

Getting Started with your Follett Shelf™

FollettShelf is a service that provides easy web-based access to all your Follett eContent. Your teachers and students can access your Follett eContent from any location that has internet access. FollettShelf supports and promotes easy usage of your Follett eContent from home, in the classroom or from anywhere with access to the web. You can also easily configure your FollettShelf to allow your teachers and students to login with their own specific username and password to support online checkouts and/or downloads of your Follett eBooks.

We recommend that you read through this document to ensure that you can take advantage of all the capabilities of your FollettShelf.

This document contains the following sections:

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 - [Configuring Patron Accounts](#)
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Technical Support: follettshefssupport@flr.follett.com • 877-873-2764

Setting up your FollettShelf

Getting started with your FollettShelf is easy. This section provides you with information on the various configuration options to present your Follett eBooks to your teachers and students.

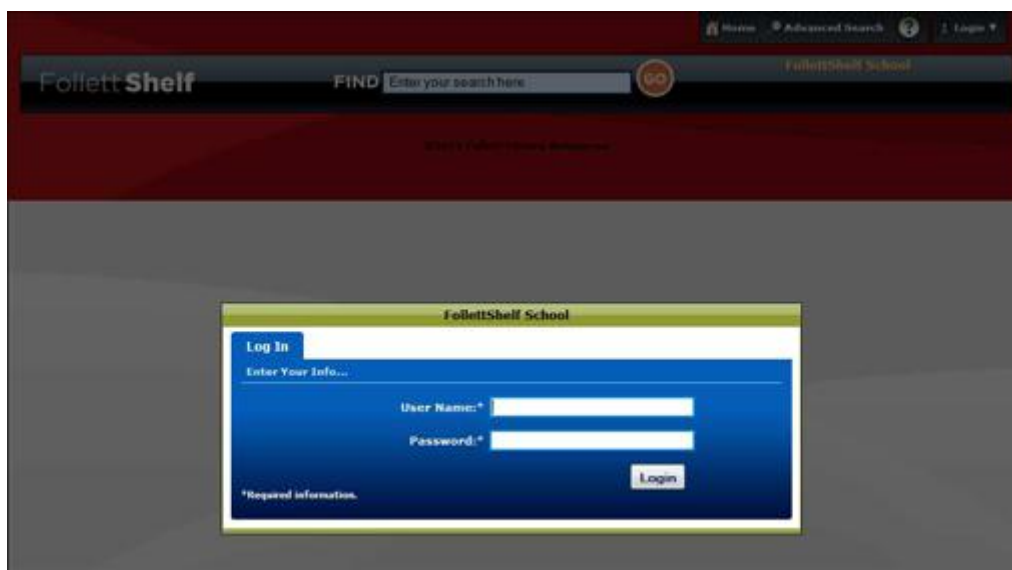
Logging in as the Administrative User

Follett Library Resources has provided you with the web address (URL) to your FollettShelf, and your FollettShelf administrator username and password. Your FollettShelf comes with access to all of your Follett eBooks.

Enter the URL in a supported browser at any workstation that has Internet access.

Supported browsers include Internet Explorer 7.x and 8.x, Apple Safari 3.x – 5.x, and Firefox 3.x.

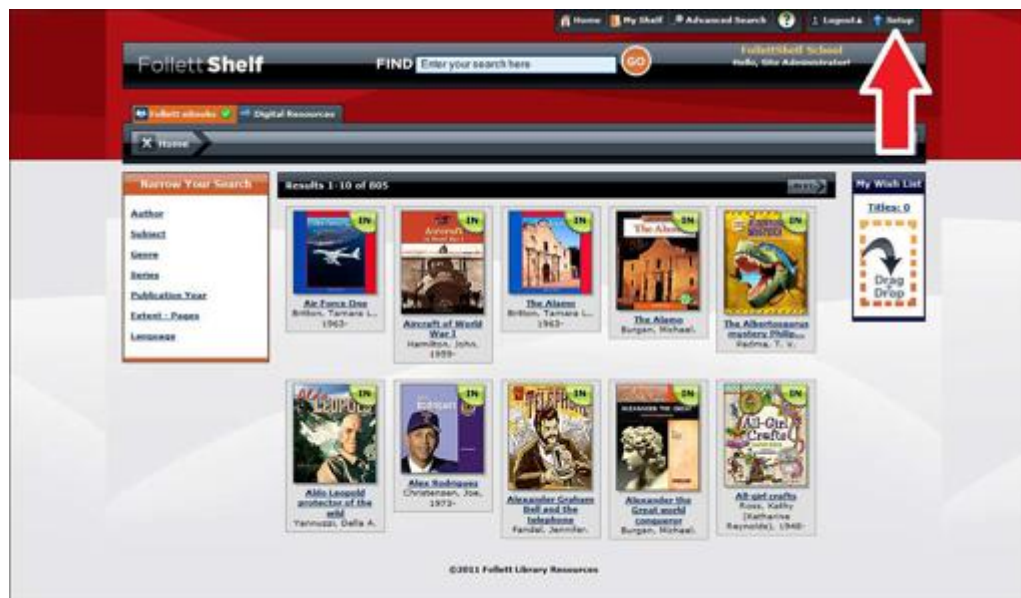
Enter your administrator account username and password and click Login. When you login for the first time, you will be prompted to change your administrator password.



Getting Started with your FollettShelf

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After you have logged into your FollettShelf with your administrator account, click on Setup in the top right corner to complete the following tasks.



Configuring User Accounts

In addition to your administrator access, you can configure a Guest account and multiple Patron accounts to access your FollettShelf. The Guest account allows online-only access to your Follett eBooks. Patron accounts can be configured to allow both Online and Download Check-Out. Your students and teachers will need either a Guest account or a Patron account to access your FollettShelf.

