

Accessit LRC Web App User Guide

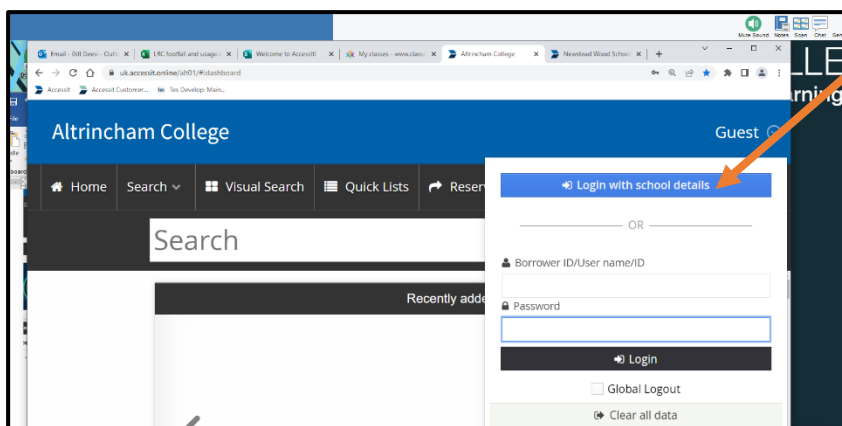
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You can access the Web App in a number of ways:

- Click the link on the school website 'remote access' page
- Go to <https://uk.accessit.online/alt01>
- Click the shortcut on the desktop of a school computer

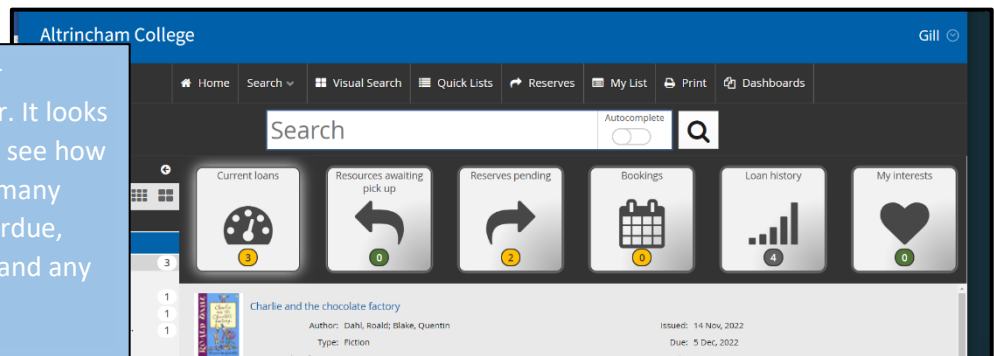
1. Logging into your dashboard



You will see 'guest' appear in the top left-hand corner. Click on the arrow next it. Click on the blue button that says, 'Login with School Details' and enter your normal school login details if necessary.

2. Searching for / reserving a book

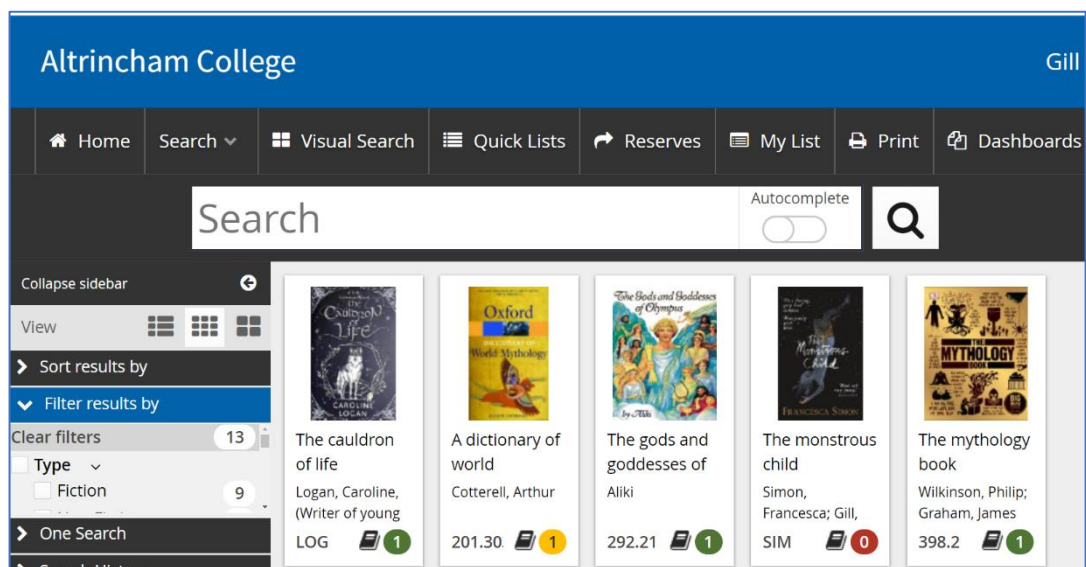
Once you've logged in, your borrower details will appear. It looks like this. From here you can see how many loans you have, how many loans you have that are overdue, your personal loan history, and any saved interests you have.



