

Your Guide to the Online Catalogue 4

Creating Book reviews on the Catalogue



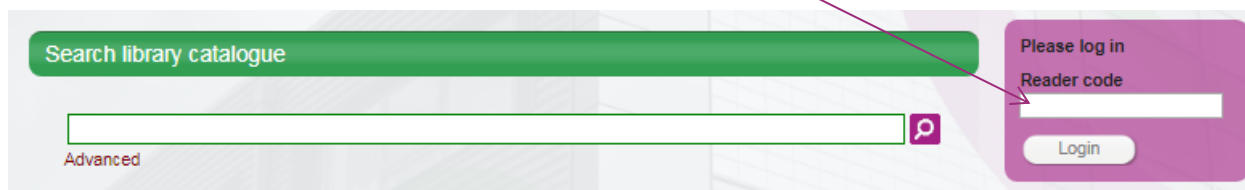
The online catalogue lists all the books, DVDs and e-books in the Brooklands College collection. You can use it to search for material for your course, check your own use and renew or request items, (searching is covered in *Your Guide to the Online Catalogue 1*)

You can access the online catalogue via the LRC website, Moodle pages or direct from <http://brooco.cirqahosting.com/Heritage>



You must have enrolled with the Learning Resources Centre to access these features.

To log in enter your student I.D. number into the **Reader code** box on the initial search screen.



Search for the item you want to review and select **Create Review**.



Give the item a star rating, a title and write your review.

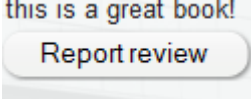
The screenshot shows a 'Create Review' form for the book 'Harry Potter and the goblet of fire'. The form includes a star rating of five stars, a summary field with the text 'A great fourth outing for Harry Potter and his friends', and a main review text area containing a paragraph of text. There are two checkboxes: 'This review contains spoilers' and 'Request anonymity'. At the bottom, there are three buttons: 'Save draft', 'Submit Review', and 'Cancel'. A yellow banner at the bottom of the form states: 'Any review submitted will first be moderated by the librarian prior to being made available. You should therefore expect a delay before others will be able to see your review.' Several callout boxes with arrows point to specific elements: one points to the 'This review contains spoilers' checkbox, another to the 'Request anonymity' checkbox, a third to the 'Save draft' button, and a fourth to the 'Submit Review' button.

If your review contains a spoiler i.e. you reveal the ending, tick this box so that other readers can choose not to see this review

Tick this box if you don't want your name to be shown

You can save a draft of your review and return to complete it later.

When your review is complete tick here

All reviews will be checked by a staff moderator before they are published. However if you feel that a review contains inappropriate content, click on  to remove it from the site and send it back to the Moderator for reconsideration.

Where reviews contain spoilers (i.e. the ending is disclosed) a warning notice will appear.