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Document version 1.5 – Updated November 2011

Configuring your Guest Account

The Guest account ensures that your Follett eContent is only accessible by those users to whom you wish to provide access. Anyone using your Guest username and password can read your Follett eBooks “online” on your FollettShelf. This “Read Online” access would be similar to taking a physical book off the shelf in your library and sitting down to browse the book. The Guest user has access to the content for as long as they continue to read online; when the user returns the eBook to the shelf (i.e. when they logout or leave the FollettShelf, or click Return Book in the reader), the eBook will become accessible to other users.

If you want to provide Guest user access to your Follett eBooks, click on Access Levels, enter the username and password that you want to utilize for Guest access and click on Save.

FollettShelf School Site Administrator (Logout) | Help

Follett Shelf Search Setup

Access Levels

Manage Patrons
Update Patrons
Import Patrons
Reports
Policies
Access Levels
Maintenance
Job Manager

Access Levels Save

Require users to login to the FollettShelf prior to searching

Guest Accounts
Users with this access level will be automatically logged out after 30 minutes of inactivity (max. 240)

Login: guest
Password: guest

Display Checkout: Online option (requires patron/admin login)
 Display Checkout: Download option (requires patron/admin login)

Patron Accounts
Users with this access level will be automatically logged out after 30 minutes of inactivity (max. 240)

Allow patron to Checkout: Online
 Allow patron to Checkout: Download

Administrator
Users with this access level will be automatically logged out after 240 minutes of inactivity (max. 240)

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If you don't want to create unique accounts (patron accounts) for your teachers and staff, you are now ready for others to use your FollettShelf. Just provide your URL and the Guest username and password to your site's students and teachers.

Configuring Patron Accounts

Patron accounts can be created to support Online and/or Download Check Out of your Follett eBooks; each patron account will have a unique username and password. Online and Download Check Outs allow the patron to retain access to the eBook for the loan period defined in your policies – similar to how they borrow physical library books from your school or public library.

You can define patron types to classify your patrons, such as defining one loan policy for students and another for teachers. You can also define different circulation types for your eBooks, such as “General eBooks” or “Reference Materials”.

Patron types and circulation types are used in combination to define your loan policies. For example you can indicate that “Students” can borrow “General eBooks” for 7 days and “Reference Materials” for 2 days, and that “Faculty” can borrow “General eBooks” for 14 days and “Reference materials” for 7 days.

Defining Patron Access Levels

All patron accounts can have access to Online or Download check outs. To configure which type of borrowing you would like to support, click on Setup, then click on Access Levels, and choose whether patron accounts can check out Online, check out Download or both and click Save.

The screenshot shows the 'FollettShelf School' administration interface. At the top, it says 'FollettShelf School' and 'Site Administrator (Logout) | Help'. Below that, there are tabs for 'Search' and 'Setup', with 'Setup' selected. The main heading is 'Access Levels'. On the left, there is a sidebar with navigation options: 'Manage Patrons', 'Update Patrons', 'Import Patrons', 'Reports', 'Policies', 'Access Levels' (highlighted), 'Maintenance', and 'Job Manager'. The main content area is titled 'Access Levels' and contains several sections:

- Require users to login to the FollettShelf prior to searching:**
- Guest Accounts:** Users with this access level will be automatically logged out after 30 minutes of inactivity (max. 240). Login: guest, Password: guest. Options: Display Checkout: Online option (requires patron/admin login), Display Checkout: Download option (requires patron/admin login).
- Patron Accounts:** Users with this access level will be automatically logged out after 30 minutes of inactivity (max. 240). Options: Allow patron to Checkout: Online, Allow patron to Checkout: Download.
- Administrator:** Users with this access level will be automatically logged out after 240 minutes of inactivity (max. 240).

A 'Save' button is located in the top right corner of the main content area. The footer of the page reads: '©2011 Follett Library Resources Terms of Use 8/12/2011 12:53 PM CDT'.

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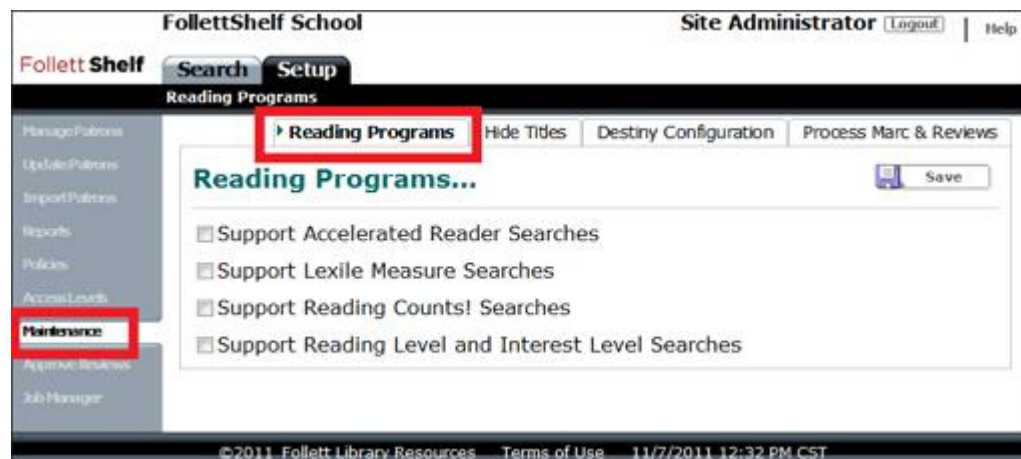
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Show or Hide Reading Level Information

FollettShelf provides reading information (when available) for each of the following reading programs:

- Accelerated Reader
- Reading Counts
- Lexile
- Reading and interest levels (provided by Follett)

To switch on or off the availability of this information to your patrons, click on Setup, then click Maintenance and under the Reading Programs tab check/uncheck the items according to your site's needs.



