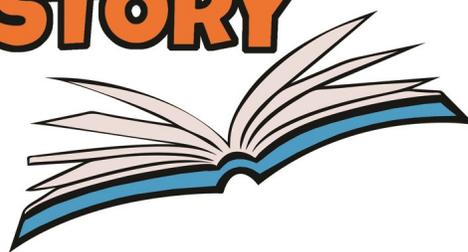


**EVERY
HERO**

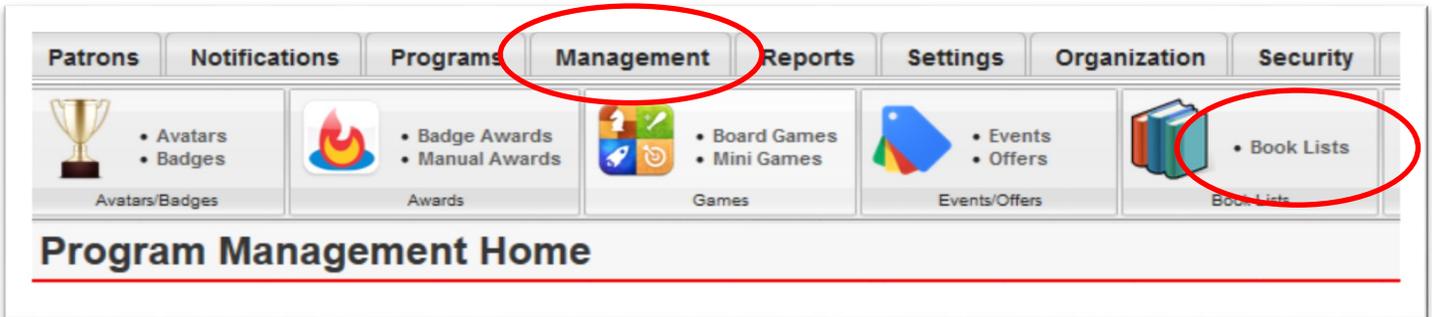
HAS A STORY



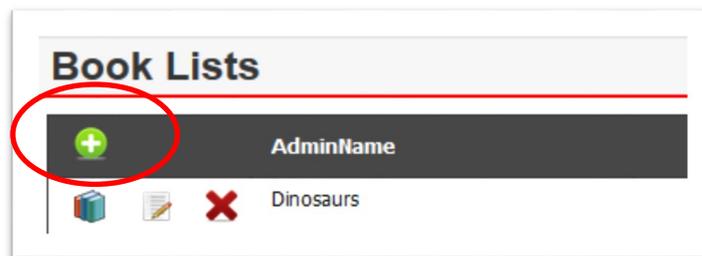
**Creating Book Lists
Training Toolkit**

Creating Book Lists

Log into the SRP Admin site and click on the “Management” tab. Then click “Book Lists.”



Click on the green “+” at the top of the page to create a new Book List.



In the “List Name (for Patrons)” field, give your Book List a name that the public will see, ex: “Heroic Books for Kids” or “Everyday Heroes: Biographies.” In the “Admin Name” field, you can use the same name, or something more specific to a particular library branch, etc. You can leave the description field blank.

