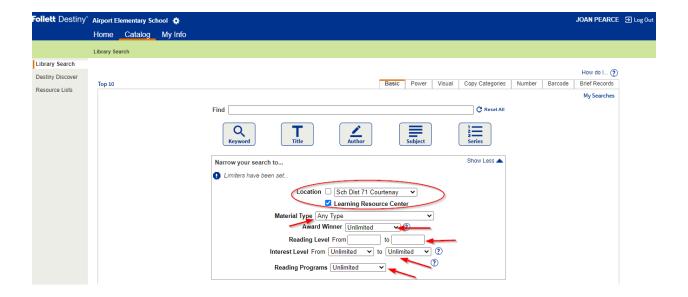
## **Tips for Booking LRC Novel Sets**

Below are the most often asked questions about booking LRC novels for lit circles as well as for whole class novel studies.

## How do I search for a novel title when I know the title that I am looking for?

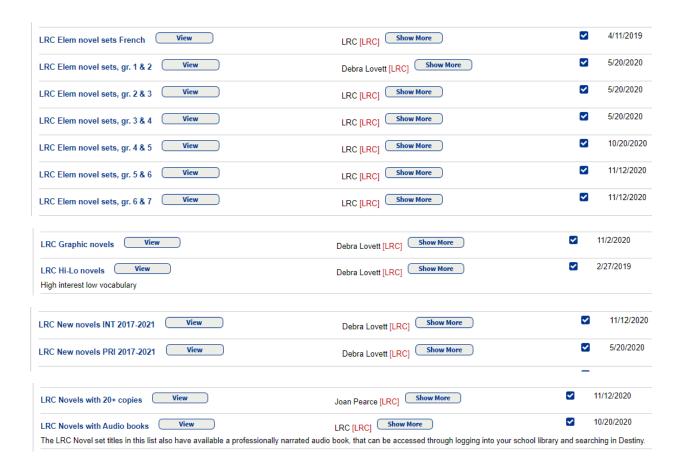
Log into your school library and click on *Catalog*. Ensure the checkmark is beside the LRC and the other search fields are set to the defaults. In the "Find" bar type in your title and press Enter:



# How do I search to see what novels are available for my grade when I don't have a specific title in mind?

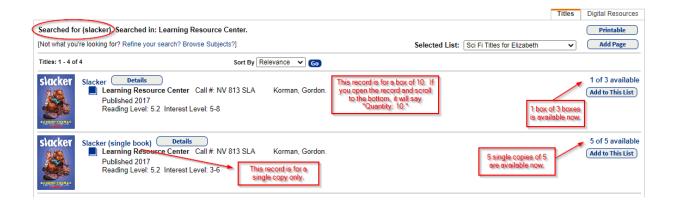
Log into your school library and click on *Catalog*. On the left-hand side of the screen click on *Resource Lists* then ensure that the *Public* tab is selected in the upper right-hand side of the screen. The LRC has made the following "Resource Lists" to group novels for one-stop browsing. Click on the list that is the best fit for what you are looking for. When you see a title that interests you, click on it.

The current "Resource Lists" are:



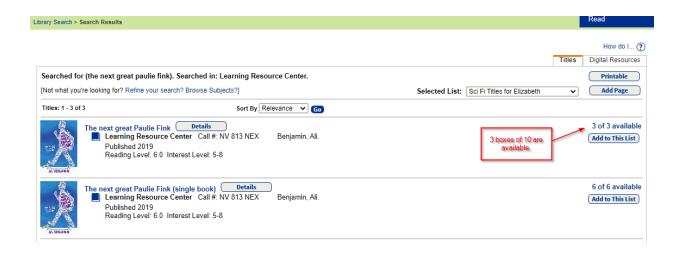
# How do I know how many copies of a novel there are?