Allowing users to browse your FollettShelf without logging in

You can configure your FollettShelf to allow anyone to browse your list of eBook titles without having to log in, until they decide to either read the title online or check the item out. At that time they will be prompted to sign in. To enable this option, log in as the FollettShelf Administrator and go to Setup, Access Levels and uncheck the box for “Require users to login to the FollettShelf prior to searching”.

The screenshot shows the 'FollettShelf School' administration interface. At the top, it says 'FollettShelf School' and 'Site Administrator' with 'Logout' and 'Help' links. Below that are 'Follett Shelf' and 'Search Setup' tabs. The main heading is 'Access Levels'. On the left is a sidebar with navigation options: 'Manage Patrons', 'Update Patrons', 'Import Patrons', 'Reports', 'Policies', 'Access Levels', 'Hardware', and 'Job Manager'. The 'Access Levels' section is active. It features a 'Save' button in the top right corner. A red box highlights the checkbox labeled 'Require users to login to the FollettShelf prior to searching', which is currently unchecked. Below this are sections for 'Guest Accounts', 'Patron Accounts', and 'Administrator', each with a 30-minute inactivity timeout. The 'Guest Accounts' section includes 'Login: guest' and 'Password: guest' fields, and two unchecked checkboxes for 'Display Checkout: Online option' and 'Display Checkout: Download option'. The 'Patron Accounts' section has two checked checkboxes for 'Allow patron to Checkout: Online' and 'Allow patron to Checkout: Download'. The 'Administrator' section is empty. At the bottom, there is a footer with copyright information: '©2011 Follett Library Resources Terms of Use 8/23/2011 1:27 PM CDT'.

Defining Patron Types and Policies

To define your patron types, click on Setup and then click on Policies. Your FollettShelf comes with default patron types of “Student” and “Faculty”, and you can easily add more patron types. To add additional patron types, click on one of the “Add Patron Type” buttons (in the upper right corner or the bottom of the screen). Name the patron type and set the maximum number of checkouts for that type.

If you do not wish to add any new patron types, you can use the edit buttons along the right to edit the existing patron type names and number of maximum checkouts. You can also set your default patron type using the edit function.

The screenshot shows the 'FollettShelf School' interface. The top navigation bar includes 'Follett Shelf', 'Search', and 'Setup'. The 'Policies' section is active, with a sidebar menu on the left containing 'Manage Patrons', 'Update Patrons', 'Import Patrons', 'Reports', 'Policies' (highlighted), 'Access Levels', 'Maintenance', and 'Job Manager'. The main content area is titled 'Patron Types' and features two sections: 'Faculty' and 'Student'. The 'Faculty' section has a 'Max Checkouts' of 2 and lists 'General eBook' (3 days) and 'New eBook' (2 days). The 'Student' section is marked as the 'Default Patron Type' with a checkmark, has a 'Max Checkouts' of 1, and lists 'General eBook' (2 days) and 'New eBook' (1 day). Red boxes and arrows highlight the 'Add Patron Type' button at the top right, the 'Edit Patron Type' button for Faculty, the 'Edit Circulation Types' button for Student, and the 'Add Patron Type' button at the bottom. The footer contains copyright information: '©2011 Follett Library Resources Terms of Use 8/12/2011 2:33 PM CDT'.

Enable/Disable Auto-Publishing of Patron eBook Reviews

FollettShelf allows patrons to review eBooks in your collection. As the administrator of your FollettShelf, you can choose either to allow all reviews to automatically post publicly, or have all reviews queue for approval by you.

To enable/disable automatic publishing of reviews, click on Setup, then click Access Levels. To permit reviews, check the box beside **Allow patron to submit library review**. To permit automatic posting of reviews (no administrator approval of reviews before making the review live), check the box beside **Approval not required**.

The screenshot shows the 'FollettShelf School' admin interface. At the top, it says 'Follett Shelf' with 'Search' and 'Setup' buttons. The user is logged in as 'Site Administrator'. The left sidebar has a menu with 'Access Levels' highlighted. The main area is titled 'Access Levels' and has a 'Save' button. It contains three sections: 'Require users to login to the FollettShelf prior to searching' (checked), 'Guest Accounts' (with a 90-minute inactivity timer and login fields), and 'Patron Accounts' (with a 30-minute inactivity timer and checkboxes for 'Allow patron to Checkout: Online', 'Allow patron to Checkout: Download', 'Allow patron to submit library review' (checked), and 'Approval not required' (checked)). The 'Administrator' section has a 240-minute inactivity timer. The footer shows '©2011 Follett Library Resources Terms of Use 11/7/2011 12:39 PM CST'.

Defining Circulation Types and Loan Policies

“General eBook” is the default circulation type in FollettShelf. If you would like to add additional circulation types, click on Setup, Policies then click on one of the “Add Circ. Type” buttons (in the upper right corner or the bottom of the screen). Name the circulation type and set the default loan period for that type.

If you do not wish to add any new circulation types, you can use the edit buttons along the right to edit the existing circulation type names and the loan policies for each patron type. You can also set your default circulation type using the edit function.

Manage access to content by assigning permissions to specific patron types

To prevent access by a group of patrons to material they should not be able to read (e.g. students accessing teacher guides that contain answer keys) you can create a new circulation type and set the Student patron type to 0 days circulation. This will make the eBook unavailable both for Read Online access and Check Out (Online and Download) access.

Importing Patron Accounts

Patron accounts can be added to your FollettShelf with a simple data import. This import function allows you to define the username and password (as well as some other basic information) for specific patron accounts to support Online and/or Download check outs.