Add Book List

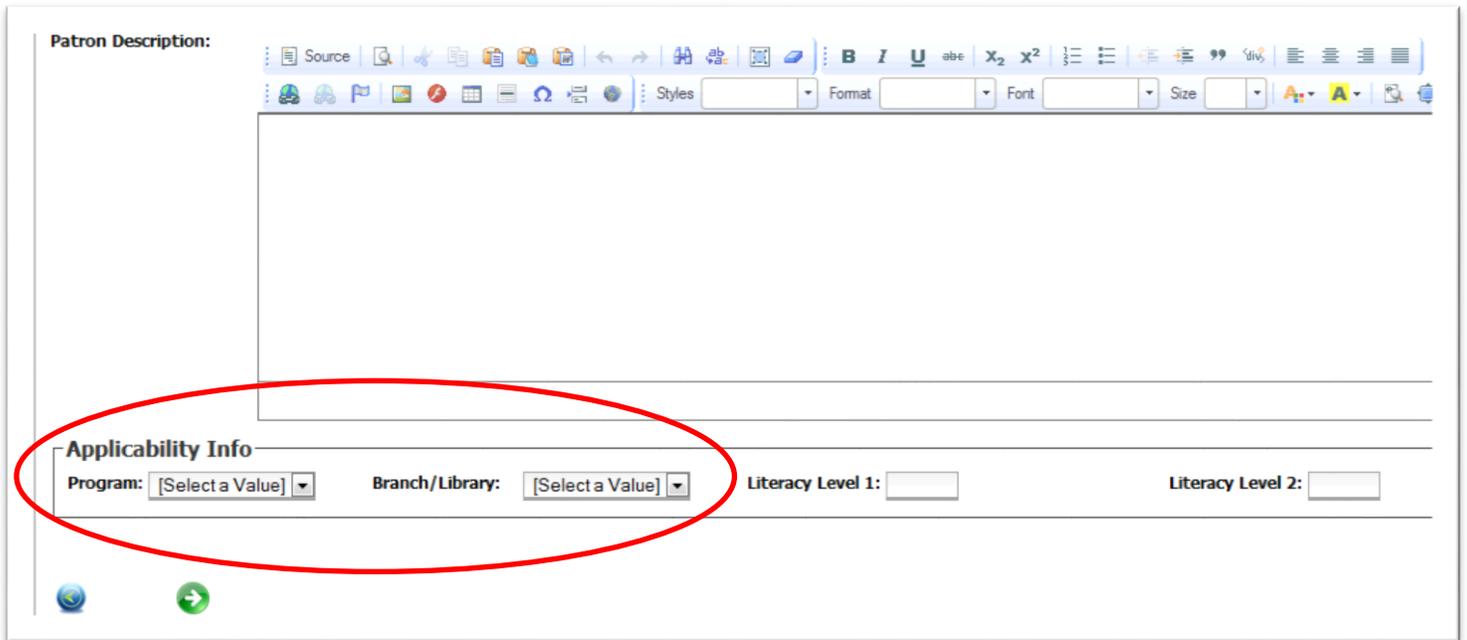
Book List Details

List Name (for Patrons): Admin Name:

Admin Description:

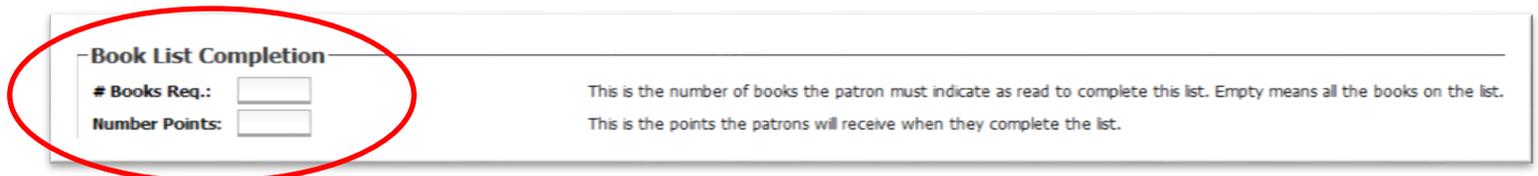
Creating Book Lists

“Patron Description” is the text users will see when clicking on your Book List. Under “Applicability Info” choose the program (age group) and your library. Click the green arrow to continue to the next step.



The screenshot shows a web form titled "Patron Description:" with a rich text editor at the top. Below the editor is the "Applicability Info" section, which is circled in red. It contains four fields: "Program:" with a dropdown menu showing "[Select a Value]", "Branch/Library:" with a dropdown menu showing "[Select a Value]", "Literacy Level 1:" with a text input field, and "Literacy Level 2:" with a text input field. At the bottom left of the form, there are two circular buttons: a blue one with a globe icon and a green one with a right-pointing arrow.

Enter the number of books required to complete the Book List. You can choose whatever you want, but sticking with 1-3 titles per list will make it easier for users to complete the book list.



The screenshot shows the "Book List Completion" section, which is circled in red. It contains two input fields: "# Books Req.:" and "Number Points:". To the right of these fields, there is explanatory text: "This is the number of books the patron must indicate as read to complete this list. Empty means all the books on the list." and "This is the points the patrons will receive when they complete the list."

Then type the number of points that will be awarded.

Creating Book Lists

Next, choose a badge for your award. Choose an existing badge from the drop-down menu, or create a new badge.

