Using This Guide

The following document represents our recommended outline for a 60-minute overview training session on the main components of the NoveList and NoveList Plus databases. Some of the topics covered include: NoveList database content; basic searching by author, title, series, and keyword; refining searches; printing results.

The following is a timeline for this training session:

- Session Introduction (allow 5 minutes)
- NoveList Overview (allow 5 minutes)
- Training Content (allow 25 minutes)
- Practice Exercises (allow 10 minutes)
- NoveList Support Center and EBSCO Support Site (allow 10 minutes)
- Closing (allow 5 minutes)

Revise or amended this outline depending upon your allotted time for the session, the level of experience using NoveList among your participants, or which special applications your audience wants you to include in your training session.

If time is limited, topic items highlighted in bold are suggested key points.

Background information for you as the trainer is noted by a blue “i” symbol. This material is optional to cover but represents some of the questions most commonly asked during NoveList training sessions.

While example searches are provided in this handout, you may wish to change or modify the searches based on your audience and time of year. All searches should be tested on the day of training, prior to a training session to ensure the searches return the expected results.

Note: In preparation for a training session, please refer to “Preparing for a Training Session” Trainer Guide for general trainer and presentation tips. This document can be found on the EBSCO Support Site at: http://support.ebsco.com/knowledge_base/detail.php?id=6497.

Optional Resources:

Session Introduction

(Allow 5 minutes)

✓ Welcome everyone, introduce yourself, and provide an overview of what you do in your organization, if appropriate.

✓ Provide an overview of topics to be covered during the session and describe what you would like your audience to gain from today’s session.

✓ Ask what additional topics they would like to learn from the training and note all suggestions on a whiteboard or the following outline, for your reference.

✓ Mention that, later in the session, you will cover the NoveList Support Center and the EBSCO Support Site, two valuable, easy-to-use sources of information for future reference.

✓ Distribute the exercises provided at the end of this guide and tell the group they will have time to practice what they have learned.

✓ Mention that you will ask participants to complete a short evaluation at the end of the session, encourage their candid feedback, and thank them in advance.

NoveList® Overview

(Allow 5 minutes)

Briefly describe the content and key features of the NoveList database. (Please see http://www.ebscohost.com/novelist/our-products for the most up-to-date product description.)

NoveList is a database that helps match readers to books. NoveList offers a wide range of content created by librarians and book experts. It has an easy-to-use interface designed with readers and librarians in mind.

While basic NoveList covers fiction titles, NoveList Plus adds narrative nonfiction titles in subjects such as Sports, Humor, Politics, True Crime, Food Writing, Business Writing, Travel Writing, and many more. NoveList Plus adds additional supplemental material for non-fiction titles including: Book Discussion Guides, Recommended Reads, Author Read-alikes, Curricular Connections, and Grab and Go Book Lists. NoveList Plus also includes audiobook information, along with audiobook recommendations and the ability to search for audiobooks by narrator.

NoveList vs. NoveList Plus

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<tr>
<th></th>
<th>NoveList Plus</th>
<th>NoveList</th>
<th>NoveList K-8 Plus</th>
<th>NoveList K-8</th>
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<tr>
<td>Fiction</td>
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<td>Nonfiction</td>
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<td>Audiobooks</td>
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<td>Audience: Adults</td>
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<td>Audience: Kids</td>
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Key Features of NoveList and NoveList Plus:

- Browse by appeal or genre from the homepage, and use our Appeal Mix to create a custom combination of the appeal terms you love the best
- Featured read-alikes on the homepage give you recommendations for the titles that have long hold lists
- Search by appeal factors such as writing style, tone, pace
- Multiple advanced search methods using keywords, title, author, subject, appeal factors, audience, grade level, Lexile range, number of pages, Dewey range, award winner, dates of publication
- Sort results list by relevancy, date, author, title, popularity, volume (reading order for series)
- Links to Goodreads reviews
- Print and Email capability with multiple citation formats available
- Save search results using folders within My NoveList
<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
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<tbody>
<tr>
<td>Author Read-Alikes</td>
<td>Provides suggested authors that are similar to featured author based on author’s appeal. Document includes a section on why readers love the author and a section of five additional authors who share similar characteristics.</td>
</tr>
<tr>
<td>Book Discussion Guides</td>
<td>Everything that a discussion leader will need to run a book group including robust presentation of information about book and author, questions with answers, and suggested further reading.</td>
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<tr>
<td>Curricular Connections</td>
<td>Content that recommends high-quality books that align with and/or support the achievement of curricular goals. With context/discussion. New Common Core specific content also included (Common Core Connections).</td>
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<tr>
<td>Feature Articles</td>
<td>Informative pieces on subjects/genres of interest. Can cover specific subgenres, trends or series.</td>
</tr>
<tr>
<td>Genre Outlines</td>
<td>Quick orientation to a genre, to get library staff up to speed if unfamiliar with the category. Use in schools when teaching about genres.</td>
</tr>
<tr>
<td>Grab and Go Book Lists</td>
<td>Lists of vetted, in-print titles on curricular topics at a variety of reading levels for a specific grade range and in a large enough quantity to supply a classroom.</td>
</tr>
<tr>
<td>Readers’ Advisory Content</td>
<td>Relevant information about topics to help public library staff with RA and librarianship. Information about best practices or working with patrons to help them find books.</td>
</tr>
<tr>
<td>Recommended Reads</td>
<td>Lists of books created by librarians at NoveList to help readers of all ages find a book on a genre or topic of interest.</td>
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Training Content

