Fisher BiblioCommons Instruction Guide

Getting Started with BiblioCommons, Our Online Catalog

The Fisher College Library uses BiblioCommons to browse for books, CDs, films, textbooks, and other items available through our Library and the member libraries of the Metro-Boston Library Network. To get started, follow these simple steps:

1.) Go to the Library website at <u>http://www.fisher.edu/library</u> and scroll down to "The Six Pack" to find "BiblioCommons."

L	Library Resources - The Six Pack					
h	As a member of the Metro-Boston Library Network (MBLN), Fisher students, faculty, and staff have access to resources from several libraries, including The Boston Public Library (all 26 branches), Chelsea Public Library, Malden Public Library, and Fisher College.					
\langle	BiblioCommons Access millions of books and films through our Integrated Library System through BiblioCommons. BROWSE	Online Databases Access resources on any subject you need to research in Fisher College's online databases.	APA and MLA Citation Guides APA CITATION GUIDE MLA CITATION GUIDE			
	Films on Demand Access a wide variety of videos and movies both on campus and remotely through Films on Demand.	Fisher Library: Serials Solutions Search Fisher College's databases for full text availability by journal title. BROWSE	Boston Public Library: Serials Solutions Search BPL databases for full text availability by journal title.			

Click on the "Log In/My FCL"	ink.	
		Help Log In / My FCL
FISHER COLLEGE	Search by Keyword ~	Q Advanced Search
Home Explore Search Other Massachuset	Ubraries	
O The Fisher College Library continues to fulfill holds	made by patrons. The Library remains closed to the public during this time. Thank you for your patience and un	nderstanding, ~ The Fisher
Explore the Catalog	Recent Activity New Tit	tles Awards Bestsellers

3.) To log in, enter the library barcode on the back of your Fisher ID (It's a 256.... number!). If you do not know your Fisher College Library barcode, or if you have any other questions, **call the library at 617-236-8875**, or e-mail us at <u>library@fisher.edu</u> to receive it. Enter your PIN. Your PIN has been set as the last four digits of your library barcode.

4.) This will bring you to a screen that asks you to:

-Create a username and to verify your e-mail address.

-Enable "recently returned," which allows you to track items that you have recently borrowed. If you do not enable this, the system will not keep track of the items you have checked out in the past.

5.) From the BiblioCommons homepage, you can do many things:

- A. Look at what you have checked out and what you have on hold by logging into "My FCL."
- B. Search the catalog for items by keyword, title, author, subject, etc.
- C. Link to the Commonwealth Catalog using the "Search Other Massachusetts Libraries" link.

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Home Explore Search Other Massachusetts Libraries	Title	
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O The Fisher College Library continues to fulfill holds made by patrons. The Lib	rary Tag List	o the public during this time. Thank you for your patience and understanding. ~ The Fisher
Explore the Catalog	User	Recent Activity New Titles Awards Bestsellers
New Titles Browse All New Titles		
Just Arrived On Order		
▼ Filter by Format - Any ~ Content - Any ~ Acquired - Anytime	∽ Languag	e - Any ~ Apply

6.) Once you perform a search, you can limit your results by location on the left-hand side of the screen, under **Available Now**. If you are off campus, you will have to select "Show more" to limit to holdings at the "Fisher College Library." Other ways to limit your search include Format, Audience, and Published Date, just to name a few.

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Available Now	4 OFF		
Anywhere (4)			
Boston Public Library- no assigned branch (2)	Sort by: Relevance v	≡ ⊞ ⊡ €	1 to 2 of 2 results <
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BPL - Leventhal Map Center (2)	Sector States	****	
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BPL - The Arts (2)	EHRENREICH	Book - 2011	881
BPL- Adams Street (2)		Available <u>View details</u>	Place hold
BPL- Archival Center (2)			
BPL- Brighton (2)			For Later 🗸
BPL- Charlestown (3)		Downloadable Audiobook - 2004	
BPL- Chinatown (2)		Available	Check out
BPL- Codman Square (3)			
Fisher College Library (4)		1.54	For Later 🗸
Show more		Book - 2001	
Format		Available <u>View details</u>	Place hold
- Sections			

7.) To request an item through the network, select "Place a Hold." You will be prompted to enter your Library barcode and PIN (the last four digits of your barcode). The item will be sent to the Fisher College Library unless you select another member library. The first time you log in, you will be prompted to create an account. Moving forward, you will only need a barcode and PIN.

Username	or Barcode			
PIN				
Remem	ber me on this d	levice		
Forgot your	r PIN?			
Submit	Cancel			