

ISearch – “Featured Titles” for Book River – SELECTED ITEMS display

SEE: <https://www.infohio.org/campus/learning-pathways/course/isearch> for details about ISearch

This report will let you generate a list of items in your library for many purposes (as desired). These titles will appear in your local library ISearch link as a “Book River”.

You may run this report whenever you want to update the list – the list should be updated overnight.

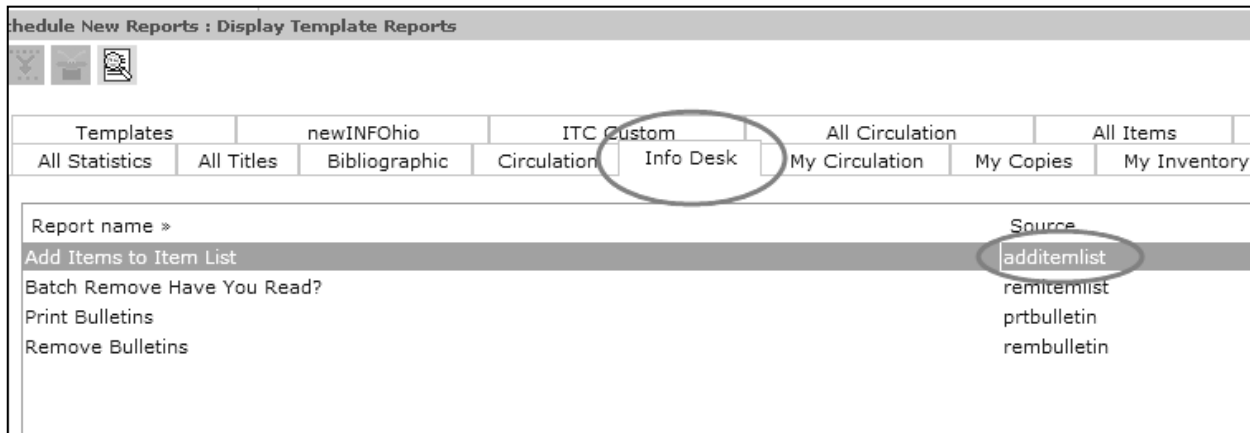
You can generate a **new report** each time, or set up a **template for a specific need** (such as CIVIL WAR items, or DR. SEUSS items). Or you can **set a date range** to select your NEW ITEMS for display in the Book River.

NOTE: Each library can have their OWN Book River selection in ISearch, selecting the items to be displayed as desired. **EACH TIME YOU RUN A NEW REPORT, THE OLDER ITEMS ON THE BOOK RIVER ARE REMOVED, THE NEW ITEMS ON THE BOOK RIVER ARE SET UP.**

This report setup will set the book river to your **hand-selected books** – you will use the Item ID tab selection in your report.

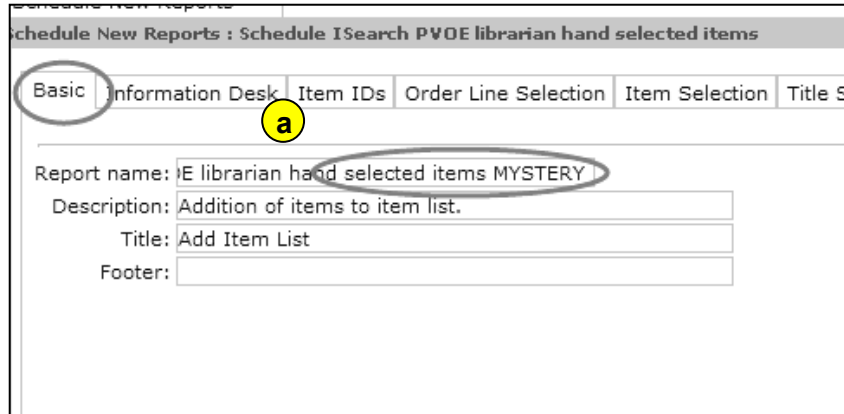
Procedure (set report for **SELECTED items** to the library):

1. ****Notify** your ITC to turn on ISearch Book River. *ITC staff will need one day prior notification to set necessary policies/reports. (**This needs to be done only ONCE – the first time you set up a Book River.)*
2. **Select** from Schedule New Reports / **Info Desk** tab the “Add Items to Item List” (additemlist) report.



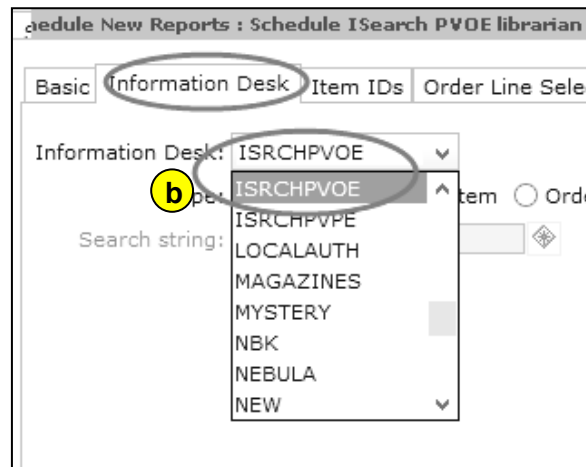
3. Selections for report:

- a. Basic tab - set name of report to “**ISearch SELECTED items**” (use a term you will recognize).

