

# Library.FYI

## Digital Resource Ordering

## Site Instructions

### Login

Navigate to:

<https://menu.library.fyi/>

Username: first initial last name ie. Jane Doe is jdoe

Password: the first time you visit, select “Reset your password”

You'll receive an email with a link to set your password, which you can use from then on. \*For help contact [library@nasboces.org](mailto:library@nasboces.org)

### User Types

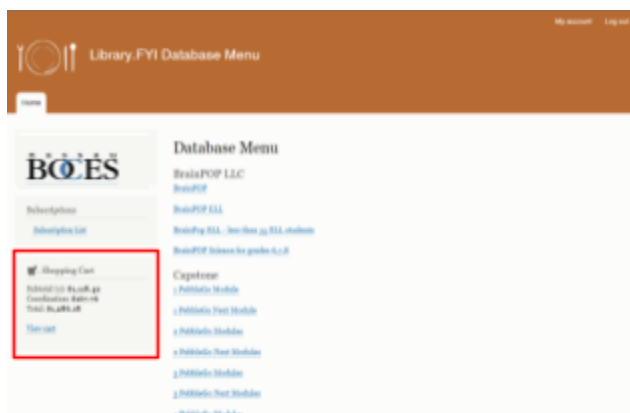
*There are three user types each with different permissions.*

- If you have the “Checkout” rights, you can shop and finalize your cart.
- “Add to Cart” users can shop but not check out.
- “View Only” users cannot add or remove items from the cart, but can review the products.

\*If your school or district needs users added or changed, please contact [library@nasboces.org](mailto:library@nasboces.org)

# Shopping

Normally, your “**Shopping Cart**” is already populated with the products you subscribed to last year. From the home page, scroll down until you see the blue “view cart” located in the right column underneath the shopping cart. Click on View Cart to see what is in your cart.



## Remove a Product

### “View cart”

Click the “**Select**” checkbox next to the item

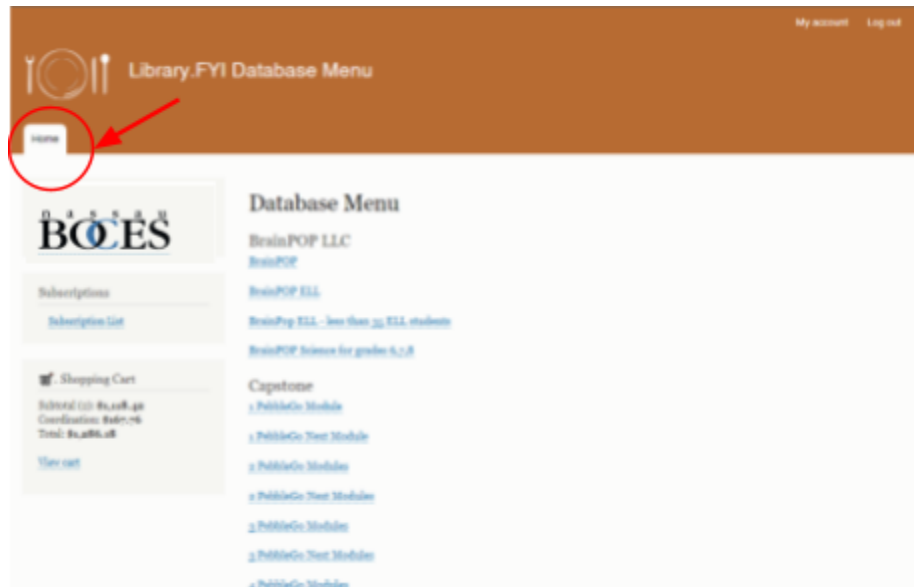
Scroll to the bottom

Click “**Remove**”



