

## Some Features in Bowker Databases to Enhance Library Workflow and Services

*Books In Print Professional* [<http://booksinprint.com>]

*Global Books In Print Professional* [<http://globalbooksinprint.com>]

**Note to library school students:** Features marked with an "\*" denote those options which can be enabled or disabled by individual(s) in your library school with access to the MY ACCOUNT section of Books In Print (BIP) or Global Books In Print (GBIP). The SEARCH MY LIBRARY feature can only be set up with the permission and cooperation of library staff.

### Reference

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| <b>Search Indexes*</b>                                    | Use the various search indexes in conjunction with Boolean searching. Employ wild cards to (with either textual or numerical information). Use the Keyword index for esoteric terms and/or to search as widely as possible.   |
| <b>Search Limiters</b>                                    | Numerous limiters appear on the Advanced Search screen to help make your search more specific and your results more relevant.   |
| <b>List Option*</b>                                       | Need to save one or more records for a patron, or in answer to a frequently asked question? Create as many lists as you wish...each list will hold up to 200 records and can be password protected, if desired.   |
| <b>Print, Email, Download</b>                             | Any Detailed record; up to 100 records at a time from the brief record screen; or up to 200 records from the list screen can be easily printed, downloaded or emailed.<br><b>Email:</b> Detailed information like reviews, synopses and publisher information can be sent with the email.<br><b>Download:</b> Records can be downloaded to a text file, opened in a spread sheet, or even in two different MARC formats.        |
| <b>Search My Library*</b>                                 | BIP/GBIP can be set up so you can see if your institution owns any item your retrieve. Additionally, if your library is an OCLC member, BIP/GBIP can also display a list of <i>other</i> libraries that own an item of interest via OCLC's WorldCat resource.   |
| <b>Detailed Record</b>                                    | Among the fields that may answer general reference questions: author, title, publisher, date of publication, list price, ISBN number, series information (if applicable) print status, audience type, bestseller lists in which the item has appeared, literary awards the item has won, synopsis, additional formats, and full-text reviews.   |
| <b>Browse -- Series</b>                                   | Need bibliographic information on books printed as a part of a series? Click on the Browse tab and select Series Title.   |
| <b>Browse -- Subject</b>                                  | BIP/GBIP uses Bowker Subject Headings. To make your searching more specific for the patron, click on the Browse tab and select Subject. You will see an alphabetical list of subject headings to click on or, alternatively, you can cut & paste into the Advance Search screen.  |
| <b>Awards</b>   | The Awards feature can help you provide the patron with a list of books that has won one of more than 400 literary awards Bowker tracks, or see a list of award-winners for a specific genre.   |
| <b>Bestsellers</b>  | This tab permits you to view past and present bestsellers from almost a dozen different bestseller lists. You can even specify a subject or title you wish to search in these lists. You can also pick a specific year to view fiction/non-fiction bestsellers as well as that "year at a glance" from a publishing perspective. This is great feature for students compiling reports on what occurred the year they were born. |
| <b>Media (limiter)</b>                                    | Need to find an item a patron or colleague heard about on National Public Radio, read about in <i>Time Magazine</i> , or saw on Oprah? The Media limiter will permit you to search for items you've seen, read, or heard about in these and many other media sources.   |
| <b>Search Online Bookstores*</b>                          | Does a patron want to know if an out-of-print book can still be purchased somewhere? This feature automatically compiles and up-to-date list of online bookstores where new and used copies can be purchased.   |
| <b>The Children's, Fiction and Forthcoming Book Rooms</b> | These special "rooms" – just a click away from the Advanced Search screen – permit you to search powerfully and more fluidly for items specific to these areas. Each room provides additional searching options, and anything retrieved can still provides full bibliographic information, can be printed, emailed, downloaded, or saved to a list.   |