To search, type the title of the book you're looking for, the name of a series of books, an author's name, a genre, or a key word into the search bar.

As an example, if we search for 'mythology', all resources in the LRC with a matching title, author, genre or keyword will be shown.

There will be a bubble next to each containing a number.



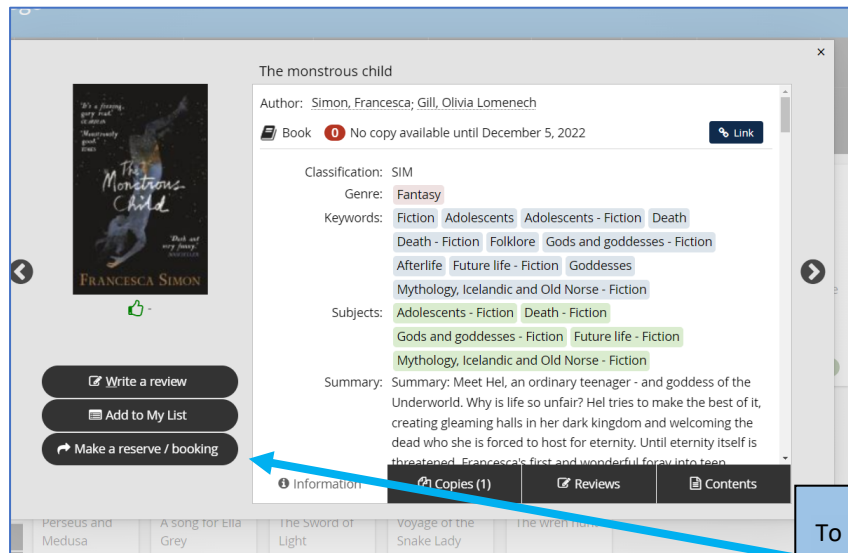
A green bubble means a copy of the resource is available to loan in the LRC.

A yellow bubble means a copy of the resource is available for use in the LRC.

A red bubble means the resource is currently unavailable/ has been checked out by someone.

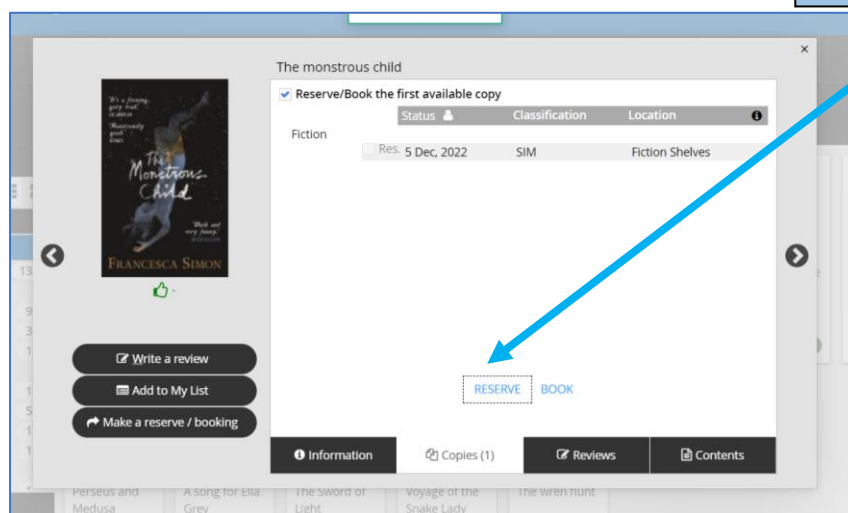
If the book is available, you will be able to locate it in the LRC – ask for help if you need it!