Click on Setup and then click on Import Patrons. Click on the “Import File Template” help icon for detailed information regarding the file requirements to add patron accounts to your FollettShelf.



Steps for preparing the import file with Microsoft Excel and importing the file into the FollettShelf are provided below.

1. Log into your FollettShelf as the administrative user, click on Setup, and then select Import Patrons.
2. Click the link for the Import File Template to open the spreadsheet in Microsoft Excel.
3. Enter your data for each user account as a separate row in the spreadsheet by either copying & pasting the data or entering the data manually.

There are a total of 8 columns for this file; **Login ID, Password, Last Name, First Name, Middle Name, Patron ID (barcode number), Patron Type, and Access Level.** Field requirements/limitations are indicated in the table below:

Field name	Maximum length	Example
1 Login ID	50	PSellers
2 Password	50	Sellers
3 Last Name	42	Sellers
4 First name	42	Patty
5 Middle name	42	Ann
6 Patron Identifier	14	P 528452
7 Patron Type	30	Student
8 Access Level	60	Patron

You will need to ensure that you specify a **LoginID** (username), **Password** for each patron. You'll also want to specify the **Last Name** of the patron.

You can leave several of the columns blank, including **First Name**, **Middle Name**, **Patron Identifier/Barcode Number**, **Patron Type** and **Access Level**. If no patron type is specified, the system will use your default patron type (typically set as Student) when adding the patron account. All accounts will get an Access Level of Patron (unless **Access Level** is specified as Administrator), so this column will need to either contain "Patron" or be left blank – typically this field would contain the barcode number or ID number for the patron – but the FollettShelf does not require this information. **Patron ID** can be any combination of letters and numbers up to 14 characters. Patron IDs will be assigned automatically if this field is left blank in the import file.

4. Once you have entered your patron information, save the spreadsheet file to your desktop as a CSV file. Select **File | Save As...**, choose "CSV (comma delimited) (*.csv)" in the "Save as type", specify the File name and choose to save the file to your desktop.
5. On the Import Patrons screen click on Browse and navigate to the file on your desktop.
6. Click Import. The import process will start and you will be taken to a page where you can review the results of your import.
7. Click Refresh to view the status of your import and when it is complete, click **View** to verify that your new accounts were added.

Once you have imported patron accounts, those users can access your FollettShelf by logging in with their individual username and password.

Exporting Patron Accounts

Patron accounts can be exported from FollettShelf to a .csv file that will be identical to the format used during the import patron process described in the “Importing Patron Accounts” section above. This file can be used to simplify removing patrons that are leaving your school at year-end and adding the new patrons joining your school while keeping all of your existing patrons intact. This export file can be re-imported with your new patron data by following the steps outlined in the earlier section.

Creating Individual Patron Accounts

Individual patron accounts can be created by administrators of your FollettShelf. To create an account, click on Setup and then click Manage Patrons. Click on the New Patron button:



On the New Patron screen you will need to enter the following:

1. Patron's last name.
2. The patron identifier (barcode number). You can either enter a specific barcode number or select Assign next patron identifier to have FollettShelf assign one for you.
3. The patron's User Name
4. The patron's password
5. The default Patron Type and Access Level are already set to Student and Patron, but can be changed via the drop-down boxes.
6. Once all necessary information is entered, click Save

FollettShelf School Site Administrator Logout Help

Follett Shelf Search Setup

Manage Patrons > New Patron

Manage Patrons

- Update Patrons
- Import Patrons
- Reports
- Policies
- Access Levels
- Maintenance
- Job Manager

* = Required Field

Patron Information

* Last Name First Name

Middle Name * User Name

* Patron Identifier * New Password

Assign next patron identifier
[Next: P 13]

Confirm Password

Patron Type

Access Level

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Removing or Changing Patron Accounts

You can use the Manage Patrons or Update Patrons functions to remove or modify patron accounts.

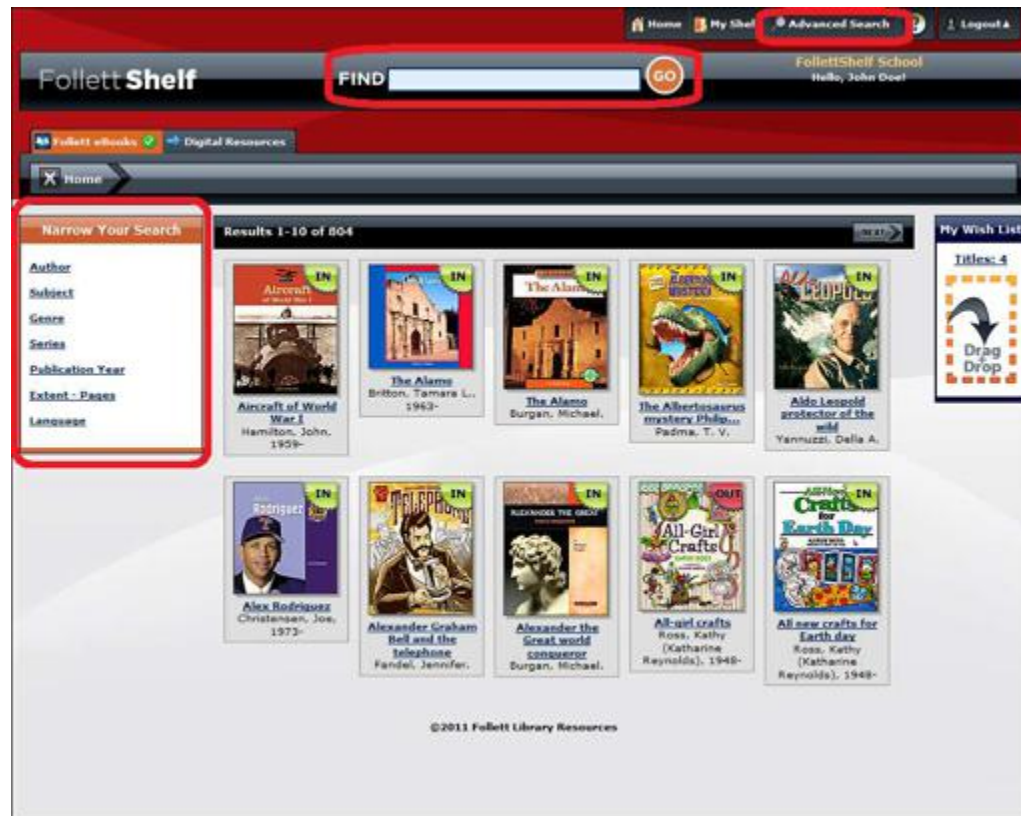
To view a specific account, click on Manage Patrons, enter the user's last name or username and click Search. Click Edit to modify account information, or Delete to remove the patron account.