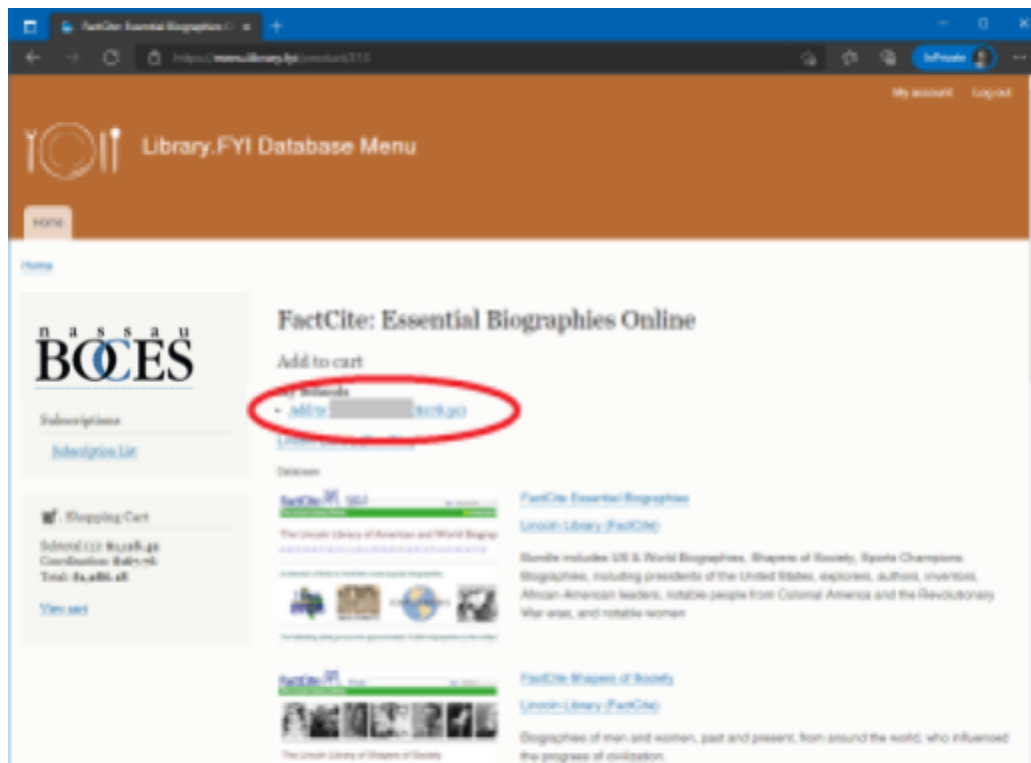
## Add a Product

“Home” will always take you back to the Database Menu showing all the products/packages available.



Select a product from the list. If it is a package, the databases included in that package will be shown.

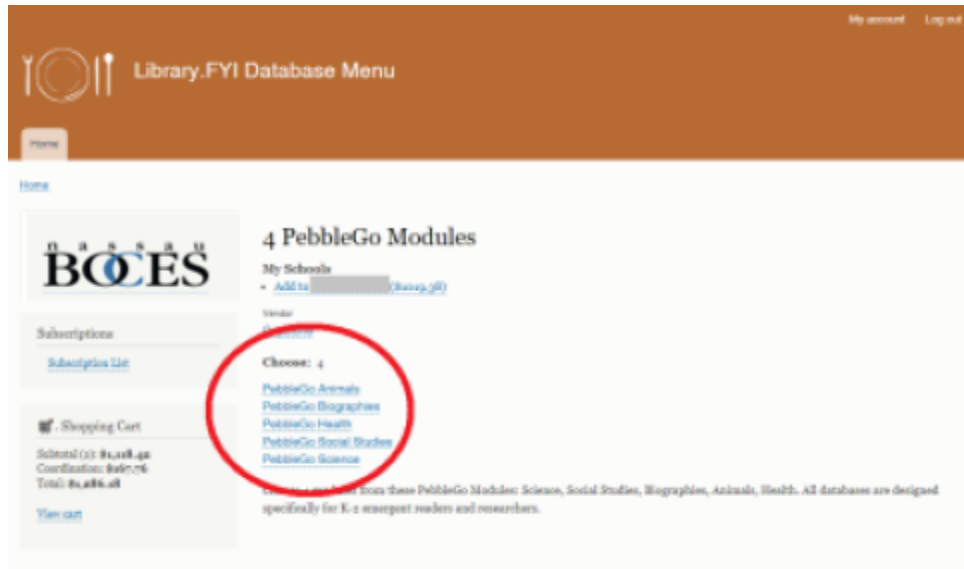
- Under “My Schools” your buildings are listed, with the calculated price
- Click “Add to [school name (price)]” to add the product to the cart