If a book is *not* available, you can place a reservation.



To reserve the book, click on the image of the book you'd like to borrow then click on 'make a reserve/booking'.

In the window that opens, click reserve



A pop up will announce that your reservation has been placed, and when the book is returned the system will alert the LRC that there is a reservation on the book. You will receive an email once the book is available for you to collect from the LRC.

You *cannot* reserve or 'hold' books that are available in the LRC.

3. Renewing or returning a book

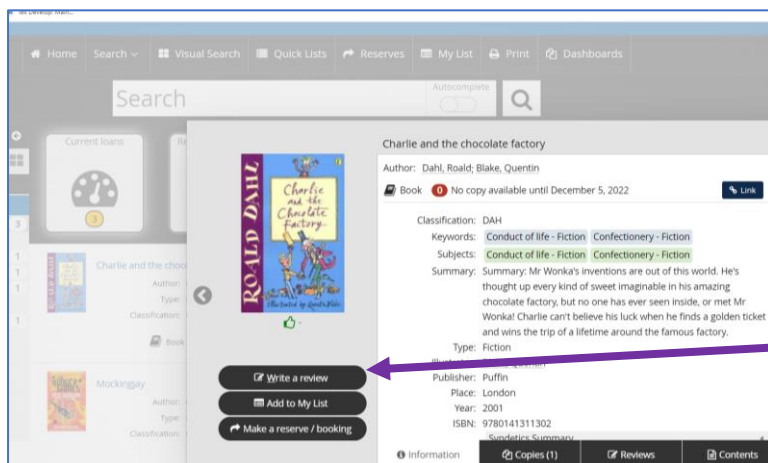
You can see details of the books you have on loan and when they're due back in your borrower record.

Your borrower record will appear when you sign in, but can also be accessed by clicking on your name in the top right-hand corner, and then 'my borrowing details'.

You can renew your books with the LRC manager or student librarians on duty in the LRC. To return your book simply hand it in to the LRC manager or one of the student librarians, or place it in the book return section of the trolley next to the desk, labelled 'book returns.'

4. Reviewing a book

With Accessit, you can leave a review for a book you've read, and everyone else will be able to see it—maybe it will encourage others to read the book too.



To do this, search for the book you want to review, and click on it.

This screen will appear.

Click on 'write a review' to write a new review.

Click on 'reviews' to see any other reviews written by students about the book.

The review will be approved by the LRC Manager and be published on the website.

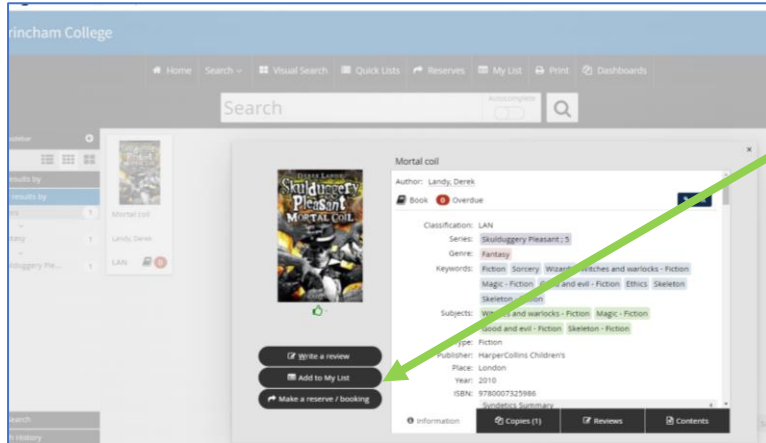
5. Requesting a book

You are able to suggest or request books for the LRC to stock. At the bottom of the Accessit homepage you can add authors, book titles, genres, etc, and the requests will be sent directly to the LRC Manager for consideration the next time new stock is ordered.