To delete all patron accounts for a given patron type, click on Update Patrons, select the appropriate patron type, and then select "Delete All".

Using your FollettShelf

Searching your FollettShelf

There are a number of ways that your guests and patrons can search FollettShelf to find eBooks of interest; there is a Find search bar, Narrow Your Search tool and the Advanced Search feature. Clicking on an eBook cover will open the Title Details window where they can learn more about the eBook.



The Advanced Search tool is located in the tool bar at the top of the FollettShelf screen and allows for searching of keywords, subjects, title, author and series. Searches can be done to include any word specific, all words specified, exact terms, exclude terms and results can be limited to specific publication years.

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The screenshot shows the 'Advanced Search' window. At the top, there is a text input field with the placeholder text 'As you use the options below, your Advanced Search term appears here.' and a 'GO' button. Below this is a 'Reset' button. The main search area is divided into three sections: 'Show me everything that has...', 'But I don't want...', and 'Limit my search to...'. Each section contains a dropdown menu for search criteria (Keywords, Keyword, or Keywords) and input fields for search terms. The 'Show me everything that has...' section has three rows of input fields with minus and plus buttons to the right. The 'But I don't want...' section has one row of input fields with minus and plus buttons. The 'Limit my search to...' section has a 'Choose...' dropdown menu with a minus button.

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Adding Local Subject Headings

To simplify searching for your patrons, local subject headings can be added to any Follett eBook on your FollettShelf. To add local subjects, sign in as the FollettShelf administrator and click on the cover image of the eBook you want to add a local subject to. In the Title Details panel that appears, click the Add Local Subjects link under the cover image. From here you can enter a heading and subject type of your choosing.

Alexander the Great [electronic resource] : world conqueror
by Michael Burgan.

A biography of Alexander the Great, one of the ancient world's most successful conquerors.

Add Local Subjects

IN
1 of 1 available
Read Online
Check Out
Online
Download
Circ Type
Default Assigned
Add to Wish List

Additional Info

Titles by:	Burgan, Michael.
Published:	Minneapolis, MN : Compass Point Books, c2007.
Format:	112 p. : ill. (some col.), col. maps ; 24 cm.
ISBN:	0-7565-1992-6, 978-0-7565-1992-6
Target Audience:	Reading grade level: 6-5 Follett Library Resources Interest grade level: 5-8 Follett Library Resources
Series:	Signature lives

Local Subjects

Local subjects...

Enter heading here...

General

SAVE

Availability of titles on your FollettShelf

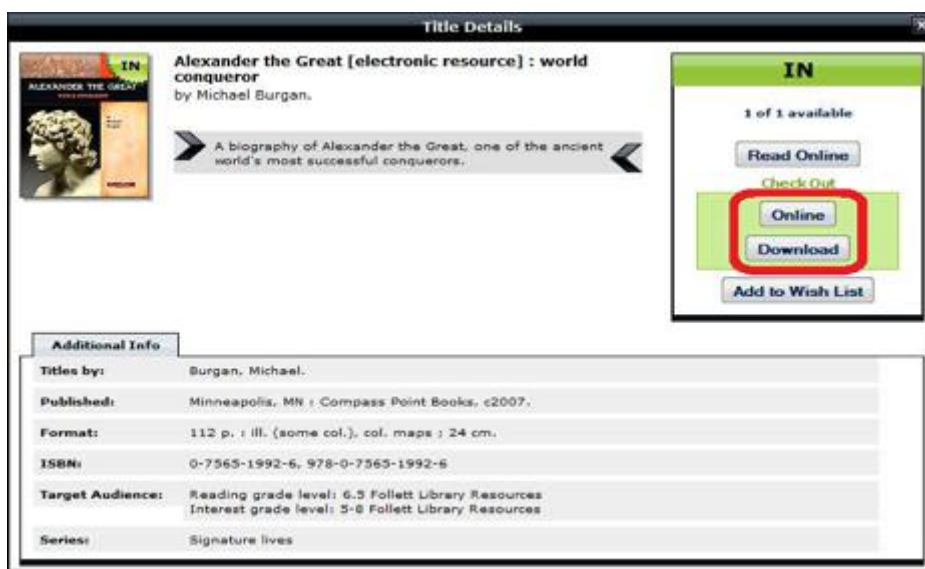
Your patrons will easily be able to determine whether or not an item is available by looking at the status indicator in the top-right corner of each eBook's cover image.

- "IN" means that at least one copy of the eBook is available.
- "IN USE" means that at least one copy of the eBook is not checked out, but is actively being used by another patron and may become available soon (just like in-library use of print items)
- "OUT" means that all copies of the eBook are currently checked out to patrons.