When you search for a novel by title two records for it will display. One is for a box of 10, and the other is for single copies. Here is an example for the novel Slacker:



## If I want to book a total of 30 novels (3 boxes of 10), how do I do this?

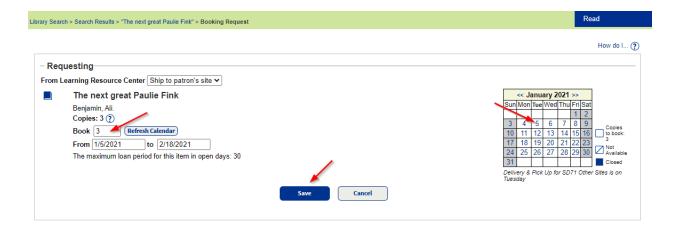
You first need to make sure that 3 boxes of 10 are available. Below is an example of the records for "The Next Great Paulie Fink":



3 boxes of 3 are available so click on the title to bring up the full record then click on then **Book It**:



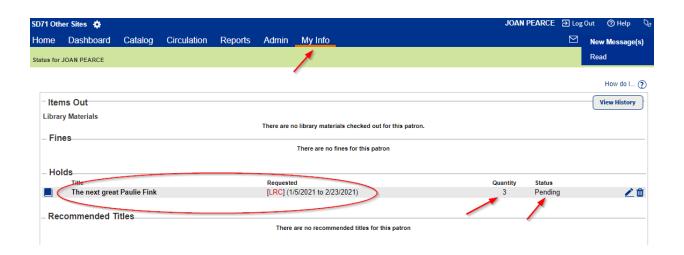
On the screen that appears, be sure to fill in 3 for the number of copies. When picking your starting date, be sure to select the day that your school receives LRC deliveries. The note under the calendar states this. Also skip ahead in the calendar to see that the novel is available for the length of time that you need it. The loan period for novels is 6 weeks. If you double click on your start date in the calendar, and there are 6 available weeks from that date, the system will fill in your end date for you.



Remember to click on **Save**. When you do, you may get this message:

⚠ Booking requested for "The next great Paulie Fink" at Learning Resource Center placed from 1/5/2021 to 2/23/2021. The requested dates of 1/5/2021 to 2/18/2021 do not match the scheduled Delivery & Pick Up days for SD71 Other Sites. Copies: 3

The media software program is antiquated and cannot adjust for holidays etc., so to double check that you did indeed book the novel, click on **My Info**, to the right of **Catalog** in the blue horizontal bar at the top of the screen. If you see the novel title listed there, it has been booked for you. "**Pending**" indicates that the LRC Circulation staff has yet to approve the booking. This will be done when the novels are pulled from the shelves for delivery.



Which LRC Novels have ARC-BC copies?

All LRC novel titles were sent to ARC-BC for digital copies in three versions. If you find that a novel title does not have an ARC-BC version then ask your LST to request one. If a "rush" job is requested then ARC-BC will try and get it done as soon as possible.

## Which LRC Novels have professionally narrated digital audio books?

Whenever a digital audio book is available to purchase in an "own forever" format, it is purchased. The audio books are either purchased from Follett, our library software company" or from Overdrive, which hosts its content on the SORA platform. Most of the ebooks and audiobooks purchased from Follett in the past were moved to the Overdrive SORA platform in the summer of 2020 because it is such so user-friendly and attractive. A few Follett ebooks and audiobooks couldn't be transferred to the SORA platform due to copyright. These titles can only be found by doing a library Catalog search for the title.

To make it easier for teachers to see in one spot what LRC novel titles have digital audio books, a Resource List was made. When you click on this list it will show the titles that have audiobooks, but to sign them out you must do a library **Catalog** search. Note that the ebooks and audio books are typically one copy one user at a time. If you need more than one copy at a time, discuss this with your Teacher-Librarian.



### Who can I ask for more help?

The LRC Circulation Staff is available to answer questions and can be reached by emailing the "LRC Circulation Desk" or calling:

Phone: 250-338-7926 Fax: 250-338-8629

Irc.circulationdesk@sd71.bc.ca

Your school's Teacher Librarian and Library Clerk can also help.