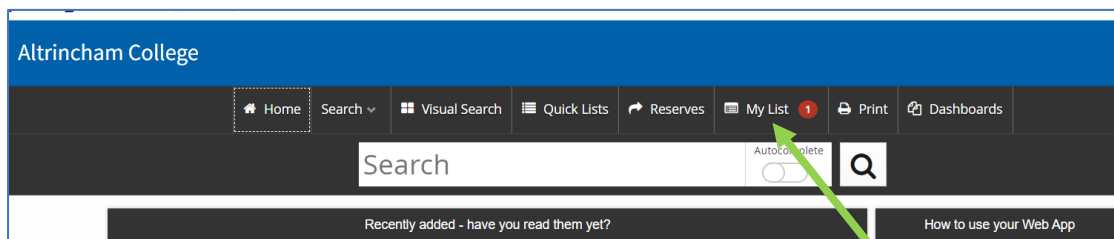
You can submit as many requests as you like.

6. Creating lists

With Accessit, you can create lists of your favourite books, or books you want to save, e.g. to come back to later—or really for any reason.



To add a book to your list, search for it with the search bar. Select the book by clicking on it. Click on the 'add to my list' button.



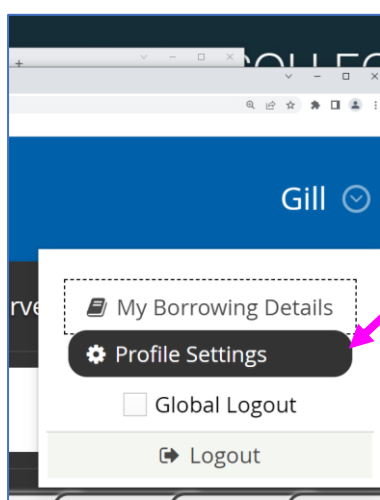
To view your list, click on the 'my list' option towards the top of the page. The number of books you have saved to your list will appear next to it.

7. Adding interests

You can add interests on Accessit – these come in the form of authors, genres, series, subjects, and tags.

Adding interests means that you will be notified whenever something you're interested in is added to the LRC stock.

E.g. if you love the author Neil Gaiman and have added his name to your interests, the next time the LRC gets a new Neil Gaiman book, you will get a notification.



To add interests, click on your name in the top right-hand corner, and then click on 'profile settings.'

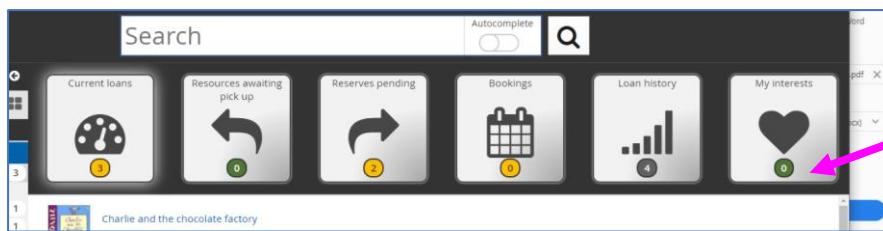
A screenshot of the 'My interests' page in the Altrincham College library system. The page shows the user's name 'Deesi, Gill' and a search bar. Below the search bar, there are fields for 'Email', 'Mobile Number', and 'Password'. The 'My interests' section is active, showing a message: 'Alert me when a new item matches ANY of the following: No interests have been set up, yet.' Below this, there is a section 'Add another condition:' with a dropdown menu set to 'Author'. The search input field contains 'Gaiman, N' and a dropdown menu shows 'Gaiman, Neil' as a suggestion. A pink arrow points from the text box on the right to this dropdown menu.

This screen will appear. To add an interest, click on the drop-down menu below 'add another condition' and use it to select the appropriate category for your interest.

In the search bar to the right of the category, search for your interest. When it appears, select it and then 'click add condition'.

