

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:

The screenshot shows the Follett Destiny library catalog search interface. The page header includes the school name 'Airport Elementary School' and the user name 'JOAN PEARCE'. The navigation menu includes 'Home', 'Catalog', and 'My Info'. The search bar is labeled 'Find' and has a 'Reset All' button. Below the search bar are five search filters: Keyword, Title, Author, Subject, and Series. A 'Narrow your search to...' section is visible, with a message 'Limiters have been set...'. The 'Location' dropdown menu is highlighted with a red circle and is set to 'Sch Dist 71 Courtenay'. Below it, the 'Learning Resource Center' checkbox is checked. Other filters include 'Material Type' (Any Type), 'Award Winner' (Unlimited), 'Reading Level' (From to), 'Interest Level' (From Unlimited to Unlimited), and 'Reading Programs' (Unlimited). Red arrows point to the 'Award Winner', 'Reading Level', 'Interest Level', and 'Reading Programs' dropdown menus.

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:

LRC Elem novel sets French	View	LRC [LRC]	Show More	<input checked="" type="checkbox"/>	4/11/2019
LRC Elem novel sets, gr. 1 & 2	View	Debra Lovett [LRC]	Show More	<input checked="" type="checkbox"/>	5/20/2020
LRC Elem novel sets, gr. 2 & 3	View	LRC [LRC]	Show More	<input checked="" type="checkbox"/>	5/20/2020
LRC Elem novel sets, gr. 3 & 4	View	LRC [LRC]	Show More	<input checked="" type="checkbox"/>	5/20/2020
LRC Elem novel sets, gr. 4 & 5	View	LRC [LRC]	Show More	<input checked="" type="checkbox"/>	10/20/2020
LRC Elem novel sets, gr. 5 & 6	View	LRC [LRC]	Show More	<input checked="" type="checkbox"/>	11/12/2020
LRC Elem novel sets, gr. 6 & 7	View	LRC [LRC]	Show More	<input checked="" type="checkbox"/>	11/12/2020
LRC Graphic novels	View	Debra Lovett [LRC]	Show More	<input checked="" type="checkbox"/>	11/2/2020
LRC Hi-Lo novels	View	Debra Lovett [LRC]	Show More	<input checked="" type="checkbox"/>	2/27/2019
High interest low vocabulary					
LRC New novels INT 2017-2021	View	Debra Lovett [LRC]	Show More	<input checked="" type="checkbox"/>	11/12/2020
LRC New novels PRI 2017-2021	View	Debra Lovett [LRC]	Show More	<input checked="" type="checkbox"/>	5/20/2020
LRC Novels with 20+ copies	View	Joan Pearce [LRC]	Show More	<input checked="" type="checkbox"/>	11/12/2020
LRC Novels with Audio books	View	LRC [LRC]	Show More	<input checked="" type="checkbox"/>	10/20/2020

The LRC Novel set titles in this list also have available a professionally narrated audio book, that can be accessed through logging into your school library and searching in Destiny.

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:

Searched for (slacker) Searched in: Learning Resource Center.

[Not what you're looking for? Refine your search? Browse Subjects?]

Selected List: Sci Fi Titles for Elizabeth

Titles: 1 - 4 of 4 Sort By: Relevance Go

	Slacker Learning Resource Center Call #: NV 813 SLA Korman, Gordon. Published 2017 Reading Level: 5.2 Interest Level: 5-8	This record is for a box of 10. If you open the record and scroll to the bottom, it will say "Quantity: 10."	1 of 3 available Add to This List
	Slacker (single book) Learning Resource Center Call #: NV 813 SLA Korman, Gordon. Published 2017 Reading Level: 5.2 Interest Level: 3-6	This record is for a single copy only.	5 of 5 available Add to This List

1 box of 3 boxes is available now.

5 single copies of 5 are available now.

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”:

The screenshot shows a library search interface. At the top, it says "Library Search > Search Results" and "Read". Below that, it indicates the search was for "(the next great paulie fink)" in the "Learning Resource Center". There are buttons for "Printable" and "Add Page". A "Selected List" dropdown is set to "Sci Fi Titles for Elizabeth". The search results show two entries for "The next great Paulie Fink" by Benjamin, Ali. The first entry is a box set, with a red box highlighting "3 boxes of 10 are available" and an arrow pointing to "3 of 3 available". The second entry is a single book, with "6 of 6 available". Both entries include a book cover, a "Details" button, and an "Add to This List" button.

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

The screenshot shows the full record page for "The next great Paulie Fink" by Ali Benjamin. It includes a book cover, the title "The next great Paulie Fink [novels]", the author "Ali Benjamin.", and the call number "NV 813 NEX". A red arrow points to the "Book It" button. Below the title, it says "Off-site copies available: 3 of 3. See all...". At the bottom, there is a short description: "Led by new student Caitlyn, seventh-graders at a tiny rural school in Vermont create a reality-show inspired competition to determine who will replace the school's legendary class clown, Paulie Fink."

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.

Library Search > Search Results > "The next great Paulie Fink" > Booking Request Read

How do I... ?

Requesting

From Learning Resource Center Ship to patron's site ▾

The next great Paulie Fink
 Benjamin, All.
 Copies: 3 ?

Book [Refresh Calendar](#)

From to
 The maximum loan period for this item in open days: 30

<< January 2021 >>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Copies to book: 3
 Not Available
 Closed
Delivery & Pick Up for SD71 Other Sites is on Tuesday

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.

SD71 Other Sites JOAN PEARCE Log Out Help

Home Dashboard Catalog Circulation Reports Admin My Info New Message(s) Read

Status for JOAN PEARCE

Items Out View History

Library Materials
There are no library materials checked out for this patron.

Fines
There are no fines for this patron.

Holds

Title	Requested	Quantity	Status
<input checked="" type="checkbox"/> The next great Paulie Fink	[LRC] (1/5/2021 to 2/23/2021)	3	Pending

Recommended Titles
There are no recommended titles for this patron.

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.

LRC Novels with Audio books [View](#) LRC [LRC] [Show More](#) ✔ 10/20/2020

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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

lrc.circulationdesk@sd71.bc.ca

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