Using Brodart Bibz II with grid lines

www.bibz.com

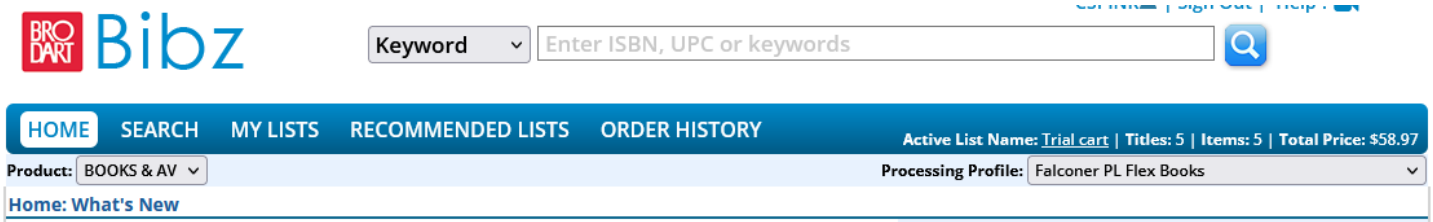username: <1st initial + last name> (ex. cspink)

password: welcome

Searching for titles

You can search for titles to order, using:

The search bar ("keyword" below) for quick searches

The Search tab, which opens a detailed search screen

The Recommended lists tab, which contains various lists compiled by the Brodart staff

Creating a list

Once you've located a title, you can view title info and reviews by clicking the title link (return by clicking "brief" button)

Select the title by clicking the check box at left.

Change quantity to the number of copies you want to order.

Choose grid template & click "apply" (unless all list titles will have the same grid lines).

Change fund or collection code, if needed, by clicking on the current entry in that field.

Collection codes tell Brodart how you want your title to be processed.

Name your new list and click "apply" to add to list.

| Actions: | Add To List | ∨ | | | | | Grid Templates: | Falconer Young Adult | | ∨ | APPLY |

| List: | Trial cart** | ∨ | APPLY |

Global Qty: [ ] Displaying results **1 to 1 of 1** Page: 1 ∨

Display: ● Brief ○ Expanded ○ Title Detail

Sort Order: Title, Contributor ∨ REFINE SEARCH

Search Filters ◂	☐	–	Qty	Title	Contributor	Format	Item No. Dewey	Publisher	Pub Date	Availability	Price
– Format	☑	–	1	Bring Me Your Midnight □ A R L H	Griffin, Rachel	Hardcover	9781728256153 Fiction	Sourcebooks Fire	08/01/2023	In Stock:12	$10.25
– Print	☐	Qty ▾	⇅ Branch ▾	Processing Profile ▾	Collection ▾	Item Type ▾	Fund ▾	Note ▾	Call No. ▾		
Hardcover (1)	☐	1	FALCONER	Falconer PL Flex Books	Young adult	New book	Falconer Books				

If all list titles share the same grid values,

When your list is complete, click the square check box at the top of the list

Choose grid template, then click "apply."

Checking for duplicate orders

Before sharing your list, make sure there are no duplicate orders in it.

Click the My lists tab to locate and open your list.

Open the screen showing your list of titles. There is a cluster of icons at right of each title.

If letter "O" icon appears, click it to make certain it has not already been ordered by your library.

A list of current unordered lists will appear, followed by a list of ordered copies and their libraries.

Remove any duplicate titles from your list, either by:

1. Opening the grid, and changing the quantity to "0", and click "Apply", or
2. Check the box at left of title, and pull down the "Update list" menu. Then choose Delete selected items, and Apply.

Sharing a list

To share lists among staff at your library:

From the "lists" screen, click the link in the "status" column.

Choose the users you want to access your list.

Choose an access level for each user: Read-only or Full.

Click "apply." Other staff can now see, and possibly edit, the list.

To order your list,

Make sure all entries have grid templates. (They'll have a "+" beside them.)

Then share it to CSPINK, and choose "full" for access level.

Bibz II tips & tricks

Bibz navigation

1. Clicking "apply" saves your changes (Apply = save)
2. The home screen doesn't display all lists; use the "My lists" tab to see all your lists.
3. "Special lists" are generated by Brodart. You are welcome to use them to place orders.
4. "Order history" displays a list of orders. Search for yours using your CCLS delivery code in the PO number field, or keep a list of your list names.
5. From the order history screen, click the PO number to check the status of your order.
6. An asterisk (*) means that the Brodart price is above list price. You may want to consider another vendor, especially for Thorndike large print.

Grids

7. There must be a grid code applied to every title ordered. Orders do not load at Brodart without them, nor can they load into Sirsi. The list will be returned to you if there are grids missing.
8. The "notes" field in the grid template doesn't transmit to Brodart. "Call number" doesn't, either.
9. To change your fund for a title in your list, open the grid, then click on the name of the fund. If you have more than one fund, a drop-down box will appear with all your available funds.

CCLS

10. To keep track of your orders, I'll use this format for PO numbers: <delivery code>-<initials of list owner>-<date> (OLE-LC-120705). For those libraries with only one person trained, I'll use: <delivery code>-<date>.
11. Please keep CBA orders on separate lists, to minimize confusion in the CCLS business office.
12. Audio-books and Center Point and Thorndike large print can still be ordered by slip for now.
13. We can still order via Amazon.com, but your items will arrive unprocessed. Again, use slips.
14. Call Chris (716-484-7135 x 248) with questions, problems, etc.