

# Choice Reviews Quick-start Guide

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Welcome to the newly rebuilt *Choice Reviews*! We have listened to your comments and have tried to make this version the fastest, simplest, and most versatile you've ever used.

What sets this version apart from its predecessors is that for the first time, *Choice Reviews* acts like what it is: **a searchable database** containing almost 200,000 reviews of academic titles ranging over the past 28 years. Like the databases you use commonly, it features a simple search box and uses faceted searches to enable you to filter your results with great precision. You can build lists, save searches, find books in WorldCat, poll faculty on their preferences, and even add titles to your GOBI shopping cart!

To jump-start your work in *Choice Reviews*, we've provided brief instructions on the most commonly used functionalities below. Let's get started.

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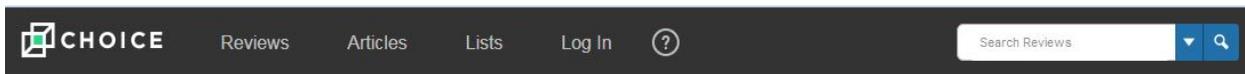
## Our URL

www.choicereviews.org

## Create an Account and Log in

As a current subscriber, your institution is already activated by means of its IP range. In order to take advantage of the many features of *Choice Reviews*, however, you will want to create an individual account associated with that of your institution.

If you are currently connected to your institution's network, from the navigation bar simply click Login.



Click the Create Account screen and enter the requested information to create a username and password for your account.

### Login

**Login now:**

**Username**

**Password**

[Reset Password](#)       **Remember Me**

**Login**

**Don't have an account yet?**

Creating a personal account allows you to save your search results, create alerts, share your lists with your colleagues and poll them as to their preferences via the Cardstack feature. Highly recommended.

**Create Account**

Using your login credentials (username and password) you may now access *Choice Reviews* from any device connected to the Internet, either in or outside of your institution's network. *Choice Review's* responsive design makes it usable from tablets and phones as well as your computer.

Alternatively, you may ask your systems administrator to create an account for you.

Once you are logged in, the navigation bar will change to show your account username.



Manage your account using the links under [Username]> My Info.

## Simple Search

Type a word into the simple search box at the top right of the navigation bar



When you enter multiple words, the default operator is OR, so if you are searching for an exact phrase or multiword combination, use quotation marks around the search terms: "cellular structure" "Richard III".

## Search Results

The search results page displays results in either abbreviated (bibliographic data only) or expanded form. The abbreviated form is the default, but you can display results in expanded form by clicking the Expand All box at the head of the search results list. To open an abbreviated review, click "Show More." To view a review on a page all its own, click on the title of the work.

## Ordering Search Results

Search results may be ordered using the drop-down menus at the head of the search results list. You can also specify the number of results displayed on each page.



To help you quickly find reviews of the most recently published works, the default sort order is Most Recent Reviews. When currency is not an issue, Most Relevant is often a desirable strategy.

## Search Tips

Here are some tips for running a few of the most common searches:

Search by Choice review number: In the Simple Search box, type the review number *inside quotation marks*: "27-0066"

Search by LC class or copyright year ranges by entering the appropriate values in the boxes shown. For LC classes, enter only the one- or two-letter prefix (e.g. "B," "BL"). The search does not accept LC Class numbers.

Search by Choice issue: In the Simple Search box, type the issue year and month using the following syntax: YYYYmmm. Note that there is no space between the year and the month. Example: 2013jan.

When you enter multiple words, the default operator is OR, so if you are searching for an exact phrase or multiword combination, use quotation marks around the search terms: "cellular structure" "Richard III".

## Faceted Searches

Use facets (left-hand side of search results page) to quickly filter by Subject Area, Readership Level, Recommendation Level, Review Date range, Format,

- ▶ Reference
- ▶ Humanities
- ▶ Science & Technology
- ▶ Social & Behavioral Scie
- ▶ Interdisciplinary Subject
- ▶ Readership Level
- ▶ Recommendation Level
- ▶ Recent Reviews
- ▶ Format

Outstanding Academic Titles, or Community College titles.

When you apply a facet, the filter is shown in a box at the top of the page. To clear the facet, click the X on the facet name or click Clear Results.



