

Quick Guide to Adding Book Reviews to the Catalogue

The screenshot displays the 'alice' library management system interface. The main window is titled 'Review: Inquiry: Alice' and shows the book 'The Lord of the Rings / J. R. R. Tolkien'. The review form includes a 'Roll Class' field set to 'LIBRARY', a 'Date Reviewed' field set to '15/08/2006', and a 'Rating' field set to 5 stars (5 out of 5). The review text reads: 'This epic and classic fantasy is written in three volumes. Hobbits, Elves, Dwarves and men set out on a quest to destroy 'The One Ring'. This is a typical good versus evil story which is so well described that you can easily lose yourself in this different world. In one word: Brilliant!'. The interface also features a sidebar with a search bar and a home button.

alice
Stromness Academy Library - Orkney

Review: Inquiry: Alice
The Lord of the Rings / J. R. R. Tolkien

Date Reviewed: 15/08/2006

Roll Class: LIBRARY

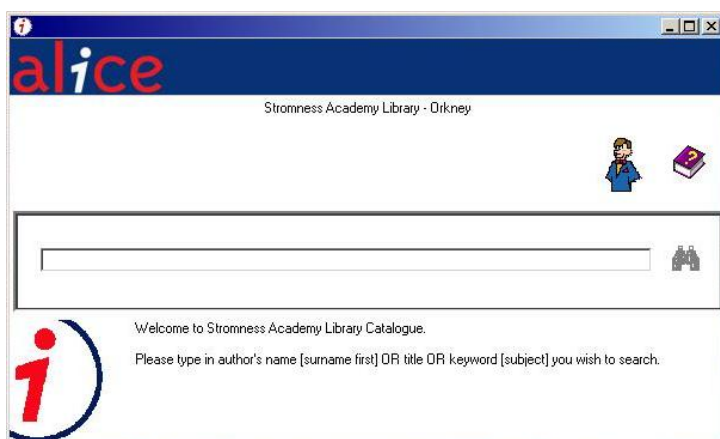
Rating: ★★★★★ (5 out of 5)

Review: This epic and classic fantasy is written in three volumes. Hobbits, Elves, Dwarves and men set out on a quest to destroy 'The One Ring'. This is a typical good versus evil story which is so well described that you can easily lose yourself in this different world. In one word: Brilliant!

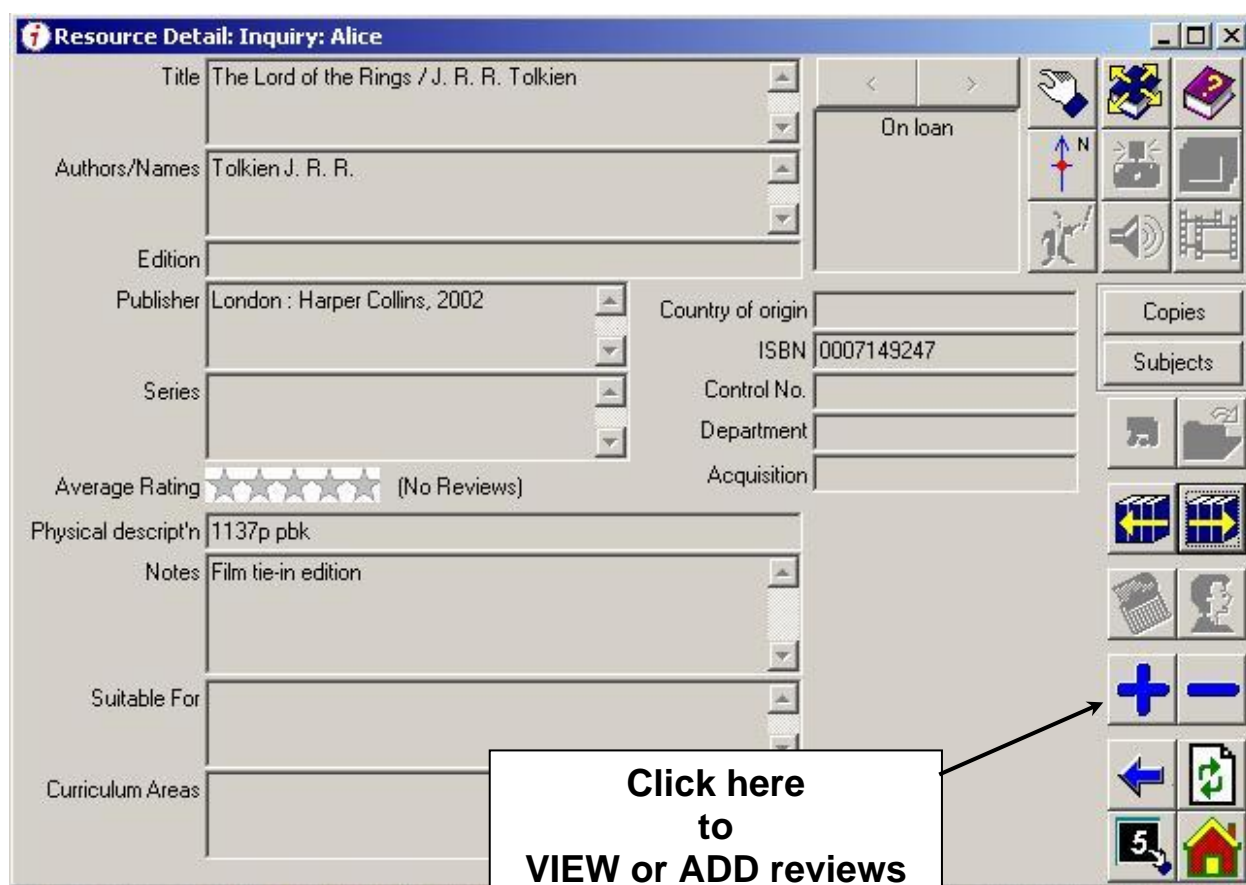
Dive into this quick guide for
adding book reviews to the catalogue