Circulating eBooks on your FollettShelf

If you have defined Patron accounts for your FollettShelf, then anyone who accesses your FollettShelf with a Patron account will be able to Checkout Online and/or Checkout Download (based on how your configured your Patron access level).

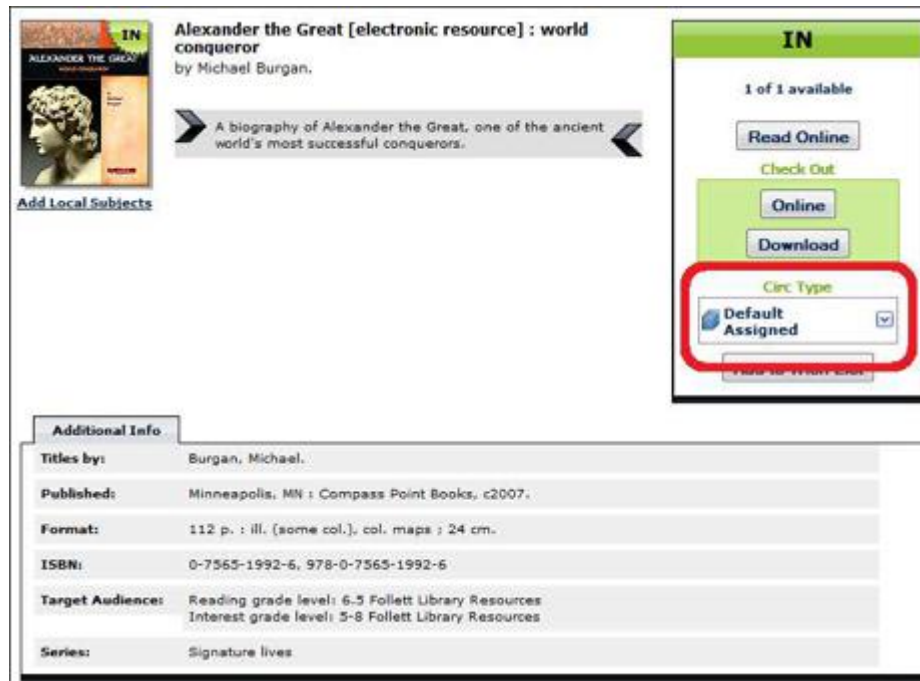


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When you are logged in with the Administrator account, you can modify the circulation type for any of your Follett eBook titles. Simply click on the cover in the Search interface and choose the appropriate circulation type. The circulation type is used in combination with the user's patron type to define the loan policy for the eBook.



The screenshot displays the FollettShelf interface for the eBook 'Alexander the Great [electronic resource] : world conqueror' by Michael Burgan. The title is shown with a cover image and a description: 'A biography of Alexander the Great, one of the ancient world's most successful conquerors.' Below the title, there is a section for 'Additional Info' with the following details:

Titles by:	Burgan, Michael.
Published:	Minneapolis, MN : Compass Point Books, c2007.
Format:	112 p. : ill. (some col.), col. maps : 24 cm.
ISBN:	0-7565-1992-6, 978-0-7565-1992-6
Target Audience:	Reading grade level: 6-3 Follett Library Resources Interest grade level: 5-8 Follett Library Resources
Series:	Signature lives

On the right side of the interface, there is a 'Circ Type' dropdown menu. The 'Default Assigned' option is selected and highlighted with a red box. Other options visible include 'Read Online', 'Check Out', 'Online', and 'Download'.

After they have completed a Checkout Online, patron accounts can access their Follett eBooks by clicking on My Shelf, located in the Toolbar at the top of FollettShelf.



The screenshot shows the 'My Shelf' interface with a toolbar at the top containing 'My Checkouts' and 'My Wish List'. Below the toolbar, it indicates 'Shelf Items Out: 1 - 4 of 4'. Four eBook covers are displayed, each with a 'Read Online' button and a due date of 8/27/2011:

- Alexander the Great world conqueror** (Due 8/27/2011)
- Aristotle philosopher, teacher, and...** (Due 8/27/2011)
- Ellis Island** (Due 8/27/2011)
- Geothermal energy** (Due 8/27/2011)

Patrons can return eBooks prior to their due date by selecting the appropriate function in the Follett Online Reader or Follett Offline Reader. Otherwise, the eBook becomes immediately available to other users once the due date is reached.

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Hiding titles from the Library view

When logged in to FollettShelf as an Administrator you can choose to hide titles from your patrons. Any title that is hidden will no longer appear on-screen for your patrons as they browse, or in their search results. It is also possible to un-hide titles in cases where access to that eBook may be needed once again.

To hide titles:

- Go to Setup
- Select Maintenance
- Click to add a check beside any title you want to hide
- Click Save on each page before moving on **or your changes will be lost**

FollettShelf School Site Administrator [Logout](#) | [Help](#)

Follett Shelf [Search](#) [Setup](#)

Hide Titles

Choose the titles you want to hide from your collection. Titles will be hidden from all searches. Hidden titles will still appear in all reports.

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Click Save before navigating away from this page or your changes will be lost.