Badge Awarded:

No Badge Awarded

Choose An Existing Badge

Create A New Badge

[Select a Badge]

*Note: If you choose to create a new badge, you need to have the badge image ready for upload on the next step.

If you choose to create a new badge, you'll need to give your badge a Control Room Name that staff will see. "Patron Web Name" is what the user will see, ex: "Heroic Books for Kids." You can also type a message that the user will see when the badge is earned. Click the green arrow to continue.

New Badge Info

Control Room Name:

Patron Web Name:

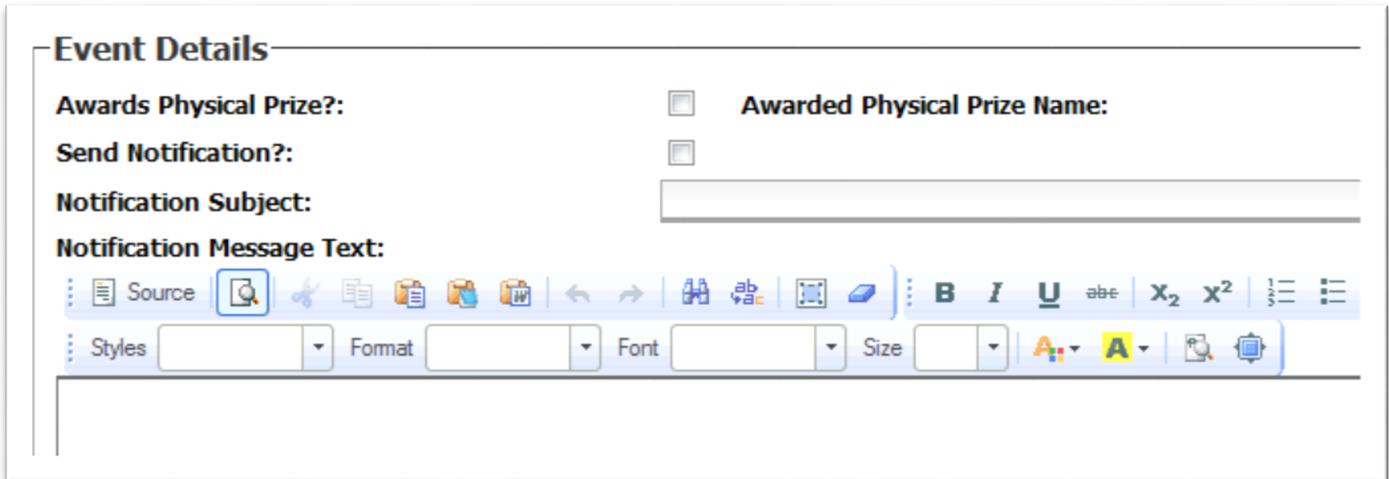
Message to Patron when badge is earned:





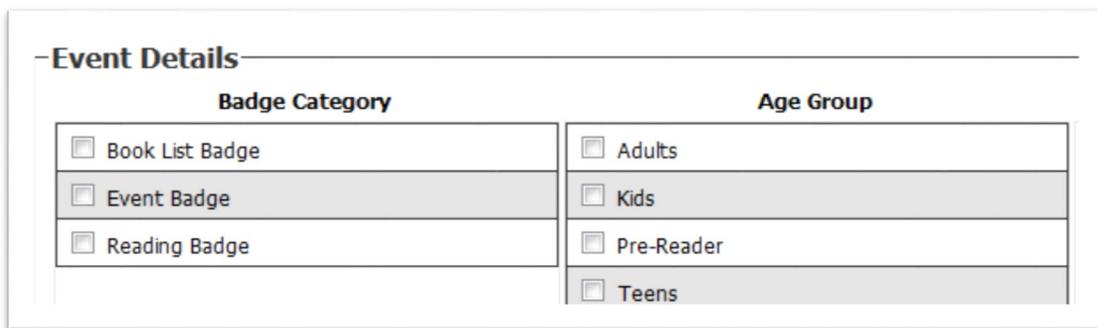
Creating Book Lists

To send a notification stating that the user has earned this Book List award, click the “Send Notification” box, then add a subject and a message to the user. If you are awarding a physical prize with this Book List award, click the box. Click the green arrow at the bottom to continue.



