Requesting BiblioCommons Staff Accounts

Our BiblioCommons catalog will give staff and users the opportunity to share reviews, lists, and additional content directly in the catalog in a way previously not possible. Member libraries will be responsible for how they want their staff to share content in BiblioCommons and should consider creating their own guidelines and policies for the use of BiblioCommons staff accounts. As a shared resource, however, OWLSnet is offering some general recommendations and best practices along with a procedure for requesting staff accounts.

1. Before setting up staff accounts

Library staff should become familiar with how staff content is displayed in the BiblioCommons. Examples are provided in the document *How Staff content displays in the Catalog*.

Library staff should listen to or view the slides from the BiblioCommons training session, I*nspiring Readers with BiblioCore.* Videos and slides are posted at https://owlsnet.org/owlsnet/bibliocommons.

Staff who will be adding content should also consider signing up for a BiblioCommons Partner Portal account. The partner portal is a repository of help documents and a forum for asking questions and making suggestions.

2. Decide what type of accounts you want

Library staff should become familiar with the different options available for designating staff accounts by reviewing the document *Staff Accounts in BiblioCommons*.

Libraries should discuss how they want to use staff accounts and decide what type of accounts best meet their needs. Libraries can have different types of accounts for different users.

Account options

A. Library Account – Generic (e.g., LibraryName_Kids, LIbraryName_MysteryReaders, LibraryNameStaff, etc.)

> This account can be shared by staff or maintained by one person. The account stays with the library and is not associated with any personal staff account. The account can be general, or age or genre specific.

B. Library Account – Personal (e.g., LibraryName_JaneD, LibraryNameJohnD)

> This account is identified with a staff person, but the account is separate from their personal staff account and is maintained by the library. If staff leave, the account can be retired or renamed.

C. Individual Account based on a Staff Member's Account. (e.g., LibraryName_JaneD, LibraryNameJohnD)

> This account uses the staff member's library account. If staff leave, the content will remain in the catalog, but will lose the staff designation.

Note: From the point of view of a user of the catalog, there is no difference between B and C.

3. Setting up staff Accounts

A Library Director or Supervisor should notify OWLSnet staff about setting up staff accounts. Send requests to OWLSnet Help with the subject line: BiblioCommons Staff Accounts.

Note: Accounts must first be registered in BiblioCommons before they can be given staff status.

1. Setting up accounts based on staff member's account (option C).

- Once staff have registered in the BiblioCommons catalog, send staff name and barcode to OWLSnet help asking that the account be given staff status.

2. If creating a library account separate from a personal staff account (option A and B), first create the account in CARL. Although you will need to do this step before creating a username in BiblioCommons, decide what username you want for the account. Usernames can be changed easily in BiblioCommons needed. In this example, we will create an account in CARL for the username "ScandinaviaFrida". Create a new account and use "Internal" from the menu choices for type.

- Naming convention in CARL should be:

    First Name: The part of BiblioCommons username that is not the library name, in this example: "Frida."

    Middle Name: BiblioCommons

    Last Name: Library Name as used in BC username, in this case, "Scandinavia."

- Important: Make sure to put in a birthdate so the account is an adult (over 13).
- Register the account in BiblioCommons using the selected username.
- Email OWLSnet help the barcode and username asking that the account be given staff status.

General Recommendation and best practices.

Staff accounts should begin with the library name (or part of name). Usernames can consist of up to 24 letters and numbers. You can also use an underscore in your username. Spaces are not allowed in usernames, so decide on either no space or using and underscore.

Lists and tags can become outdated quickly. Commit to reviewing and updating lists and tags annually and unpublishing outdated lists.

Best practice for lists (from BiblioCommons)

- Draw patrons in with a clear, catchy title
- Include an inviting description that frames your list
- Aim for 10-15 items
- Consider adding both new and old items
- Highlight items that are available, but not circulating highly
- Add annotations for each item on your list

The Kansas City Public Library has shared their Staff Accounts Guidelines with the BiblioCommons community. Their guidelines contain a good list of basic dos and don'ts and recommendations.