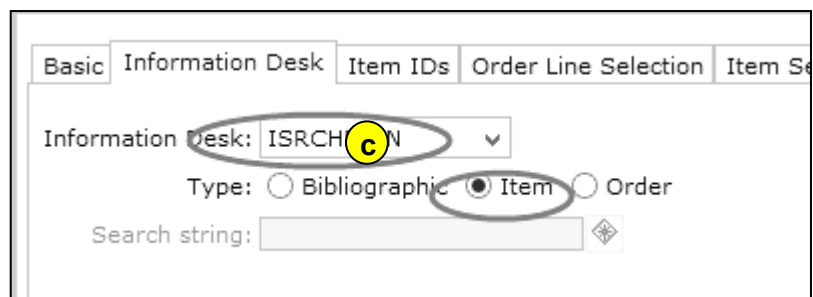


- b. Information Desk tab:

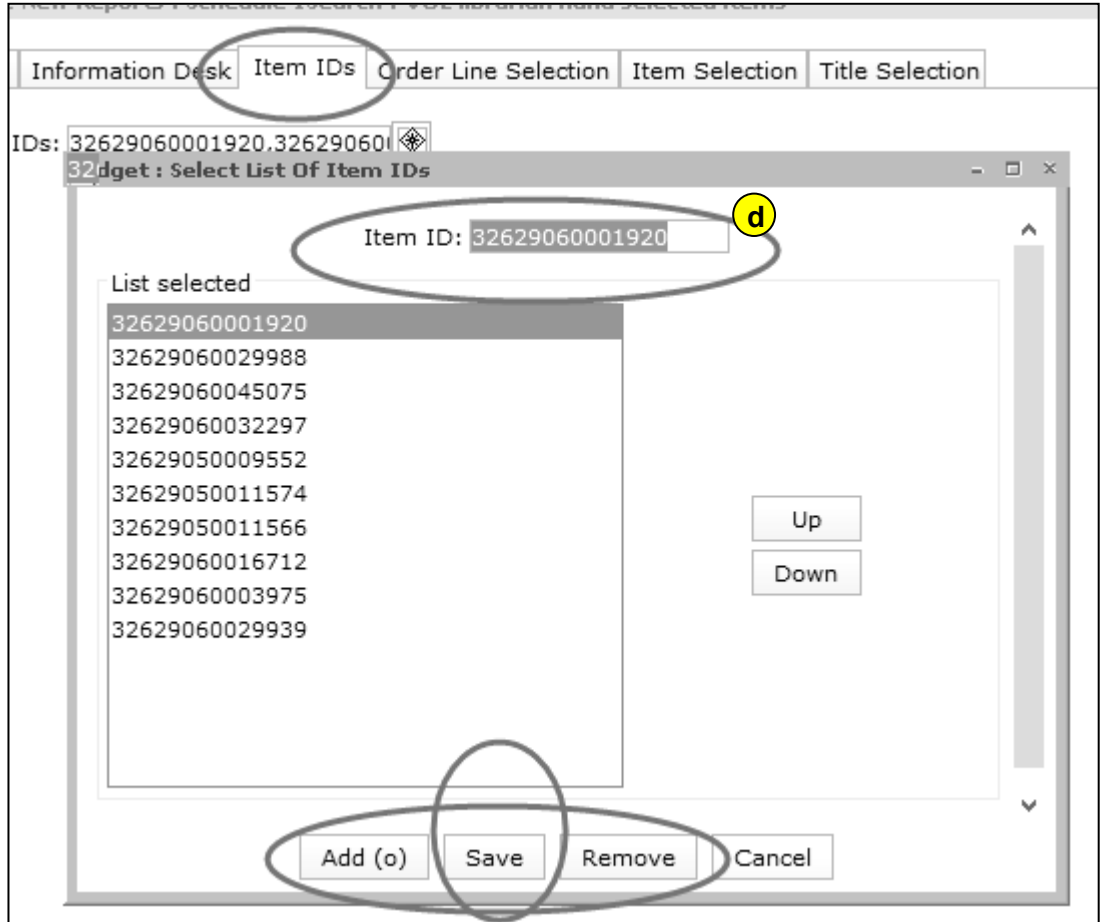
Select YOUR library **ISRCH** code from the drop-down menu.



- c. **Select** the "Item" radio button.



d. **Item ID's** tab – **Scan** the selected items, one at a time, into the ITEM ID window, (add or remove barcodes as needed), when the list is complete, be sure to **SAVE**.



e. **Save** report as a template (**you will change the ITEM ID's each time you generate a new SELECTED ITEMS template**).



f. **Run** the report. This will update the MARC records for the OPAC. **Older "ISRCH" titles (if they exist) will be removed and your new ones added.**

g. The updated book river will appear in your library's ISearch the next day.

NOTE: *You will not be presented with a list of titles in your finished reports. This report only updates the ISearch Book River.*