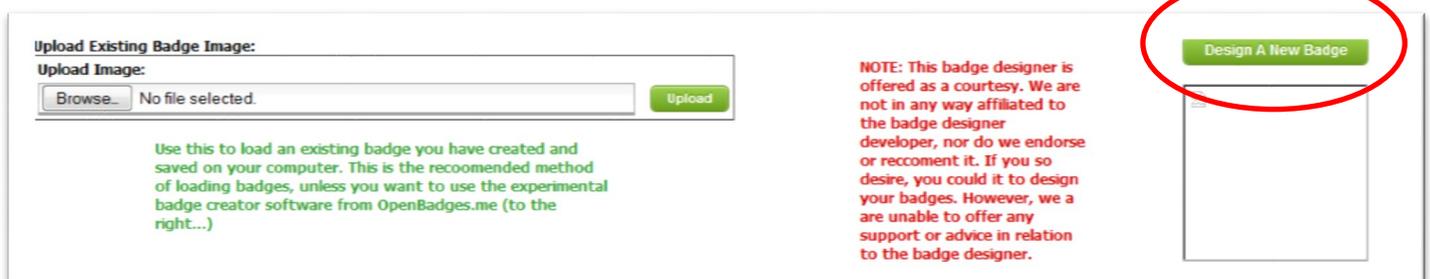
The screenshot shows the 'Event Details' section of a form. It includes two checkboxes: 'Awards Physical Prize?' and 'Send Notification?'. To the right of the first checkbox is a text input field labeled 'Awarded Physical Prize Name:'. Below these is a text input field for 'Notification Subject:'. Underneath is a rich text editor for 'Notification Message Text:' with a toolbar containing icons for source, search, undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, and link. Below the toolbar are dropdown menus for 'Styles', 'Format', 'Font', and 'Size', followed by color pickers for text and background colors.

Check the boxes for your Book List details: Badge Category, Age Group, Branch Library, and Location.



The screenshot shows the 'Event Details' section with two columns of selection options. The 'Badge Category' column has three options: 'Book List Badge', 'Event Badge', and 'Reading Badge'. The 'Age Group' column has four options: 'Adults', 'Kids', 'Pre-Reader', and 'Teens'. Each option is preceded by an unchecked checkbox.

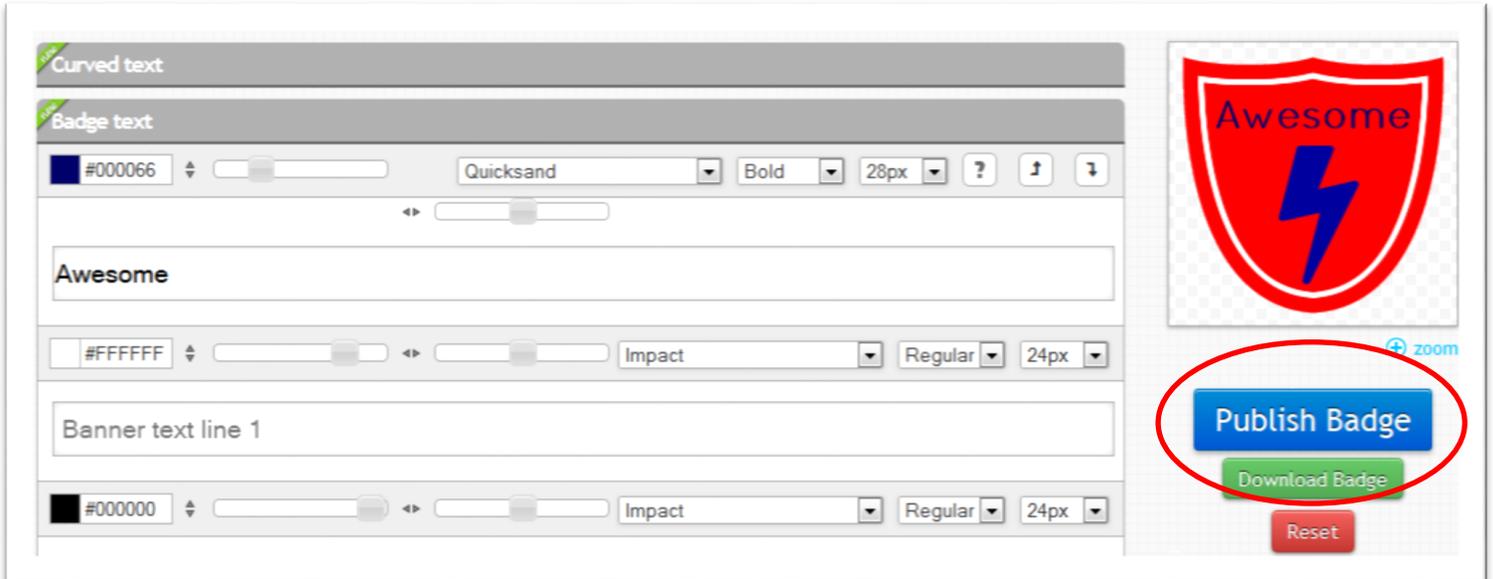
Upload an existing badge image by clicking “Browse” and then “Upload.” To create a new badge image, click “Design a New Badge.” Refer to the [Creating Badge Images Toolkit](#) for a step-by-step guide on how to create the image.