## Review Dates and Choice Review Numbers

Reviews are published continuously throughout the month as they are submitted and edited. Use the Last 7 Days and Last 1 Month facets to expose the most recent reviews.

*Choice* review numbers, however, are assigned only when the reviews have been "batched" for print publication. For this reason, reviews published in *Choice Reviews* prior to their appearance in *Choice* magazine will not have a review number or an issue month and year. This information will be added to these reviews retrospectively upon publication of the magazine.

## It's a Database!

Click on any text in blue to run a new search on the value shown in that field. For instance, clicking on the author name will find all books by that author. Searches include LC Class, Author, Reviewer, and Subject.

## Create a List

If you wish to create a list of search results, indicate the titles you wish to include in your list by clicking the checkboxes at the upper left of each review, then click the "Create a New List" icon  at the head of the search results. You will be asked to name your list.

Lists are limited to 100 titles.

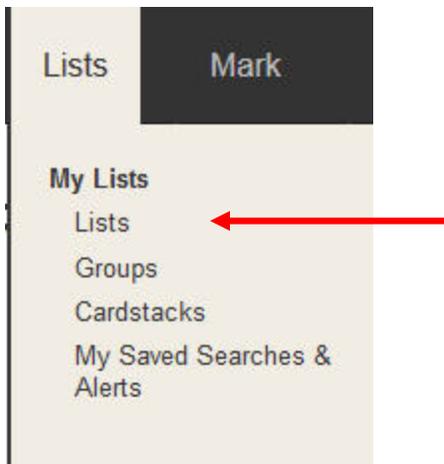
See also [Create a Card Stack](#).

## Add to an Existing List

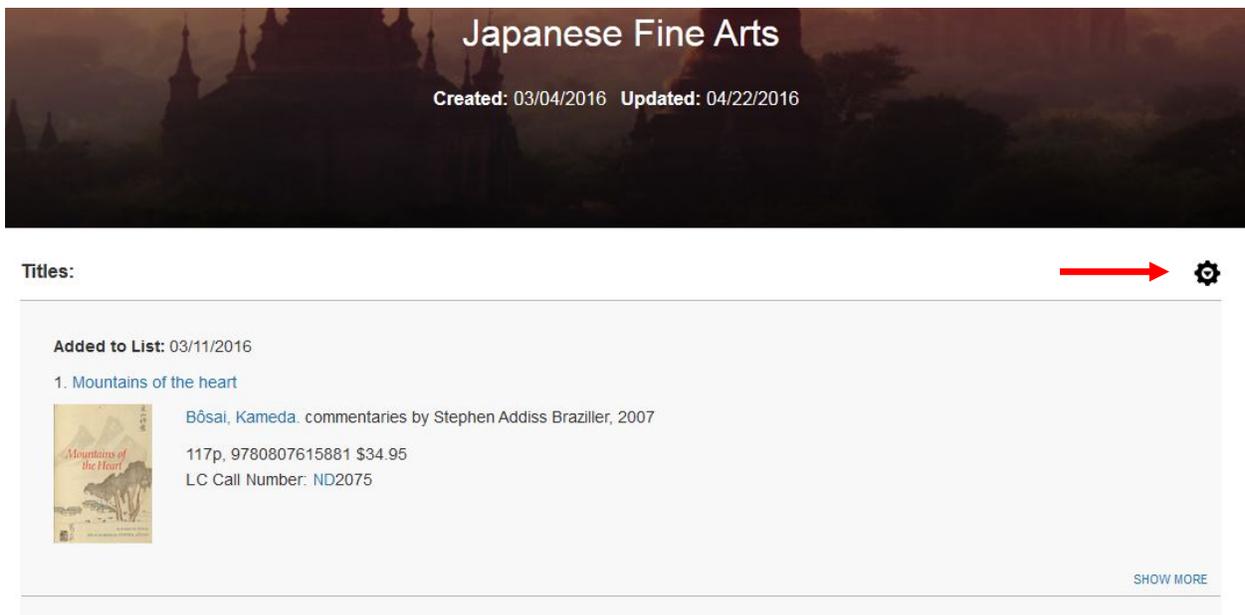
To add a work to an existing list, click the checkbox at the upper left of the review, then click the "Add to List" icon  at the head of the search results.

## View and Edit a List

To view a list you have saved, click on the Lists drop-down on the navigation bar to open it.