Title	Author	Year	Hidden
The 19th Amendment	Burgan, Michael.	2006	<input checked="" type="checkbox"/>
Abhorsen	Nix, Garth.	2003	<input type="checkbox"/>
Aboriginal Australians	Marshall, Diana.	2004	<input type="checkbox"/>
Abraham Lincoln, will you ever give up?	Uglow, Loyd, 1952-	1997	<input type="checkbox"/>
Acid rain	O'Connor, Rebecca.	2004	<input type="checkbox"/>
Adjectives	Heinrichs, Ann.	2004	<input type="checkbox"/>
Afghanistan	Walsh, Kieran.	2004	<input type="checkbox"/>
Alexander Graham Bell and the telephone	Fandel, Jennifer.	2007	<input type="checkbox"/>
Alexander the Great world conqueror	Burgan, Michael.	2007	<input type="checkbox"/>
All-girl crafts	Ross, Kathy (Katharine Reynolds), 1948-	2006	<input type="checkbox"/>
All new crafts for Earth day	Ross, Kathy (Katharine Reynolds), 1948-	2006	<input type="checkbox"/>
All new crafts for Thanksgiving	Ross, Kathy (Katharine Reynolds), 1948-	2006	<input type="checkbox"/>
All-star pride	Brouwer, Sigmund, 1959-	2006	<input checked="" type="checkbox"/>
Allosaurus	Gray, Susan Heinrichs.	2004	<input type="checkbox"/>
The American flag	Britton, Tamara L., 1963-	2003	<input type="checkbox"/>

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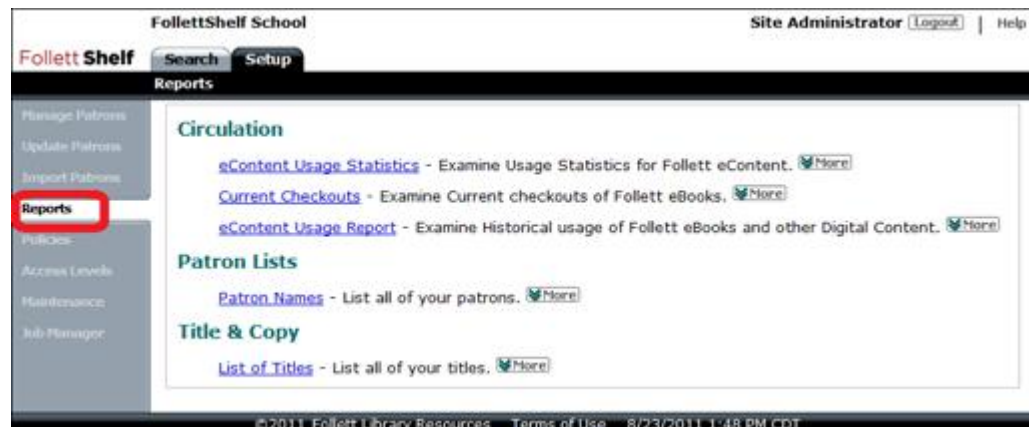
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Reporting tools in your FollettShelf

Your FollettShelf provides you with statistics on usage of your Follett eBooks. Login with your administrator account; click on Setup, then on Reports to view the available report options.



The report options are:

- [eContent Usage Statistics](#)
- [Current Checkouts](#)
- [eContent Usage Report](#)
- [Patron Names](#)
- [List of Titles](#)

eContent Usage Statistics:

These usage statistics identify the number of times your eBooks were read online, how many times the eBooks were checked out (Checkout Online or Checkout Download) and when your Digital Resources have been accessed. Statistics are provided for the current day, current month and current year (based on a school year starting on August 1 and ending on July 31).

The screenshot shows the 'eContent Usage Statistics' report for Rokusek Academy. The report is generated on 5/26/2011 at 2:55 PM. The table below shows the usage statistics for various categories.

	Today	This Month	This Year
eBook circulations	0	4	372
Follett eBook Check outs	0	1	284
Follett eBooks Read Online	0	3	88
Digital Resource views	2	12	12
Inside MLB Digital Database	1	5	5
Inside the NFL Digital Database	1	4	4
United States Digital Database	0	2	2
United States Presidents Digital Database	0	1	1

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Current Checkouts:

This report tool allows you to identify what content is currently checked out to your patrons and when it is due to return. You can filter by:

- Checkout Type (Download, Online or All)
- Patron Type (Faculty, Student or All)
- Date range
- Patron name

You can also select the output of the report as either PDF or XLS (Microsoft Excel Spreadsheet).

The screenshot shows the 'Current Checkouts' report generation page in the FollettShelf system. The page title is 'Follett Shelf' and the user is logged in as 'Site Administrator'. The breadcrumb trail is 'Home > Current Checkouts'. The left sidebar contains navigation links: 'Manage Patrons', 'Update Patrons', 'Import Patrons', 'Reports' (highlighted), 'Policies', 'Access Levels', and 'Job Manager'. The main content area is titled 'Current Checkouts' and contains the following form fields:

- Checkout Type: All (dropdown menu)
- Patron Type: All (dropdown menu)
- Due Date: From [] To [] (date pickers)
- Out Date: From [] to [] (date pickers)
- Last name from [] to [] (text input)
- Output Type: PDF (dropdown menu)
- Run Report button

The footer contains the text: '©2011 Follett Learning Resources Terms of Use 3/23/2011 1:40 PM CDT'.

eContent Usage Reports:

This report tool allows you to view content checkout history. You can filter by:

- Content Type (eBooks or Digital Resources)
- Checkout Type (Download, Online or All)
- Patron Type (Faculty, Student or All)
- Date range
- Patron name

You can also select the output of the report as either PDF or XLS (Microsoft Excel Spreadsheet).

The screenshot shows the 'eContent Usage Report' page in the FollettShelf system. The page is titled 'Rokusek Academy' and 'Site Administrator' with a 'Logout' link. The main navigation includes 'Search' and 'Setup'. The breadcrumb trail is 'Reports > eContent Usage Report'. On the left, there is a sidebar menu with options: 'Manage Patrons', 'Update Patrons', 'Import Patrons', 'Reports' (highlighted), 'Policies', 'Access Levels', and 'Job Manager'. The main content area is titled 'eContent Usage Report' and features a 'From' and 'to' date range selector. Below this, there are four dropdown menus: 'Content Type' (set to 'All'), 'Checkout Type' (set to 'All'), 'Patron Type' (set to 'All'), and 'Output Type' (set to 'PDF'). There is also a 'Last name from' and 'to' text input field. A 'Run Report' button is located at the bottom of the form. The footer contains the text: '©2011 Follett Library Resources Terms of Use 5/26/2011 3:17 PM CDT'.