The screenshot shows the 'Upload Existing Badge Image:' section. It includes an 'Upload Image:' label, a 'Browse...' button, a text field showing 'No file selected.', and an 'Upload' button. Below this is a green text block: 'Use this to load an existing badge you have created and saved on your computer. This is the recommended method of loading badges, unless you want to use the experimental badge creator software from OpenBadges.me (to the right...)'. To the right is a red text block: 'NOTE: This badge designer is offered as a courtesy. We are not in any way affiliated to the badge designer developer, nor do we endorse or recommend it. If you so desire, you could it to design your badges. However, we are unable to offer any support or advice in relation to the badge designer.' At the bottom right is a green button labeled 'Design A New Badge', which is circled in red.

Creating Book Lists

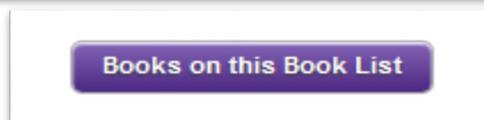
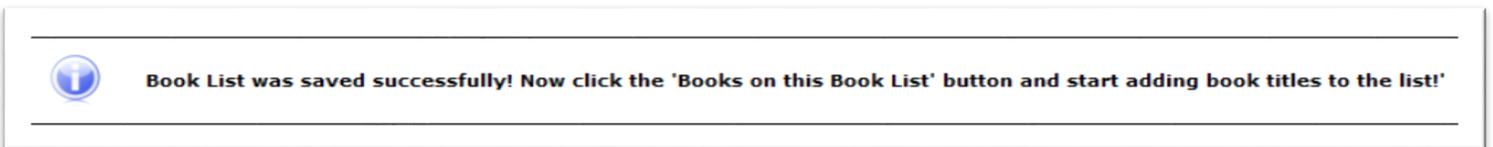
After you have created your badge image, click “Publish Badge.”



The image you’ve created should now appear on the screen. Click the green arrow at the bottom to continue.



If you see a message that says “Book List was saved successfully,” your Book List has been created! Click on the “Books on this Book List” button to start adding titles.



Creating Book Lists

Complete the Author, Title, and ISBN fields. You can either leave the URL field blank, or link to the title in your library catalog. Click “Add Book.”

Books on "MCNVawesomebooklist" Book List

Add To Book List

Author <input type="text" value="John Green"/>	Title <input type="text" value="The Fault in Our Stars"/>	ISBN <input type="text" value="978-0525478812"/> <small>(will attempt to get cover from OpenLibrary.Org using ISBN)</small>	URL <input type="text"/> <small>(The URL should be av</small>
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Your books will appear below as you add them. You can remove a title by clicking the red “x” next to it. Once you have added all of your books, click “Back To List” to return to the main page.

Add To Book List

Author <input type="text"/>	Title <input type="text"/>	ISBN <input type="text"/> <small>(will attempt to get cover from OpenLibrary.Org using ISBN)</small>	URL <input type="text"/> <small>(The URL should be available to users NOT LOGGED INTO THE ILS)</small>
---------------------------------------	--------------------------------------	---	---

	Author	Title	ISBN	URL	Cover
x	John Green	The Fault in Our Stars	978-0525478812		
x	Suzanne Collins	The Hunger Games	978-0439023481		