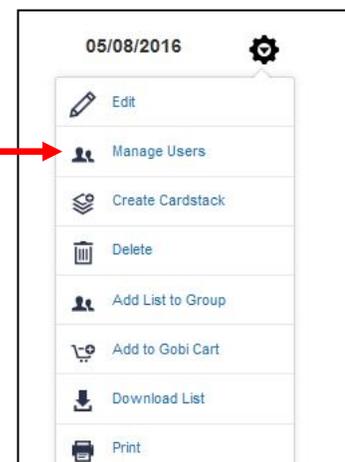


To edit, share, download, or print your list, click the gear icon associated with that list



## Share Your List with Others

From the Lists menu, you can choose who sees your list by using the “Manage Users” option on the gear icon for the list you wish to share. Only individuals shown on the users list can be invited to receive your card stack. If you are an account administrator and you wish to share your list with someone who is not yet a user, you first



need to create an account for that person. Click [here](#) to find out how. After your colleague has created a password on that account, he or she can view your list.

If you are not an account administrator, please ask someone who is to create the account for you.

## Group Your Lists

As your lists proliferate, you may want to group them by topic, users, date, and so forth for ease of discovery. To create a group, from the Lists>My Lists>Groups menu, click "Create a New Group." After you have created a group, navigate to Lists>My Lists>Lists, select the list(s) you wish to include in a group, and click "Add List to Group" on the gear icon.

After you add a list to a group, the list name will no longer appear in Lists.

## Export a List to Excel

From the Lists menu, click on the gear icon for the list you wish to download, then choose "Download List."

Should the ISBN appear in scientific notation (!), right click on the cell in which it appears; choose Number format, then reduce the numbers to the right of the decimal to zero.

## Printing

### PRINT SEARCH RESULTS PAGE

Clicking the Print icon  at the head of the search results list will print all titles on that page. Use the Expand All click box if you wish to include the review text of all items.

### PRINT A SINGLE REVIEW

Clicking on the title of any work listed on a search results page will display that review on a page of its own. Click the Print icon on the gear menu to print the review.

### PRINT A LIST

To print a list, click on its title to open it and then click the Print icon on the gear menu.

## Save a Search

After you've run a search, click the "Save Your Search Criteria" icon  at the top of the search results list. You will be asked to name your search.

## Run a Saved Search

You can run the searches you have saved by clicking on Lists>My Lists>My Saved Searches & Alerts. When your saved searches are displayed, simply click on a search name to run the search again.

## Create an Alert

Saved searches can be programmed to run at regular intervals and to alert you to new additions to the search results. Click on Lists>My Lists>My Saved Searches & Alerts; choose the saved search for which you wish to create an alert; then select an interval (once a week, once a month) from the drop-down menu. An email will be sent to you when new items appear in your search results..

## View a Title in WorldCat

Link any item in your search results list with WorldCat by clicking View in WorldCat on the "gear" menu.

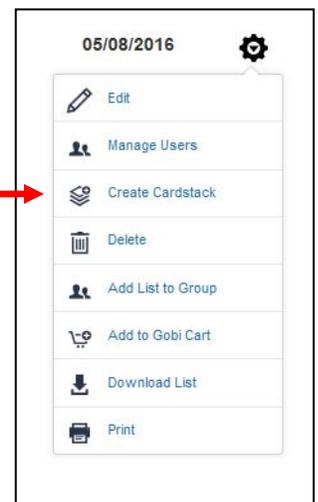
## Card Stacks

Card stacks allow you to share your search results lists with others (faculty, library colleagues) and to poll them on their preferences.

### CREATE A CARD STACK

After you have created a list, access it from the Lists>My Lists>Lists menu and click Create a Card Stack on the gear menu. Name the Card Stack, then choose the users you wish to poll from the list below the titles. Finally, click Save at the bottom of the user list.

Only individuals shown on the users list can be invited to receive your card stack. If you are an account administrator and you wish to share your list with someone who is not yet a user, you first need to create an account for that person. Click [here](#) to find out how. After your colleague has created a password on that account, you may invite him or her to participate in the poll.



If you are not an account administrator, please ask someone who is to create the account for you.