(Allow 25 minutes)

Home Screen

The Home Screen is the starting point for using NoveList. From the homepage you can perform searches, browse books by appeal combinations or genre, browse NoveList’s Recommended Reads lists, and access read-alikes for popular books.

Toolbar

The top toolbar of every NoveList screen contains the following three important links:

- **Home button** – return to NoveList home page
- **Help** – Access NoveList Help
- **Feedback** – Send questions or comments to NoveList staff

Other links on the toolbar include:

- **Browse By** – Browse from our Audiobooks page (in NoveList Plus only), Awards page, or from our Genre or Appeal pages. From our Appeal page, you can use our Appeal Mixer to create a custom combination of your favorite appeal terms
• **Especially For** – Links to the pages on our professional development content, whether you work with youth or want to brush up on your Readers’ Advisory.
  
  • **Readers’ Advisory** – Access training, genre outlines, feature articles, book display ideas, marketing materials, our RA Newsletter, and more.

  • **Working with Youth** – For those who are working with kids and teens, access curriculum-based Book Lists, our Kids & Books Newsletter, Common Core content and more.

  **Demonstrate NoveList Resources/Specialized Resources**
  
  1. Select **Readers’ Advisory Toolbox**
  2. Select **Genre Overviews**
  3. Select **Teen**
  4. Select **All About Fantasy for Teens**
  5. Point out features in the article

• **Quick Links** – Quickly access NoveList’s articles and lists.

• **How Do I?** – NoveList addresses your common questions with these help pages. Click a link to view help pages and tutorials to help you use NoveList.

• **Sign in to My NoveList**

• **Folder** – Allows you to quickly access saved searches, alerts, and lists

**Basic Search Bar**

This is where we will do our searches in a few minutes.

**I’m in the mood for books that are...** **Appeal Browse**

This carousel features popular appeal term combinations and books that match these terms. Use the Audience Level links at the top of this section to limit to a particular audience, then select an appeal combo tab. You can scroll through the carousel using the arrow links on the right side.

Click the Appeal Mixer link to create your own custom appeal combination.

**Demonstrate the Appeal Browse and Appeal Mixer**

1. Click one of the Appeal combo tabs at the top.
2. Scroll through the carousel by using the arrow links on the sides.
3. Click the Appeal Mixer link.
4. From the Appeal Mixer, create an appeal mix. Try select Category: Storyline and Appeal Term: Action-packed, then Category: Tone and Appeal Term: Dramatic.
5. Click Find Titles button.
6. Scroll through carousel of results.
7. Return to the home screen using the logo link or the Home link from the top toolbar.
**Browse Genres**
From this section, you can click on an audience link to view popular books by genre. At the top of the Genre page, select a genre from the drop-down to view even more titles from this genre and popular sub-genres.

**Featured Read-alikes**
This carousel features a range of current bestselling and popular titles, selected by NoveList librarians. Click on a book jacket image for recommendations for readers looking for a similar title. These titles, which are regularly updated, are NYT bestsellers and other hot books that readers are going to be asking about.

**Keeping Up**
NoveList’s Keeping Up pages focus on specific genres and topics and have all NoveList’s relevant content all in one place. Click the Browse all Keeping Up pages to view our full list.

**Recommended Reads**
From the left side of the homepage you can access the Recommended Reads lists, which are organized by genre and theme. Compiled by experienced librarians and literature specialists, Recommended Reads lists cover a wide variety of genres and topics across all reading levels.

