

This side gives tips for browsing the CURRENT ISSUE, marking and using SELECTED RECORDS; see other side for search tips.

ChoiceReviews.online provides a database of past reviews from CHOICE as well as electronic access to reviews in a single issue of the magazine.

- ✓ Use **Current Issue** to browse titles and reviews from the most recent issue by major subject category.
- ✓ Use **QuickSearch** or **Advanced Search** to search for older materials that may have been reviewed as far back as September 1988.

USING CURRENT ISSUE

Monthly issues are usually available online two weeks earlier than the print CHOICE magazine. The Current Issue month is noted in red print on the front page at www.choiceonsite.org next to the menu option Current Issue. Example: **2002jun** beside Current Issue indicates that reviews from the June 2002 issue are available.

Clicking on Current Issue brings you to a subject “table of contents” in the left frame. Subject areas appear as:

- Reference Titles
- Humanities Titles
- Science and Technology Titles
- Social and Behavioral Science Titles
- Topical Index (Interdisciplinary)

Within each subject area there are subtopics. A number to the left of each subtopic indicates the number of reviews in that category for this month. Click on the number to the left of the subtopic you are interested in, and the reviews pop up in the right frame.

Displaying Titles and Reviews

The default mode in **Current Issue** shows the complete record (bibliographic information and review). Browse through new reviews by scrolling down through the frame.

If you want to see the bibliographic citations without the reviews, click in the Hide Reviews? box in the upper left corner of the table of contents before clicking on the number corresponding to the subject. When you display titles with reviews hidden, you will be able to click on the title of an individual entry (underlined) to see the review for that particular title.

Working with Records

From the record display, you may print, email, or copy individual records or groups of records to a Selected Records page.

Use the Selected Records page to assemble groups of records from several subjects for subsequent sorting, printing, and emailing.

- ✓ Use the yellow buttons below each record to add that record to the Selected Records page or to email that record.
- ✓ Use the green buttons at the top and bottom of a list of records to mark several records for copying to the Selected Records page or emailing.

Marking Records

- ✓ Clicking the green Mark All Records button inserts a checkmark into the box in front of all displayed records.

- ✓ Clicking the green Clear All Records button will remove the checkmarks from all records on that page. Clicking on a checked box will remove the mark and de-select that record.
- ✓ You must take action on marked records (email, print, or add them to the Selected Records page) before going on to another page of the subject or to another subject.

USING THE SELECTED RECORDS PAGE

You can view your Selected Records page at any time by clicking on the Selected Records Page button in the top navigation panel, but you will lose access to the Current Issue subject or search results you were working on before you went to the Selected Records page.

Viewing and Sorting Selected Records

- ✓ When you view the Selected Records page, a counter will tell you how many records you have on the page. They will be in “short” (bibliographic info only) format, sorted by publication year (most recent first).
- ✓ You can sort the records by CHOICE subject (subject groupings will appear in alphabetical order, and within a group, records will be in order by title).
- ✓ You can display the entire review for all records by clicking the yellow Show Reviews button.
- ✓ From the short record display, you can click an underlined title to show the review for just that record.

Working with Selected Records

As in the Current Issue display, you have yellow buttons beneath each selected record and green buttons at the top and bottom of the list to work with individual or multiple records.

- ✓ Click the Mark All Records button to mark records, or click in the checkboxes to mark individual records.
- ✓ You can print all your selected records from this page, but not subgroups of those records.
- ✓ You can email individual or multiple records.
- ✓ You can delete single or multiple records from the Selected Records page and then take action on the remaining group of records, or go back and add new records to the Selected Records page.

ENDING THE SESSION

Records on a Selected Records page disappear at the close of a user session.

- ✓ If you time out of a session, the selected records will no longer be available to you. (Default timeout is 15 minutes with no action on a page.)
- ✓ When you are sure you want to end a session, click on the orange Log Out button at the top right of the navigation panel so other users can access *ChoiceReviews.online*.

More detail is available from Help buttons in the navigational panel.

If you are searching for:	Use Quick or Advanced Search	Search These Field(s)	And do this:
An old “Current Issue” when the database is updated before you are done scanning titles	A	CHOICE Issue, plus one subject or topic index	Highlight selected issue (hold your <Ctrl> key down to select more than one). Then combine with a subject or topical index search field.
Keywords in title or review text	Q or A	Title (Words in title) or Review (Words in review)	Enter keywords using Boolean and, or, or not. Or enter an exact title and/or subtitle. Title search will usually produce fewer results than Review search.
Author/editor	Q or A	Author’s Name or Author	Cannot be searched precisely (last, first name). Enter using Boolean and; ex. <i>James and Jones</i> .
ISBN (the best way to search a specific title)	Q	ISBN	Enter with or without hyphens: ex. <i>123-45-6789-X</i> ex. <i>123456789X</i>
Publication year	A	Copyright Year	Select range from pop-up menu on right screen.
Publisher	A	Publisher Name	Enter words from a publisher name, ex. <i>Indiana</i> . Since names change, may not be a precise search.
Reviews by CHOICE review date	A	CHOICE Issue	Highlight selected issue (hold your <Ctrl> or <Shift> key down to select more than one).
Reviews by CHOICE Subject	A	Subject-xxxx	Select broad subject (ex. Reference) and then check boxes for specific discipline (ex. Humanities) that pop up in bottom left panel. Works are assigned only one CHOICE subject; if combining subjects, use Boolean or.
Reviews by Library of Congress subject	A	LC Classification	Enter alphabetic LC code, followed by asterisk. Can use Boolean or; ex: <i>BJ* or BL*</i>
Reviews by CHOICE interdisciplinary topic	A	Topical Index	Select one or more categories. Works may be assigned up to five interdisciplinary topics.
Outstanding Academic Titles to find Choice selections of the “best” reviews	A	Outstanding Titles, plus	Select Outstanding Titles field; combine with a subject or topic, keywords in title and/or review subject or topical index (es) or keywords in title/review, plus CHOICE Issue text, or with CHOICE Issue, selecting a full year. Selections are done in January for preceding year. Do not select the current year!
Readership Level	A	Readership Level	Select levels from pop-up menu on left; connect by Boolean or. Multiple levels may be assigned.
Internet Resources	A	Format	Select Internet Resources Only from drop-down menu.
Reviews by a specific reviewer or institution	A	Reviewer Name Reviewer Affiliation	Enter reviewer’s last name and first initial followed by an asterisk; ex. <i>Jones, J*</i> Enter name of a college or university; ex. <i>California State University-Long Beach</i> . Combine with other fields to narrow, if needed.
Reviews by CHOICE Review number	Q	CHOICE Review #	Enter Review number (volume year and sequential number) with hyphen: ex. <i>39-1234</i>
Combined Reviews when 2 or more titles are reviewed together	Q	CHOICE Review #	Enter Review number with asterisk: ex. <i>39-1234*</i>

Tips to Remember:

ChoiceReviews.online will only display 700 results from a given search (in groups of 25).
In Advanced Search it is almost always better to search on two or more fields to limit your results to fewer than 700.

Find Help Online: In **Quick Search**, click on the red Help button next to the word Quick Search.
In **Advanced Search**, click on the green General Help on Searching bar below <SELECT ITEM> on the left panel.
For field-specific directions, click on the gray Help button to the left of any search field in the dropdown search field menu.