### VIEW A CARD STACK AND VOTE ON TITLES

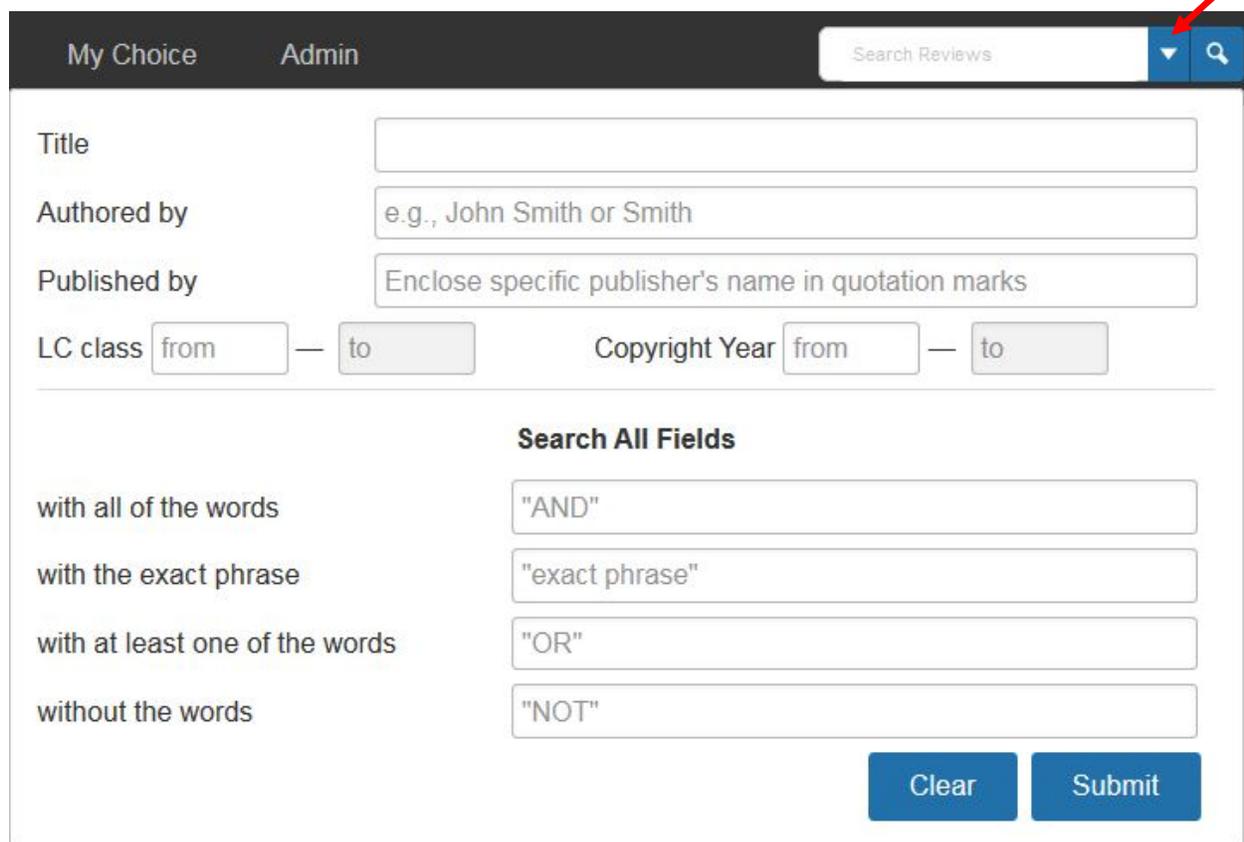
When someone wishes to solicit your opinion on a potential title to acquire, he or she will invite you to view a Card Stack ([see above](#)). Click on the link in the invitation to open the Card Stack, view the titles, and cast your votes.

## Add Titles to Your GOBI Cart

If your institution has an account on GOBI, you may add up to 100 titles at a time to your GOBI cart directly from *Choice Reviews*. From individual titles or saved search results, click on Add to GOBI Cart on the gear icon to add these titles to your cart. If you have not already done so, you will be prompted to login on GOBI.

## Advanced Searches

Open Advanced Search by clicking the drop-down arrow next to the Search box. You may create complex searches—for instance, combining an LC class search with a keyword—by entering values in multiple Advanced Search fields.



