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ABOUT CHOICE

Choice is the “premier source for reviews of academic books, electronic media, and Internet resources of interest to those in higher education. [...] Each year Choice publishes more than 7,000 reviews.” Choice is published by the Association of College and Research Libraries, a division of the American Library Association. (Full description at http://www.ala.org/ala/acrl/acrlpubs/choice/about.cfm)

ACCESSING CHOICE

** NOTE: USE INTERNET EXPLORER TO ACCESS CHOICE! **

A. Accessing Choice, If You Do Not Yet Have a Profile...

From the library homepage (http://www.muhlenberg.edu/library/), search the library catalog by title: Choice Reviews Online.

From the catalog entry, choose the Online access link.

NOTE: If you are off-campus, you will be asked to log in. Use your full name (first name space last name) and your college ID number (likely your social security number, without spaces or dashes).
You have arrived!

Choose the Register here to create your profile link.

If you log in with IP access, PLEASE LOG OUT BEFORE YOU LEAVE, so that the connection is immediately available for the next user.

B. Accessing Choice, If You Already Have a Profile...

From the library homepage (http://www.muhlenberg.edu/library/), search the library catalog by title: Choice Reviews Online.

From the catalog entry, choose the Online access with personal log in/password link.

Alternately, go directly to http://www.cro2.org/.

You have arrived!

Sign in on the right side of the screen.
CREATING/CUSTOMIZING YOUR PROFILE

Setting up a profile allows you to receive personalized monthly lists of newly available reviews.

Using your personal profile also allows you to bypass the library’s limited user restrictions and log in whenever you choose. (The library’s account only allows one user at a time.)

If you already have a profile set up and would like to edit your settings, log in on the Choice home page. Then choose My Profile in the top navigation bar.

If you don’t have an account, choose Register here to create your profile from the Choice home page.

Enter/Edit your personal information.

Choice will select reviews for you based on criteria you choose.

If you do not choose any subject areas, your monthly update email will only indicate the availability of new reviews, rather than specific reviews.

Select by subject area (A), Library of Congress classification (B), or title keyword (C).

Further limit your selections by readership level (D), Choice level of recommendation (E), and item format (F).

Choice uses OR logic to combine your criteria.

When you have finished making your selections/changes, choose Update My Profile.

You may revisit your profile at any time to change your selections.
GETTING REVIEWS

A. Accessing Your Personalized Suggestions

Once you have logged in, choose **My Monthly Reviews** from the top navigation bar.

Your **reviews** from the **current issue** of Choice display automatically.

Alter your display and sorting features, if necessary.

Your **personalized suggestions** will also be sent to you **via email**, when a new issue of Choice is available. These emails may also include relevant updates regarding Choice and search tips.
B. Browsing Current and Recent Issues

Choose **Current Issue** from the top navigation bar.

Browse **editorials, essays, feature articles**, and **reviews** from current and recent Choice issues.

**Choose an issue** from the drop-down menu or from the left sidebar.

Other browsing options include **Outstanding Academic Titles** lists and **Forthcoming Titles** lists (current and previous).
C. Searching for Reviews

To search for reviews, use the Quick Search option on the Choice homepage, or choose the Advanced Search link for more features and limits.

From the Advanced Search screen, you may choose to search reviews or to search features (e.g., editorials, bibliographic essays, forthcoming titles lists).

From this area, you may also retrieve and run again any searches you have saved.

To find reviews, enter your search terms. Sorting options and search limits are also available from this screen.

The search results screen displays citation information of each item.

Alter your sorting and display features, if necessary.

Click on the item title to see the review.

You may also save your search for future access. (To access your saved searches, visit the main page of the Advanced Search section and choose Saved Search Strategies.)
SELECTING AND SUBMITTING ITEMS FOR ORDER

If you have found items you would like to order for Trexler Library’s collection, choose those items by clicking each checkbox.

To send your selected items to your departmental liaison, choose the view selected items button.

Note: Output options (add to list, download, print, and email) are available from this screen, but do not always work. It is recommended to first view your selected items and then choose output options from the selected items screen.

From the selected items screen, review the titles you have chosen.

Make sure that the checkbox for each item is selected.

Choose to email the list to your departmental liaison.
Choose to include only bibliographic information in your email (unless it is important to also send the review).

Enter your departmental liaison’s email address.

Enter “Choice Reviews” in the subject line.

Add a note for your liaison. Be sure to include your name.

Choose Send Email Now.

Note: If this email window does not appear, check to be sure your browser is not blocking pop-ups. If it is, allow pop-up windows for Choice (www.cro2.org).

Your liaison will receive an email that looks similar to this.

If you are a departmental liaison, review the titles.

If you approve all items, forward the message to your librarian liaison.

Indicate your approval and include your name.

Your librarian liaison will review the items, approve them, and submit them to Acquisitions for order.

Cards will no longer be sent to notify you that the title has been received. Instead, you can monitor the progress of an order online. To do this, search for the title in the library catalog. The status of the title will indicate the item’s progress.

- **If the order has been submitted**, the item status in the catalog will read “one copy ordered for Main Collection on (date).”
- **If the item has arrived at the Library and is being processed and cataloged**, the status will read “one copy being processed for Main Collection.”
- **When the item has been added to the collection and is ready to be checked out**, the catalog will display the item’s location, call number, and circulation status.
MORE ON OUTPUT OPTIONS

Note: Choice uses pop-up windows for the print, email, and download functions. You must disable pop-up blockers on your browser and security software to use these options.

If you have found items you would like to add to a list, download, or print, choose those items by clicking each checkbox.

(See Selecting and Submitting Items for Order, above, for detailed information on emailing items.)

To use any of the output options, first choose the view selected items button.

Note: Output options (add to list, download, print, and email) are available from this screen, but do not always work. It is recommended to first view your selected items and then choose output options from the selected items screen.

From the selected items screen, review the titles you have chosen.

Make sure that the checkbox for each item is selected.

Choose the output option.

The add to list option allows you to save your items for future reference.

The download option exports your items to an Excel spreadsheet.

The print option sends your items to the printer.

The email option allows you to send your items to anyone you choose via email.