## Acquisitions & Collection Development

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| <b>Forthcoming Books</b>        | This limiter on the Advanced Search screen permits the searcher to “look ahead” to publications slated for release as much as 2-3 years from the present. This limiter can be used in conjunction with others.  |
| <b>Search My Library*</b>       | BIP/GBIP can be set up so you can see if your institution owns an item before you considering ordering it. Additionally, if your library is registered to use OCLC's WorldCat, BIP/GBIP can also display a list of <i>other</i> libraries that own an item of interest via OCLC's WorldCat resource.  |
| <b>Download and Email</b>       | Want to share with bibliographic information with colleagues for titles that may constitute worthwhile additions to a collection? In addition to printing information found in BIP/GBIP, you can:<br><b>Email:</b> Detailed information like reviews, synopses and publisher information can be sent with the email.<br><b>Download:</b> Records can be downloaded to a text file, opened in a spread sheet, or even in two different MARC formats. |
| <b>Check Online Bookstores*</b> | Are you looking for hard-to-find titles, editions, or formats for your collection? This feature automatically compiles and up-to-date list of online bookstores where new and used copies can be purchased.   |
| <b>Alibris Shopping*</b>        | If enabled, library staff can use this feature to link from the detailed record <i>directly</i> to Alibris...one of the foremost online resources for used and hard-to-find material.   |
| <b>Stock Availability</b>       | Stock Availability, a tab found in the Detailed Record, permits the user to see what distributors have a title, the price, as well as on-hand/on-order copies.  |
| <b>Publisher Information</b>    | Acquisitions and Collection development staff can view a wealth of information on publishers, both large and small from this tab on the Advanced Search screen. Publisher searches can even be limited to geographic areas, and more.   |
| <b>Other Formats</b>            | With one click on this tab (found in the Detailed record), you can see other formats in which a desired item is available, along with its bibliographic info.   |
| <b>First Chapters</b>           | Over 60,000 BIP titles permit you to read the first chapter of a work online, and gauge its usefulness for your collection...for free!  |
| <b>Browse -- Series</b>         | Trying to determine if you have collected all titles in a series...or what is available? Click on the Browse tab in the Advanced Search screen and search by series title to see.   |
| <b>Browse -- Subject</b>        | Click on the Browse tab in the Advanced Search screen and select Subject to see the entire, 9,000+ listing of Bowker subject headings to make your search for materials more specific and relevant to your collection needs.  |
| <b>Lists*</b>                   | You can save items suitable for you collection in one or more person lists. These lists can be shared with other staff, and – in the collaborative spirit – their contents can even be copied to other peoples' lists. Multiple lists can be created.   |
| <b>Awards</b>                   | This feature lets you factor into your collection decisions those items which have won or been nominated for one of over 400 literary awards. Award winners can be searched by title, author, subject...even by genre.  |
| <b>Table of Contents</b>        | Thousands of items in BIP/GBIP will permit you to click on a Table of Contents tab in the Detailed record.  |
| <b>Bestsellers</b>              | Bestsellers often comprise a key component of a library's collection. BIP/GBIP permits you to view past and present bestsellers from almost a dozen different bestseller lists. You can even specify a subject or title you wish to search in these lists.  |
| <b>Binding</b>                  | Looking for an item in a certain format or binding (e.g. VHS, trade paper)? The Binding drop-down box on the Advance Search screen provides more than 2 dozen choices.  |
| <b>Download to ILS*</b>         | Authorized users have the option of downloading specific fields of the Detailed record directly into their integrated library system (if it is Z39.50 compliant). Once there, the information can be imported into the acquisitions module for additional processing.   |

## Cataloging

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| <b>Search Indexes</b>                    | Records can also be searched with numeric information such as ISBN, DDC or LC.   |
| <b>Search Limiters<br/>Revise Search</b> | Use several limiters as well as the Revise Search option to assist in "drilling down" to a specific copy of an item you wish to catalog.   |
| <b>List Option*</b>                      | Lists can be used for <i>anything</i> . They can hold items to be cataloged, books for which cataloging is in progress, items for which a MARC record needs to be imported, etc.   |
| <b>Download to ILS*</b>                  | Authorized users have the option of downloading specific fields of the Detailed record directly into their integrated library system (if it is Z39.50 compliant). Once there, the information can be imported into the cataloging module for additional processing.  |
| <b>Download MARC Record</b>              | A user can download bibliographic information from a detailed record; select up to 100 records from the brief record screen; or 200 from the list screen. You can download the MARC data in one of two formats: US MARC or MARC 21.                                  |
| <b>Search My Library*</b>                | This can be useful for copy cataloging when staff want to check first to see if duplicate item is already in the collection.   |
| <b>Sort Option</b>                       | Catalogers wanting to download MARC data from a specific edition or format (etc) can use the sort option before <i>or</i> after a search to help narrow the results. The sort option can be found both on the Advanced Search screen and in any list results screen. |