The screenshot shows the GOBI Advanced Search interface. At the top, there are links for "My Choice" and "Admin". A search box labeled "Search Reviews" is on the right, with a red arrow pointing to a drop-down arrow icon next to it. Below the search box are several input fields: "Title", "Authored by" (with the example "e.g., John Smith or Smith"), "Published by" (with the instruction "Enclose specific publisher's name in quotation marks"), "LC class" (with "from" and "to" sub-fields), and "Copyright Year" (with "from" and "to" sub-fields). Below these fields is a section titled "Search All Fields" with four options: "with all of the words" (AND), "with the exact phrase" (exact phrase), "with at least one of the words" (OR), and "without the words" (NOT). At the bottom right, there are "Clear" and "Submit" buttons.

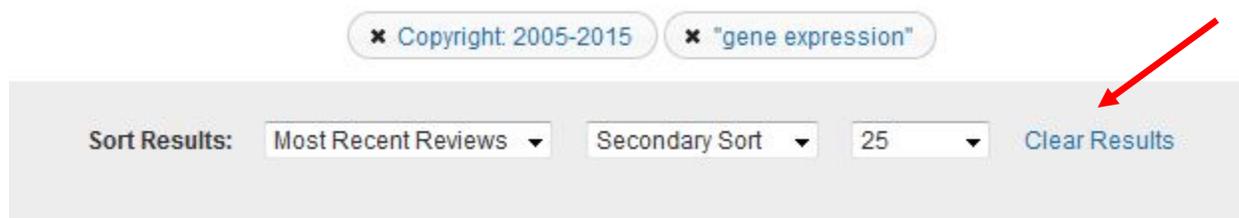
When you enter multiple words, the default operator is OR, so if you are searching for an exact phrase, title, etc., use quotation marks around the search terms: "gene expression."

Search the Title, Author, or Publisher fields by entering search strings in the boxes shown. When you enter multiple words, the default operator is OR, so if you are searching for an exact title or author full name, use quotation marks around the search terms: "The Rise of the Tudors" "Chris Skidmore".

Search by LC class or copyright year ranges by entering the appropriate values in the boxes shown. For LC classes, enter only the one- or two-letter prefix (e.g. "B," "BL"). The search does not accept LC Class numbers.

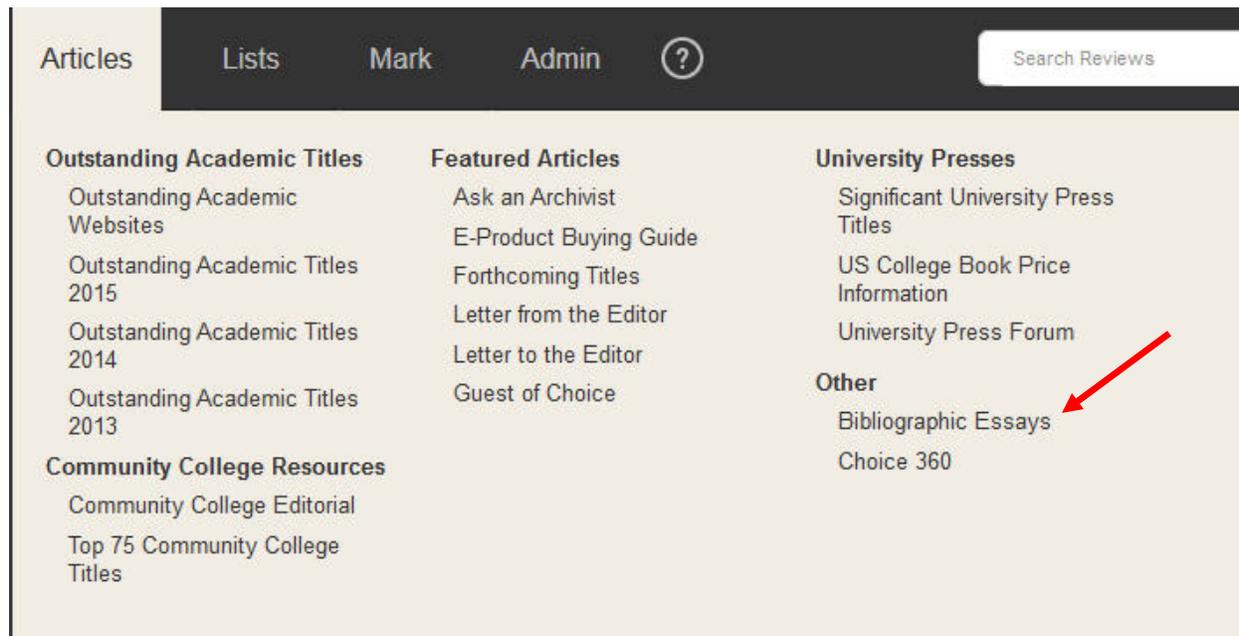
To search on all fields, use the four Search All Fields boxes. When you enter multiple words, the default operator is OR, so if you are searching for an exact phrase or multiword combination, use quotation marks around the search terms.