Recommended Reads can be used to:
- Find your next book to read on a topic or genre you enjoy
- Create book displays or reading lists
- Find similar titles by looking at the subject headings for each title
- Print out for a patron

**Demonstrate Recommended Reads**
1. Select an age group using the buttons
2. Select a genre or topic
3. Select a subtopic. You’ll see up to 18-20 selected titles for the subtopic.
4. Demonstrate the various options for sorting: Relevance, Author, Title, Date, etc.
5. Demonstrate the different views: Grid, Compact, Brief, Detailed
6. Note that changing the view changes the way the list will appear printed
7. Additional content will appear in the right hand column under Related Content
Basic Search

The Basic Search box is available from the top of every NoveList screen. Select one of the options from the drop-down menu to perform a specific search.

You can search by:

- **Keyword**—searches most fields across all records and returns results grouped in tabs by type of record (Books, Series, Authors, Lists & Articles). Note that you can use this search for “Describe a Plot” searching.
- **Title**
- **Author**
- **Series**
- **Narrator**—Searches audiobooks by narrator. NoveList Plus only.

**Search Other Databases**—Allows you to access any of your library’s EBSCO databases without having to return to your library’s website. Clicking this link will take you to a list of the products to which your library subscribes.

**Activity/Demo: Basic Search**

1. **Keyword** is the default search. Leave **Keyword** selected.
2. Enter the following in the search box—**game of thrones**
3. **Click Search**. Lots of results to work with!
4. Remain on this screen for the next activity/demo.

**Notes (cover depending on time)**

- Limiters are not available at the Basic Search box. Your results can be limited at your Result List.
- If you click the **NovelList logo** or the “Home” link in the top left corner of the screen, you are returned to the Homepage with your search terms **cleared**.
- If you click the **Advanced Search** link, you are taken to the Advanced Search screen with your search terms **carried forward**.
- If your search includes a Boolean operator (and, or, not), it will automatically be searched as the operator unless you place quotation marks around the term.
Viewing Results

• **Left column: Refine Results** – From the “Refine Results” column you can use our most common limiters of audience, review available, award winner, forthcoming, and publication date. (NovelList Plus adds limiter of fiction vs. nonfiction). The Update Results button must be clicked for your selected limiters to be applied. Or, under the limiter is a feature, "clustering," which pulls the most common Genres, Appeal Factors (Character, Storyline, Pace, Tone, Writing Style, Illustration), Subjects, and Location Headings (and Publication Type for the Lists & Articles tab) found among your results. By making a selection from one of these menus, you can focus in on the results you are looking for, without having to browse multiple pages of results, or checking individual records to see if they are relevant. The options here will vary depending on your search terms and results.

• **Center: Tabs and Results** – Contains results in the main window and tabs across the top for type of results (Books, Series, Authors, Lists & Articles). If your library has catalog linking set up, your catalog link will appear under each record in the Books tab. If you want catalog linking set up for your library, send NovelList a message by clicking the Feedback link in the top right corner of the screen.
Activity/Demo: Viewing Results

1. Still on the Game of Thrones results screen. Note the layout of the screen as outlined above.
2. **Click on each tab**, and note the number of results for each tab.
3. **Click Books** tab to return to book results. Remain on this screen for the next activity/demo.

Notes (cover depending on time)

- **Review Available limiter (right column)** – This option will search only titles that include one or more reviews. If you select this option, NoveList will only retrieve titles (Books and Audiobooks (in NoveList Plus) tabs) that have been reviewed by Booklist, Kirkus, Library Journal, School Library Journal, and Publishers Weekly.

- **Award Winner limiter (right column)** – This option searches only titles that have won awards. If you select this option, NoveList will only retrieve book titles (Books tab).

- **Forthcoming limiter (right column)** – Select this checkbox to search for forthcoming titles up to 60 days before their scheduled publish date. NoveList will only retrieve book titles (Books tab) with this limiter.

Viewing an Item
Activity/Demo: Viewing Item Detail


2. Explore each section of the item detail

   - **Basic Information** – At the top, you’ll find basic information about the title. Again, if you have catalog linking set up, you will see a link to your library’s catalog at the bottom of this section.

   - **Tabs** – Tabs for Reviews, Audiobooks (in NoveList Plus), More About This Book, and Lists & Articles appear if content is available for the title.

   - **Search for More** – Search for similar books based on the genre and appeal terms for the book you are viewing.