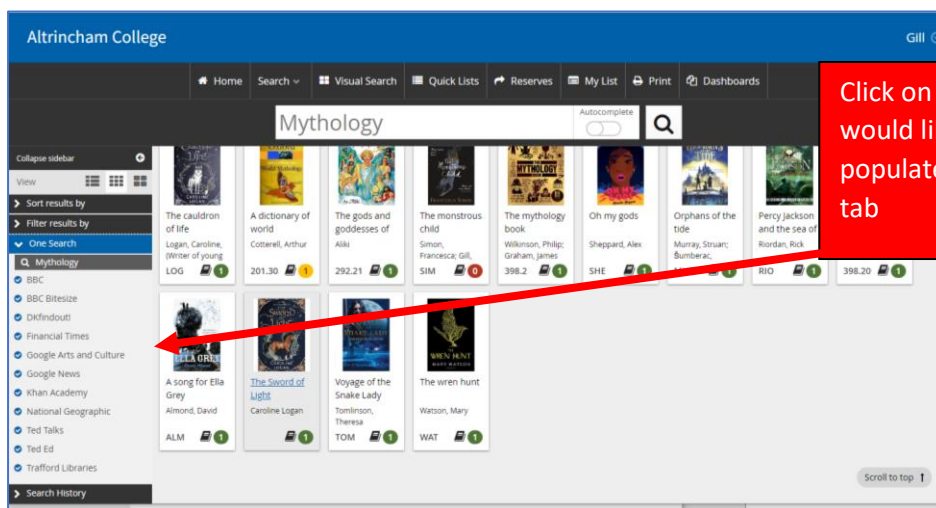
Note: when searching for authors, type in their surname first, then a comma, then their first name.

If a new book comes into the LRC that matches any of your interests, you will see a number in the green circle on the 'my interests' tile.



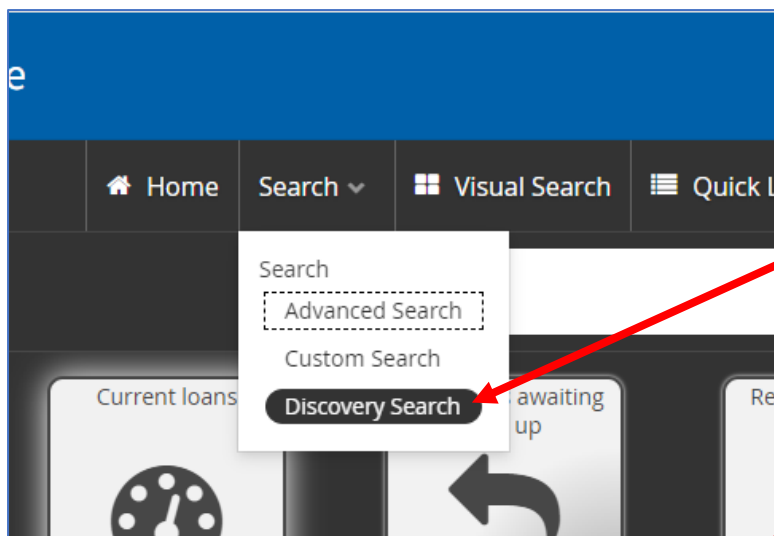
8. One Search, Discovery Search and Visual Search

One Search—use this to search other websites for information as well as the LRC stock, this is great for projects. You will be taken straight to the search results from the external website. Search results from the LRC stock will also appear in your Accessit tab. Use this if you are doing research.

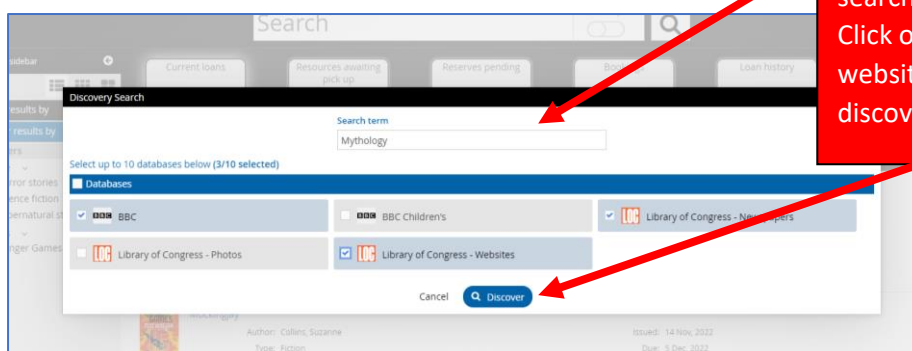


Click on the name of the site you would like to visit to see pre-populated search results in a new tab