STEP 1 DO A CATALOGUE SEARCH

(See Quick Guide to using the Catalogue)

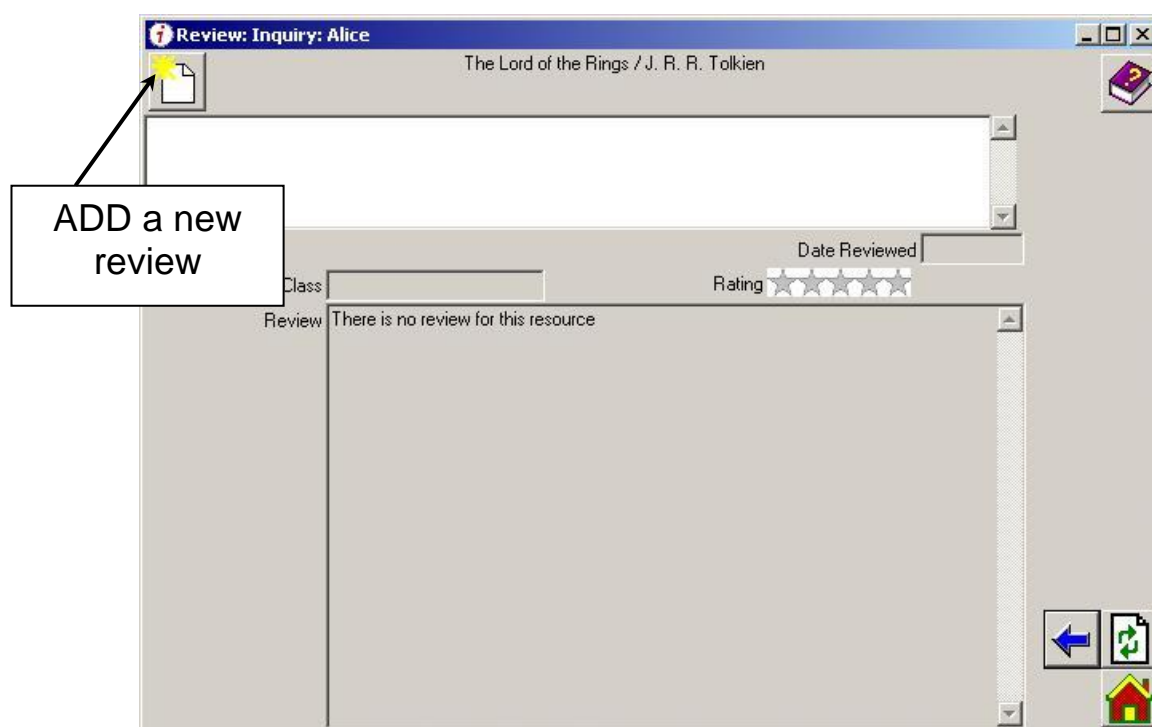


Find the book / resource you wish to review and go to the 'Resource Detail' screen.

