

Choice Reviews Online: A Guide for Faculty

Through Tredway Library's new subscription to *Choice Reviews Online*, you now have immediate access to reviews of new academic titles in your field! Rather than relying on the librarians to supply you with the latest *Choice* cards, you are able to browse current reviews, e-mail reviews to colleagues, search for books by subject, year, readership level (and much more), save searches and lists of titles of interest to you, and set up a personal profile to receive monthly updates of new titles published in your field. Please note that our subscription to *Choice Reviews Online* allows only 4 simultaneous users. If you are denied access, simply try again later.

Creating a Profile

When you create a profile, you specify exactly what kinds of books interest you by:

- subject area(s)
- interdisciplinary categories
- keywords in title
- readership level (e.g., lower-division undergraduates)
- *Choice* recommendation (e.g., "essential")

Then, every month, ***Choice* will send you an e-mail containing reviews that match your profile.** It's that easy! If you would like the library to order a book, simply forward the e-mail to your librarian.

To create your profile, go to www.cro2.org

On the right side of the screen, click "REGISTER here to create your profile." Enter basic information about yourself, choose a username and password, and then choose the categories that match your interests.

Click "Update My Profile" at the bottom of the screen.

Note: At any time, you can change your profile simply by logging in with your username and password and clicking on "My Profile" on the top menu bar.

Other Features of *Choice Online*

Browsing and Searching

To **browse** the current issue of *Choice*, simply click on “Current Issue” on the top menu bar. Select a broad subject area (e.g., Humanities) and then choose a specific field (e.g., Art and Architecture). *Choice* generates a list of citations matching your request.

Click on the title (in red) for the full review, or the ISBN number (in blue) for a link to the item in WorldCat.

If you want to **search** for a specific book review, use the “Quick Search” box on the left side or choose “Advanced Search” from the top menu bar. (You can see if *Choice* has reviewed a book that you wrote by searching for your last name, first name.) You can also **save your search strategies** by clicking on “Save Search” on any search results page. (Note: saving a search *strategy* will not save your search *results*; to do that, use the “My Lists” function described below.)

Searching tips:

- Search for an **exact word or phrase** by using quotation marks: i.e., “civil rights”
- Search for an **author** by typing in the last name followed by a comma and then the first name.

Printing, E-mailing, and Creating Lists:

You can **print** or **e-mail** book reviews.

*Note: To print or e-mail a review, you must disable pop-up blocking on your browser and/or security software. Go to “Tools,” then “Internet Options,” then choose the “Privacy” tab. Click on “Settings” and type in www.cro2.org to allow pop-ups from *Choice* to be displayed on your computer.*

You can **create a list** of titles gathered from your search results. *Choice* stores your lists and allows you to access them anytime you log on to the site. To add a record to a list, log on to *Choice*, then select the book review you want and click “Add to List.” You can create a new list (give it a name and a description) or assign the review to an existing list that you created in an earlier session.

For more information:

Click on “Users Guide,” “FAQ,” or “Help” on the left side column of the *Choice* homepage (scroll down to see these options)

-or-

Contact your liaison librarian for help!