   - **Read-alikes**– You will find up to nine title recommendations for the title you are viewing. Recommendations can be found for titles at all reading levels. Each recommendation will display a book jacket image (if available), the title of the book, and the author. Hover over the book jacket for more detailed information about the recommendation including the reason for the recommendation. You can easily print these recommendations out!

Notes about the Basic Information Section (cover depending on time)

- A blue ribbon icon appears if a title is an award winner

- If using the persistent link (permalink) any user who clicks the link must authenticate into NoveList. The persistent link for titles changes within different databases (NoveList, NoveList Plus, NoveList K-8, NoveList K-8 Plus).

- Popular titles are starred to indicate high demand. NoveList popularity information is gathered from thousands of libraries and retail outlets nationwide and is based on ordering information received by Baker & Taylor. Popularity for authors and series is based on the sum of the popularity ratings for all books by the author or in the series. If a book meets the popularity criteria, a series of one to five stars will be displayed to indicate the popularity factor for that title. Even when you haven't read the book, you now have a way to guide your readers to the most widely read book in any genre or on any topic.
How read-alikes/recommendations are chosen

NoveList Plus takes a multi-faceted approach to creating reading recommendations to ensure that readers will walk away with a book they’ll enjoy. Each recommendation includes the reason why the recommendation was made in order to help the reader decide whether it’s a good match for them.

Our experts evaluate and write recommendations, crafting them by hand. Along with their recommendation, they include an explanation as to why it is a good match, citing not only subjects, but appeal elements such as topic, characterization, tone, location, and writing style. The recommendations are then approved by a NoveList editor. Note that hand-crafted recommendations will include the name of the professional who wrote the recommendation.

We do as many of those hand-crafted recommendations as we possibly can, but we also have a very sophisticated algorithm that considers subjects, our signature appeal terms, and more to create additional recommendations. We have several teams that regularly evaluate and tweak the algorithm, with the goal of matching readers with their perfect books. So, even the recommendations generated by the NoveList Plus algorithm are based off the careful thought of our expert librarians.

For more information on the recommendations found in NoveList see: Reading Recommendations in the NoveList Databases: http://www.ebscohost.com/novelist/our-products/novelist-plus-experts
**Thumbs Up/Thumbs Down**

We encourage our users to send feedback using the “Thumbs Up, Thumbs Down” graphics located at the bottom of the hover for every author, title, or series recommendation in the “Read-alikes” section. When you click on either the “Thumbs Up” or “Thumbs Down” icon, you have the opportunity to share why you agree or disagree with the recommendation. We review this feedback weekly and use it to inform our recommendations process.

![Thumbs Up/Thumbs Down graphic](image)

**Searching for Series**

Searching for a series will pull up a specific series detail page or if there are several matches, a result list of series that match the keywords you entered.

1. Click on the **NovelList button** to clear your search and return to the Home Screen.
2. Select **Series** from the drop-down menu.
3. Enter **Game of Thrones**.
4. Click **Search**.
5. View the **Series Results List**. There are two series listed, the graphic novel and the novels. Select **Song of ice and fire**.
6. View the **Series Detail Page**.
7. Note the two tabs at the bottom of the screen.
   a. **Books** lists the books in order by volume (reading order). You can change the view and sort order as well as print this list.
   b. **More About This Series** gives more information about the series including reading level and appeal factors for the title.
8. **Read-alikes** will be listed on the right.
Searching for an Author

We know that librarians frequently get asked for author information. Patrons want a list of all titles by a particular author, or maybe they’re looking for more books like the ones their favorite author writes. Searching for an author will pull up a specific author detail page or if there are several matches, a result list of authors.

1. Click on the NoveList button to clear your search and return to the Home Screen.
2. Select the Author option from the drop-down.
3. Enter john grisham.
4. Click Search.
5. You are now viewing the Author Detail page (if NoveList returns more than one author, you’ll be taken to the Author Results page).
6. Note the tabs at the bottom of the screen.
   a. Books
   b. Audiobooks (in NoveList Plus)
   c. Series
   d. More about this Author
   e. Lists & Articles

Search by Keyword/Describe a Plot

A common scenario is that a patron comes to the desk and remembers a few details about the plot. For example: Nazi, snow, gold.

1. Click the NoveList button to go to the Home Screen.
2. The Keyword option is the default search. Leave Keyword selected.
3. Enter the following in the search box – nazi snow gold
4. Click Search.
5. You’ll see Snow Treasure which is the book we are looking for.

Now let’s do a more general search for detective books about girls.