## Bibliographic Instruction

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| <b>General</b>                               | <b>Books In Print</b> provides a <b>Patron Books In Print</b> interface enabling those with differing search skills the opportunity use the same power and flexibility librarians use to retrieve books, audio material, and video material in a (constantly growing) database of more than 5.7 million records. More advanced users also have an Advance Search screen at their disposal. Maximum power – minimum confusion.                         |
| <b>Search Indexes and Limiters</b>           | GBIP/BIP is set up in such a way that it is easy to introduce patrons to the use of indexes and limiters in setting up (and revising) their searches.   |
| <b>List Option*</b>                          | Patrons can save the results of their research to a personalized list. They can retrieve these results when they want, and add to their lists as they wish. The result: users don't have to worry about trying to replicate a search at some later date.  |
| <b>Print, Email, Download</b>                | One or multiple records can be printed, downloaded, or emailed at anytime during the search session enabling patrons to generate a hard copy, or an electronic copy to review.  |
| <b>Search My Library*</b>                    | Patrons will become less dependent on librarians to determine if the host library (or others in a system or even a consortium) owns an item. Additionally, an OCLC-member library using WorldCat can provide, through BIP/GBIP, the location of other institutions that own a specific item.  |
| <b>Detailed Record – Synopses and Review</b> | Patrons make more informed decisions on items they wish to read based on the tens of thousands synopses and reviews records in BIP/GBIP provide.  |
| <b>Browse -- Subjects</b>                    | Searching by subject heading often retrieves more relevant records. End users can be shown that clicking on the Browse tab in the Advanced Search and selecting Subject will display 9,000+ Bowker subject headings. These can be viewed alphabetically, or the searcher can type in a concept to see if it has subject heading status in BIP/GBIP. Note: Users can select several subject headings and search for them in a Boolean OR relationship. |
| <b>Browse -- Series</b>                      | Patrons wanting to know if they have read every title in a series – or wishing to know what titles constitute a series – can do so by browsing series information.  |
| <b>Awards</b>                                | Patrons with special reading interests or research needs can be shown how easy it is to determine which literary awards have been won by authors or subjects of interest...even with a broad range of reading genres.   |
| <b>Bestsellers</b>                           | Patrons can view the best sellers (in fiction and non-fiction) for a given year, or see a list of current/past best sellers from one of several sources.  |
| <b>Hypertext Links</b>                       | Patrons develop greater autonomy by using the numerous hypertext links found in a Detailed record, permitting them to expand or focus their actions in BIP/GBIP.  |

## Faculty and/or Staff Support

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| <b>List Option*</b>            | Staff and Faculty can use BIP/GBIP Pro to save records of interest in personal lists. Records in a list can then be emailed – or even copied to others’ lists – to facilitate collaborative projects, resource sharing, etc. Each list will hold up to 200 records and can be password protected, if desired. Multiple lists can be created.   |
| <b>Request this Title*</b>     | Staff and Faculty using BIP/GBIP (or the Patron Books In Print) can automatically send a request for any item they find to a designated librarian who can consider the title for inclusion in the collection.  |
| <b>Print, Email, Download</b>  | Staff and Faculty are not dependent on library staff for hard copies of emailed citations they find in BIP/GBIP Pro. Any Detailed record; or up to 100 records at a time from the brief record screen; or up to 200 records from the list screen, can be easily printed, downloaded or emailed by the user.  |
| <b>Search My Library*</b>      | BIP/GBIP can be set up so you can see if your institution owns any item you retrieve. Additionally, if your library is an OCLC member, BIP/GBIP can also display a list of <i>other</i> libraries that own an item of interest.  |
| <b>Detailed Record</b>         | The Detailed record provides non-librarians with a wealth of easy-to-interpret information regarding an item in the database. Additionally, Detailed records contain hyper-text links which permit users to expand the scope or increase the specificity of their searching.   |
| <b>Browse -- Series</b>        | Faculty and staff trying to create bibliographies, determine the scope of a collection, or simply be aware of available titles in a series will find this feature easy to use.   |
| <b>Browse -- Subject</b>       | Users unfamiliar with the benefits and specificity a Subject search can provide will find this and intuitive and powerful feature to. Click on the Browse tab and select Subject.  |
| <b>Awards</b>                  | This feature provides the ability to select thousands of BIP/GBIP titles which have won or been nominated for one of over 400 literary awards. Faculty and staff can augment curriculum and collections in this manner.  |
| <b>Bestsellers</b>             | Faculty and staff can review current and past bestsellers from several bestseller lists, and even view titles specific to a subject or keyword.  |
| <b>Patron Books in Print *</b> | Via two different search interfaces, Patron Books in Print permits users at all levels of experience the ability to look for and view the same number of records contained BIP/GBIP. Additionally, many of the features found in BIP/GBIP are mirrored in Patron Books In Print. If they wish, librarians can create a link to Patron Books in Print from their library's home page or OPAC. |
| <b>Bowker Mailing List</b>     | Along with librarians, faculty and staff can receive up-to-the-minute news on enhancements added to BIP/GBIP as well as the <i>Bowker Library Bulletin</i> , and the addition of new products and services. Click on the computer icon in the upper right-hand corner of the Advanced Search screen.   |

## Miscellaneous

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| <b>Usage Statistics</b>                 | Librarians can track how often BIP/GBIP is used and what kind of activity it is logging by selecting this option from the My Account option in the database. Statistic information (found in “My Account”) can be downloaded in order to be shared with others.                 |
| <b>Automatic Time Out*</b>              | In the My Account section of the database, BIP/GBIP can be set up to automatically log out if it detects no activity for a pre-set period of time. Administrators can also designate a logout URL address...that is, what the computer should next display on the screen.       |
| <b>Imprints and Distribution Agents</b> | In addition to general publisher information, BIP/GBIP users can also see ordering notes, imprints and distribution agents specific to a publisher. This information appears when the Publishers tab is selected, or a specific publisher is selected from the Detailed record. |
| <b>Search History</b>                   | BIP/GBIP will maintain a history of all your searches during an online session. These searches can be re-executed and even combined with other searches at any time. Search histories can be seen by clicking on the Search History link near the top of the screen.            |

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