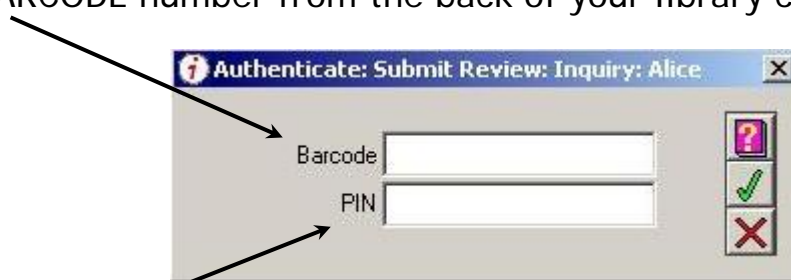


STEP 2 ADD REVIEW

1. Click the 'Submit' button in the top left corner of the window.



2. Type in your BARCODE number from the back of your library card.



3. Type in you PIN number (ask the Librarian if you don't know it).

4. Click the Green tick

STEP 3 TYPE YOUR REVIEW

The review can be long or short. To help you write a review ask for a mini review slip (for a short one) or a Book Review template (for a longer one).

You can submit one you did for your English if you want. If you have a word processed one, you can just cut and paste it from 'Word' or 'Appleworks' into the review box.

You can write your own opinions. Be honest: If you didn't like the book, say so and tell us why.

Give the book a rating 1 (awful) up to 5 (excellent)

NB. The reviews are checked for spelling and inappropriate language before being made available for others to see.

The screenshot shows a web browser window titled "Submit Review: Inquiry: Alice". It contains a form for submitting a review. The "Your Name" field is filled with "Sinclair, Frances" and the "Roll Class" dropdown is set to "LIBRARY". Below these is a text area for "Enter your review comments below" containing the text: "This epic and classic fantasy is written in three volumes. Hobbits, Elves, Dwarves and men set out on a quest to destroy 'The One Ring'. This is a typical good versus evil story which is so well described that you can easily lose yourself in this different world. In one word: Brilliant!". To the right of the text area is a "Rating" section with five radio buttons labeled 1 through 5; the button for "3" is selected. At the bottom right are two buttons: a green checkmark and a red X. Three callout boxes with arrows point to specific elements: "Type your review" points to the text area, "Give the book a rating 1 - 5" points to the rating radio buttons, and "Click to submit your review" points to the green checkmark button.

STEP 4 LOOK AT YOUR REVIEW

Tell the Librarian once you have submitted a review so it can be checked quickly.

You will be able to view your book review in the catalogue (see page 2 to remind you how) once the Librarian has checked it.

The screenshot shows a web browser window titled "Review: Inquiry: Alice". The main heading is "The Lord of the Rings / J. R. R. Tolkien". On the left is a yellow "ADD a new review" button. Below the heading is a table with two columns: "Roll Class" and "Review". The "Roll Class" column has a dropdown menu set to "LIBRARY". The "Review" column contains the text: "This epic and classic fantasy is written in three volumes. Hobbits, Elves, Dwarves and men set out on a quest to destroy 'The One Ring'. This is a typical good versus evil story which is so well described that you can easily lose yourself in this different world. In one word: Brilliant!". To the right of the table is a "Date Reviewed" field showing "15/08/2006" and a "Rating" section showing five yellow stars and the text "(5 out of 5)". At the bottom right are three buttons: a blue left arrow, a green refresh button, and a green home button. Four callout boxes with arrows point to specific elements: "ADD a new review" points to the yellow button, "Date approved" points to the "Date Reviewed" field, "Star Rating" points to the five-star rating, and "Review" points to the review text in the table.