1. Click the NoveList button to go to the Home Screen.
2. The Keyword option is the default search. Leave Keyword selected.
3. Enter the following in the search box – girl detectives
4. Click Search. Lots to work with!
5. Limit results to ages 9-12.
6. Click Update Results. Still a lot!
7. Narrow by Tone and select Funny. As you click Funny you’ll see the results update to a more manageable list, honing in on the factors of interest to the patron.
Searching by Narrator (NoveList Plus only)

Your audiobook listeners may want to find a list of all audiobooks read by a favorite narrator.

7. Click on the NoveList button to clear your search and return to the Home Screen.
8. Select the Narrator option from the drop-down.
9. Enter June Whitfield.
10. Click Search.
11. You will pull up a Result List of all audiobooks narrated by June Whitfield.
12. Select an Audiobook to learn more about the audiobook. If available, an audio sample will be available at the audiobook record, under the cover image.
Exercises

(Allow 10 minutes)

Allow the students to practice what they have just learned by completing 5 short exercises.

1. Look at the “I’m in the mood for book that are...” section of the NoveList homepage.
   a. Select an audience level and list one of the appeal combinations that sounds interesting to you.

   b. After selecting the tab for the appeal combination listed above, list one of the titles from the carousel that displays.

2. Search for the title *Mockingjay*.
   a. Who wrote it?

   b. How many popularity stars does it have?

   c. What genre is it?

   d. What pace is it?


4. Which book is first in the Nancy Drew Mystery Stories Series?

5. If I like Michael Crichton, who are some other authors I might like?
Answers

1. Look at the “I’m in the mood for book that are...” section of the NoveList homepage.
   a. Select an audience level and list one of the appeal combinations that sounds interesting to you.
   b. After selecting the tab for the appeal combination listed above, list one of the titles from the carousel that displays.
   **Answers:** Answers will vary.

2. Search for the title *Mockingjay*.
   a. Who wrote it?
   b. How many popularity stars does it have?
   c. What genre is it?
   d. What pace is it?
   **Answer:** Title Search for *Mockingjay*. On the title record screen, you’ll find the answers. Suzanne Collins; 5 stars; dystopian fiction, first person narratives and science fiction; fast-paced

   **Answer:** Search by Keyword with the keywords “New Orleans 1800s.” Limit by Award Winner. Award winner is *Accordion Crimes* by Annie Proulx. If participant searches on New Orleans 1800, *Why Mermaids Sing* will also be listed.

4. Which book is first in the Nancy Drew Mystery Stories Series?
   **Answer:** Perform Series Search for Nancy Drew Mystery Stories. Select Nancy Drew Mystery Stories. Default sort is Volume. You can also sort by Date Ascending. *The Secret of the Old Clock* published in June 1930 is the first book in the series.

5. If I like Michael Crichton, who are some other authors I might like?
   **Answer:** Search by Author Michael Crichton. This will take you to the Author Detail page. Look in the top right corner for Read-alikes from NoveList. Authors include: Preston, Douglas J.; Cook, Robin; Alpert, Mark; Wilson, Daniel H.; Spielberg, Christoph; Grant, Mira; Bear, Greg; Kerr, Phillip; Rollins, James
The NoveList Support Center

(Allow 10 minutes)

Demonstrate the NoveList Support Center via the Search the Knowledgebase link at the bottom of the NoveList homepage.

The NoveList Support Center provides a single location for information about all of the NoveList products. Announcements, release information and updates to support materials are regularly noted on the homepage. There are also links to training, FAQs, marketing materials, newsletters, and support content.
Closing
(Allow 10 minutes)

1. Restate the objectives of the session as outlined in the beginning and note how they have been accomplished.

2. Reinforce key points.

3. Solicit additional questions and be sure that every participant appears comfortable with the information you have covered during the session.

4. Review each source of available assistance and additional information:

   - Remind participants to check NoveList Support Center for tutorials, help sheets, etc.: http://support.ebsco.com/novelist/
   
   - For support, questions, or feedback about NoveList: Email: novelist@ebscohost.com or click on the Feedback button from within NoveList
   
   - For urgent issues call the EBSCO Technical Support Department:
     - Telephone U.S. or Canada: (800) 758-5995
     - Telephone outside the U.S. and Canada: access code + (800) 3272-6000
   
   - Contact you or another contact at your organization directly.

5. Hand out evaluation forms (http://support.ebsco.com/knowledge_base/detail.php?id=6474) to participants and ask for their candid feedback.

6. Collect the completed evaluation forms.