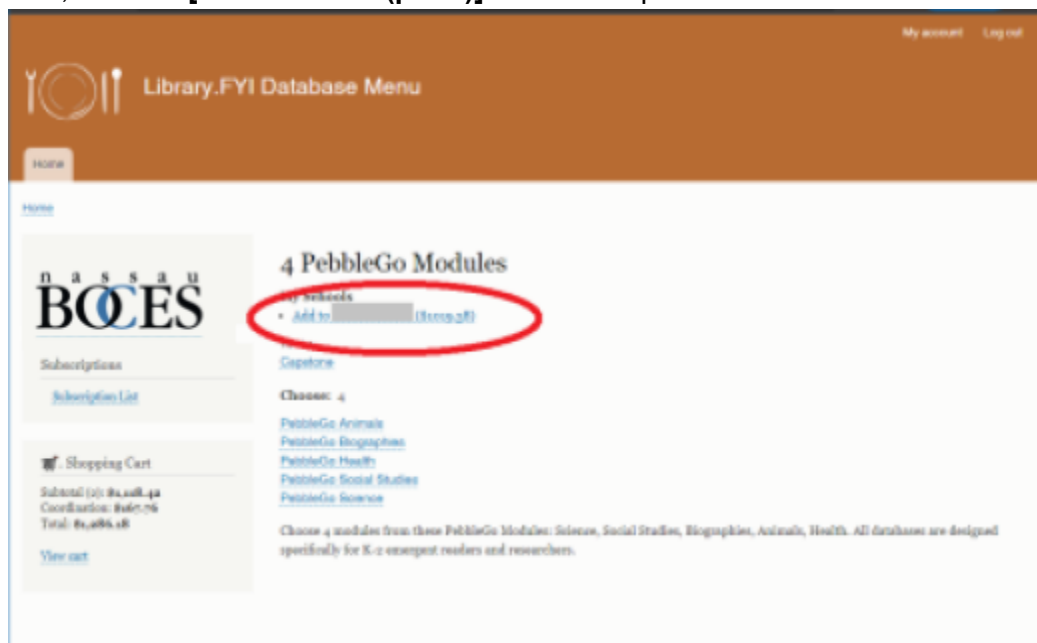
## Select Options

For packages like Capstone and Lincoln Library (FactCite) you'll need to select which options you want.

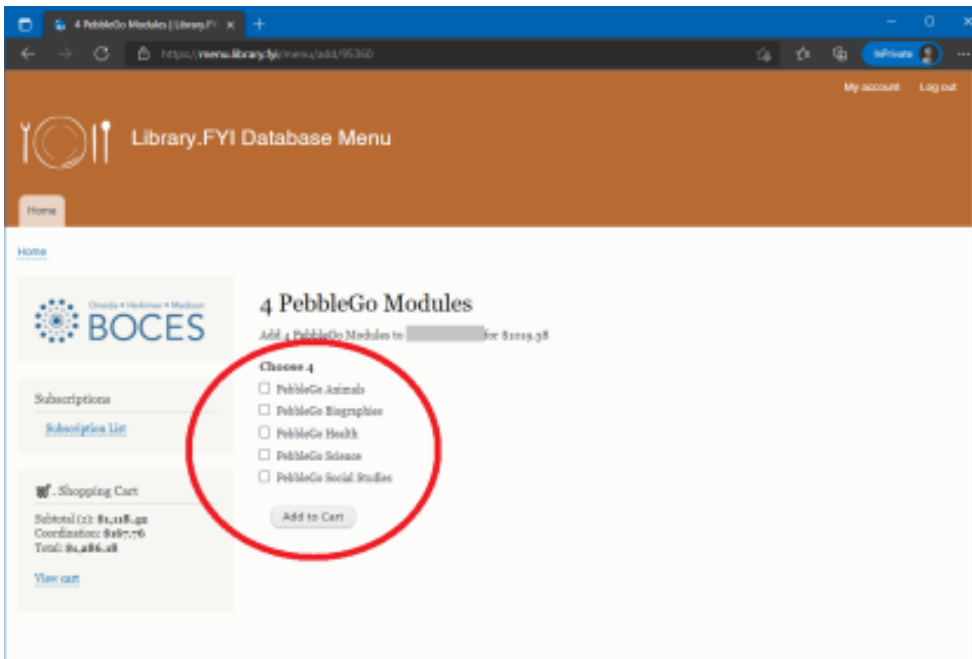
- The page says “**Choose**” and the number of items you should select



