ISeach – “Featured Titles” for Book River – NEW ITEM display

SEE: http://libguides.infohio.org/isearchlocaltoolkit_educators for details about ISeach

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 ISeach link as a “Book River”.

You may run this report whenever you want to update the list – 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 ISeach, 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 NEW items – you will use the DATE CREATED selection in your report.

Procedure (set report for NEW items to the library):

1. Notify your ITC to turn on ISeach Book River. ITC staff will need one day prior notification to set necessary policies/reports.

2. Select from Schedule New Reports / Info Desk tab the “Add Items to Item List” (additemlist) report.

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Schedule New Reports : Display Template Reports

<table>
<thead>
<tr>
<th>Templates</th>
<th>newINFOhio</th>
<th>ITC Custom</th>
<th>All Circulation</th>
<th>All Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Statistics</td>
<td>All Titles</td>
<td>Bibliographic</td>
<td>Circulation</td>
<td>Info Desk</td>
</tr>
</tbody>
</table>

Report name > Add Items to Item List

Batch Remove Have You Read?
Print Bulletins
Remove Bulletins

Source: additemlist

remitemlist
prtbulletin
rembulletin

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3. Selections for report:

a. Basic tab - set name of report to “ISearch NEW items” (use a term you will recognize). In description line add ITEM SELECTION TAB - USE DATE CREATED as a reminder.

b. Information Desk tab:

Select YOUR library ISRCH code from drop down menu.

c. Select the “Item” radio button.
d. **Item Selection** tab

Enter your **Library**.

Enter **Item Group** (if preferred): Fiction / Easy/Nonfiction …etc.

Use the **Date Created gadget** to select the time period you desire: *after* a certain date, or a specific date range selection. *(You may wish to eliminate such items as EQUIPMENT or TEXTBOOKS from your Item group selection.)*

**Save** report as a template (*change DATE selection each time you run this NEW ITEMS template*).

**NOTE:** Before you actually run the Add Items to Item List report, you may wish to run a CAT: Shelflist with the same selection criteria to verify that you will be selecting the items that you expect.
e. Run the report. This will update the MARC records for ISearch. Older Book River titles (if they exist) will be removed and your new ones added.

f. 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.