What Borrowers Can Do.  (Remember, their Patron Code will be Adult Regular Patron, their Statistical Class will be SS Staff, and their Registered Library should be your library if they want to use your location as their default pick up location.)

### Room Cards/Curator cards

In their role as teachers, though, we hope your teachers will find lots of ways to use Lists.  They will log in to BiblioCommons using their SRM library card number.

- Use similar naming convention that you have established for them, for ex., Christel_House_5th_Batt
  - High schools might need to do LCHS_Engl_Comp_Markowitz
  - This will get trickier in high schools because of the 24 character limit
- In order for someone looking at your profile to discover all the teachers/curators at your location, we recommend that all teachers/curators follow their school library/librarian and vice versa.
- You could also ask all teachers to use the same hashtag!  That might be easier especially where the 24 character limit on Room card names is an issue.
- You can also create an "index" of all your teachers' profiles since each profile has a URL.  That's something you want your administration to know about, too.

While not created by teachers, this list of lists is an excellent example of how teachers could work together to create lists based on curriculum standards.  In this case the lists were created by the school services department of the Multnomah County Public Library in Portland, Oregon. https://indypl.bibliocommons.com/lists/show/114928554

# Glossary

- BiblioCore - your new catalog.  Note:  We have also been calling it BiblioCommons!  Also note: the patrons will probably continue to call this the online catalog.  We're not selling a brand, so that's fine!
- Borrowing - encompasses hold and checked out functionalities, including eBooks
  - Pausing holds - your place in queue is kept, but won't move forward (formerly known as suspending a hold
- Comment - a short blurb posted to the title record
- Community Contributed Content - Can be created by a patron or library staff. Encompasses comments, tags, ratings, lists, and more!
- Dashboard - the "homepage" of your account. It contains saved books that are available, activity feeds, and links to other account functionality. Visible only to you.
- Grouped Search - A new feature that groups all manifestations of a title together in a search. Also known as FRBR-ized search.
- List - a curated guide to a topic, genre, or readalikes. Be creative! There are some great ones tthere. Annotations and descriptions are a great way to enhance your list.
- Profile - this is a public-facing representation of your activity, including content and material you have added to your shelves.  You can choose whether it is visible to everyone, or no one but you.
- Shelves - a way to track material you have read (Completed), are interested in reading (For Later), or are currently reading (In Progress). Titles can be moved between shelves, and you can add public or private content from this page. Shelves can be either public, private, or a mix depending on settings.
- Smart Search - a keyword search function that automatically applies facets based on format, language, audience, and new titles
- Staff Accounts - have the same functionality as a patron account, but content is featured more prominently  on the main page
- Tag - dynamically groups up to thousands of titles together! You can apply multiple tags to a title. Meant to complement subject headings, not replace them.
- While You Wait - a NoveList integration that highlights similar titles if the title you've searched for is not available