- First, “Add to [school name (price)]” to add the product to the cart



Then click the checkboxes for the options you want, and click **“Add to cart”**



## Special Pricing

There will be at times a special price due to a variety of reasons. We will have a request pricing alert or something of that nature. As this is the first year we are doing this, we will need to figure things out as we go.

**\*\***The first time you enter the system, you will have nothing in the system. Your previous order is in your google drive. Please review it to add your items. If you do not have access please contact us at [library@nasboces.org](mailto:library@nasboces.org)

After the first year order, from that point on, your previous order will be what is put in your cart. You can then remove items or change packages accordingly.

# Checkout

## “View cart”

Click **“Proceed to Checkout”** Only do this if your entire district has entered their order. (Please contact [library@nasboces.org](mailto:library@nasboces.org) for help)

The screenshot shows the 'Library.FYI Database Menu' interface. On the left, there is a sidebar with the Nassau BOCES logo, a 'Subscriptions' section with a 'Subscription List' link, and a 'Shopping Cart' section showing a subtotal of \$1,118.42, a coordination fee of \$167.76, and a total of \$1,286.18. The main content area is titled 'District Cart' and contains a table with the following data:

Select	School	Vendor	Subscription	Cost
<input type="checkbox"/>		BrownPOP LLC	BrownPOP BrownPOP LLC	\$232.80
<input type="checkbox"/>		Capstone	4 PublicCo Next Modules (Capstone)	\$885.42
Total				\$1,118.42
Coordination fee				\$167.76

Below the table, there are two buttons: 'Remove' and 'Proceed to Checkout'. The 'Proceed to Checkout' button is circled in red.

## Click “Finalize Checkout”

This screenshot is identical to the one above, showing the 'District Cart' table and the sidebar. However, the 'Finalize Checkout' button, located below the 'Remove' button, is circled in red.

We will place your finalized order as a spreadsheet into your google drive with a signature sheet attached. Please print the order and have it signed. You can either mail, fax or email the order to Nassau BOCES School Library Services. **The order will not be processed until we receive the signed order.**

# Full Subscription List

Your “Current **Subscription List**” shows all the products you subscribe to *and* the products provided to all member schools through the Media and Library Services.

The screenshot shows the Nassau BOCES Library.FYI Database Menu. The top navigation bar is orange with a logo on the left and links for "My account" and "Log out" on the right. Below the navigation bar, there's a "Home" button. The main content area is divided into three columns. The left column contains the Nassau BOCES logo, a "Subscriptions" section with a "Subscription List" link, and a "Shopping Cart" section showing a subtotal of \$1,118.42, a coordination fee of \$167.76, and a total of \$1,286.18, with a "View cart" link. The middle column is titled "Subscriptions" and features a "School" dropdown menu. Below this, there are checkboxes for "Vendor" (checked), "Schoolname" (checked), "Database" (checked), "Username" (unchecked), "Password" (unchecked), "Other" (unchecked), "Access URL" (unchecked), and "Library.fyi URL" (unchecked). A "Next" button is located below these checkboxes. The right column contains a table with three columns: "Vendor", "Schoolname", and "Database".

Vendor	Schoolname	Database
BrainPOP LLC		BrainPOP Junior
BrainPOP LLC		BrainPOP
Discovery Education		Discovery Education Streaming PLUS
Infobase Learning (Formerly Ednet)		Classroom Video On Demand

- Usernames, passwords, and URLs are not shown; those features are for schools in other BOCES that use Library FYI as their database portal, but we use FindIT
- Please refer to your google drive for any URL's, passwords and FindIt information as well as past orders.

**\*This handout is a modified version of the Oneida BOCES handout. Thank you to the SLS crew at Oneida**