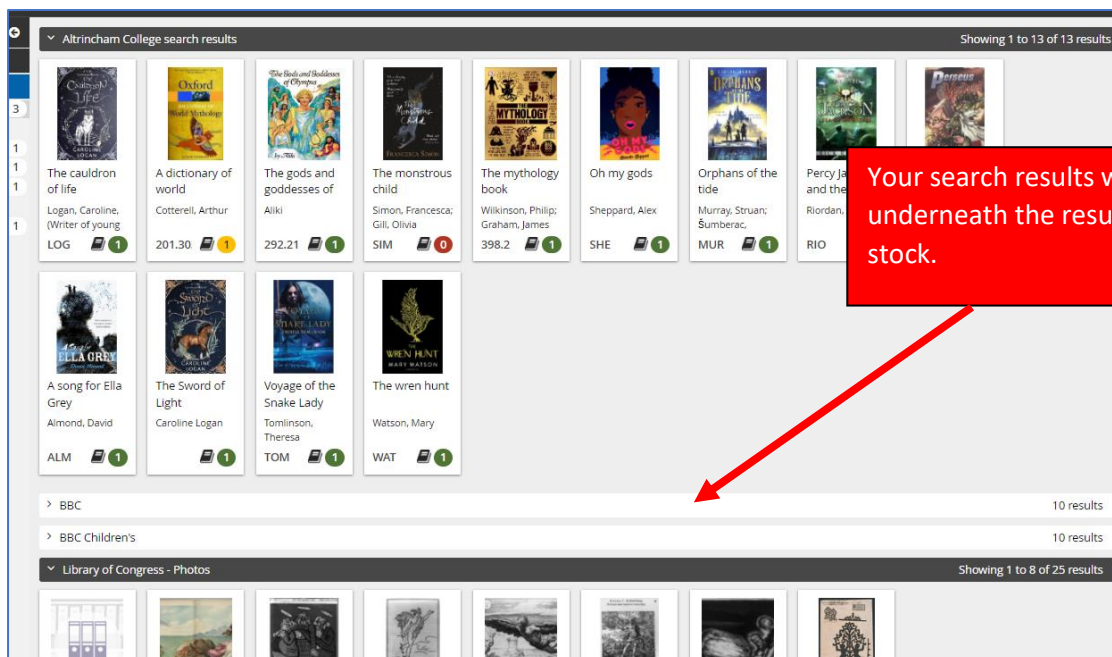
Discovery Search—use this to search the LRC stock as well as other websites for relevant resources e.g. photos, revision materials. Search results will appear on Accessit below relevant books in the LRC, use this if you want to see everything all in one place.



Click on the arrow next to where it says search. A drop-down menu will appear. Select 'discovery search'.



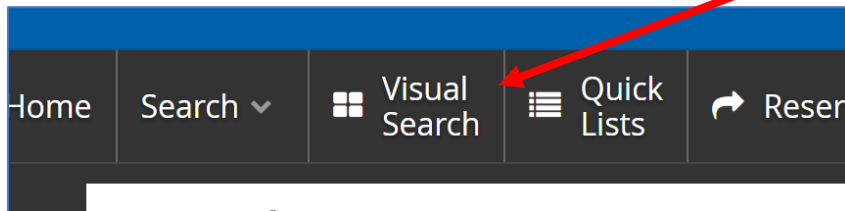
This box will appear. Type your search term into the search bar. Click on the tick boxes of the website/s you want to search. Click discover.



Your search results will appear underneath the results from the LRC stock.

Visual Search—use this to browse books if you don't know exactly what you're looking for. Books are arranged by category.

Click on visual search.



Click on the tiles to view the categories. Many tiles have subcategories too.