When you run an Advanced Search, the search parameters (and any filters you have applied) are shown in boxes at the top of the page. To clear all parameters, click Clear Results



## Where Are My Bibliographic Essays?

On the Article tab, click Bibliographic Essays. You will be taken to the Choice LibGuides site, where the essays are now published in that extremely useful format.



## What do the Icons Mean?

Some of the reviews contain icons indicating the title reviewed is part of a collection. These are



Outstanding Academic Title



Community College Recommended



Top 75 Community College Recommended

Labels for each of these appear when you hover over the icon.

## Need Help?

Contact *Choice Reviews* customer support at [support@acrchoice.freshdesk.com](mailto:support@acrchoice.freshdesk.com)

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## For Administrators

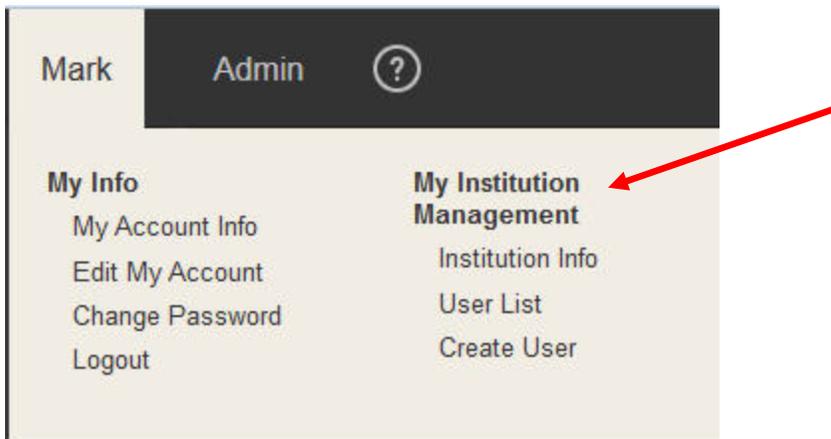
### CREATE AN ADMINISTRATIVE ACCOUNT

During account activation, an administrative login will be created for you by Choice Customer Service. Account administrators can view usage statistics, create "child" (individual user) accounts for members of the university community (see below), and view account information (account name, expiration date, and IP ranges).

As "child" (individual) accounts are created in your institution, you may wish to grant administrative rights to some of your colleagues. To do so, please contact Choice customer service at [support@acrchoice.freshdesk.com](mailto:support@acrchoice.freshdesk.com).

### VIEW ACCOUNT INFORMATION

From the [Username] drop-down menu on the navigation bar, click on Institution Info under My Institution Management.



### CREATE AN ACCOUNT FOR A COLLEAGUE AT YOUR INSTITUTION

Members of your institution's community can create "child" (individual user) accounts from within your institution's network (See [Create an Account and Log In](#), above). Using the credentials (user name and password) they have created, these users can then access *Choice Reviews* from any device, anywhere in the world.

*Alternatively*, you can create a child account for your colleagues. To do so:

1. From the [Username] drop-down menu on the navigation bar, click on Create User under My Institution Management (see illustration above)(
2. Enter your colleague's email address, username (created by you), and name
3. Click Save

An email will be sent to your colleague containing a link to a password-creation screen at *Choice Reviews*. After he or she creates a password as indicated on that screen, the account creation process is complete, and the user can use his or her credentials to access *Choice Reviews* from any device, anywhere in the world.

*Administrators cannot see or change user passwords.*

### VIEW USAGE STATISTICS

The usage statistics module is still under construction but will launch shortly. Please excuse this delay in implementation.