Patron Names:

With this report you can produce a list of your patrons or a sub-set of your patrons. You can filter by:

- A range of names or patron identifiers
- By Patron Type or Access Level

You can also select the output of the report as either PDF or XLS (Microsoft Excel Spreadsheet).

The screenshot shows the 'Patron Names' report interface in the FollettShelf system. The page title is 'Rokusek Academy' and the user is logged in as 'Site Administrator'. The interface includes a navigation menu on the left with options like 'Manage Patrons', 'Reports', and 'Access Levels'. The main content area is titled 'Patron Names' and contains the following fields and options:

- Select by:** A dropdown menu set to 'Name', with 'From' and 'To' input fields.
- Limit by Patron Types:** Three checkboxes for 'Faculty', 'Parent', and 'Student'.
- Access Levels:** Two checkboxes for 'Administrator' and 'Patron'.
- Output Type:** A dropdown menu set to 'PDF'.
- A 'Run Report' button at the bottom right.

At the bottom of the page, there is a footer with the text: '©2011 Follett Library Resources Terms of Use 5/26/2011 1:04 PM CDT'.

List of Titles:

This report will give you a list of titles based on your search criteria. If you leave all fields blank the report will give you a complete list of all of your Follett eBooks, including any titles you may have chosen to hide from the library view. You can filter by:

- Start and end title
- Author name
- Publisher
- Publication year

You can also select the output of the report as either PDF or XLS (Microsoft Excel Spreadsheet).

The screenshot shows the 'List of Titles' report interface in the FollettShelf system. The page title is 'FollettShelf School' and the user is logged in as 'Site Administrator'. The interface includes a navigation menu on the left with options like 'Manage Patrons', 'Reports', and 'Access Levels'. The main content area is titled 'List Titles...' and contains the following fields and options:

- Select By Title:** 'from' and 'to' input fields.
- Author:** 'from' and 'to' input fields.
- Publisher:** 'from' and 'to' input fields.
- Year:** 'from' and 'to' input fields.
- Sort By:** A dropdown menu set to 'Title'.
- Output As:** A dropdown menu set to 'PDF'.
- A 'Run Report' button at the bottom right.

At the bottom of the page, there is a footer with the text: '©2011 Follett Library Resources Terms of Use 8/23/2011 2:55 PM CDT'.

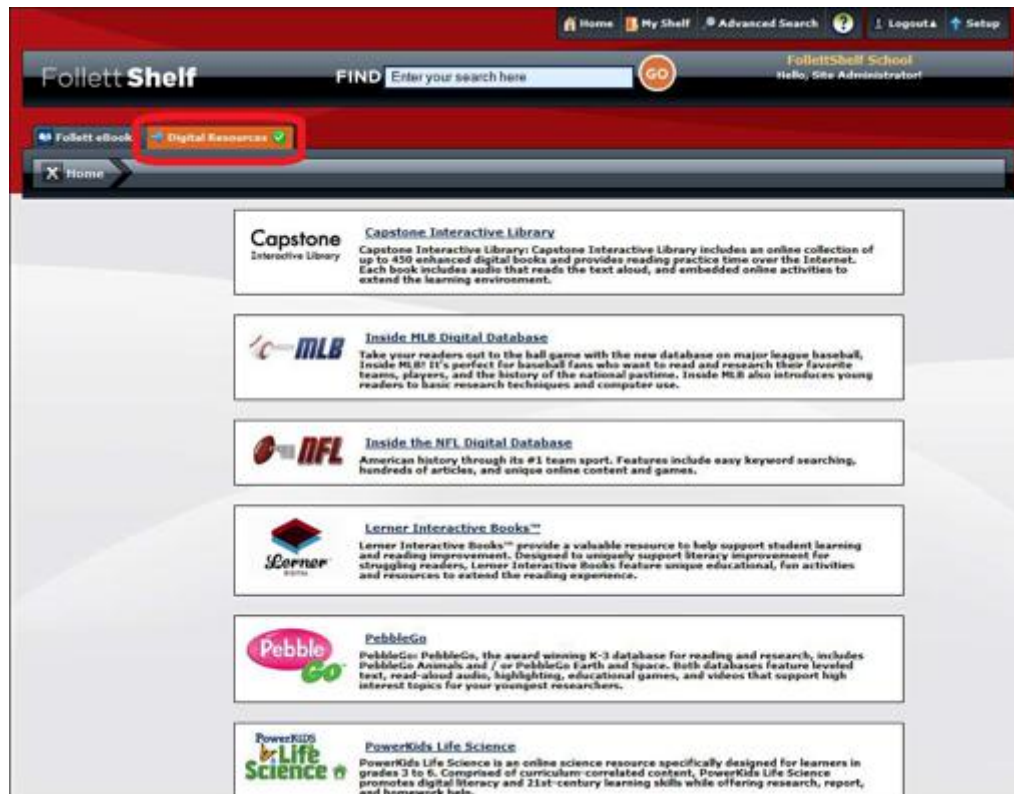
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FollettShelf and your Library System

Follett Library Resources can provide you with MARC records for your Follett eBooks to support access from your library system. If you provide your patrons with access to your Follett eBooks from your library system and also from your FollettShelf, be aware of the following points:

- Anytime an eBook is in use (from either your library system or from your FollettShelf), the eBook will not be available for reading or checkout by other users (of either your library system or the FollettShelf).
- Usage statistics in your library system (such as in Destiny Library Manager) or in the FollettShelf will only reflect the usage from that respective system.

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