Expert Review Quick Guide for Administrators
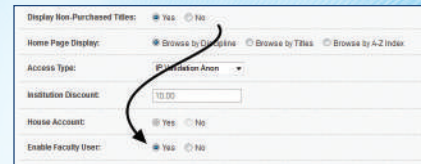
R2Library.com

Expert Review Quick Guide for Administrators

The Expert Reviewer user role on the R2 Digital Library helps librarians leverage the collective knowledge of expert colleagues – including faculty and departmental leaders along with medical and nursing professionals – as they consider resources to add to their collections.
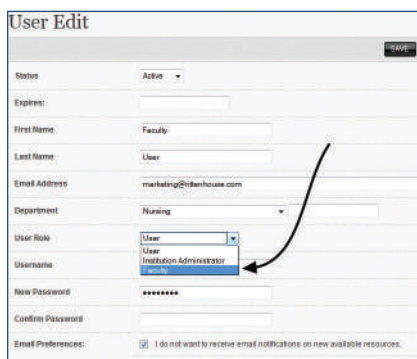
Getting Started

Enable Expert Reviewer Users in your Institution Profile.

The Expert Reviewer User Role will now appear within User Management and can be assigned by an Institutional Administrator.

Users can also request Expert Reviewer Status when they create an individual account. All requests must be approved by an R2 Digital Library Administrator.

Please note that to enable the Expert Reviewer User Role, a library must allow patrons to create individual profiles.

THE EXPERT REVIEWER EXPERIENCE ON THE R2 DIGITAL LIBRARY

Recommending Resources

Once an Expert Reviewer has logged in with a user name and password, the tabbed navigation along the top of the page will display an "Expert" option.

Upon clicking the "Expert" tab, the Expert Reviewer will be able to recommend resources for purchase, review resource lists as requested by Institutional Administrators and create and manage reserve shelves.

An Expert Reviewer can view resources available on the R2 Digital Library by selecting any of the following along the left navigation bar:
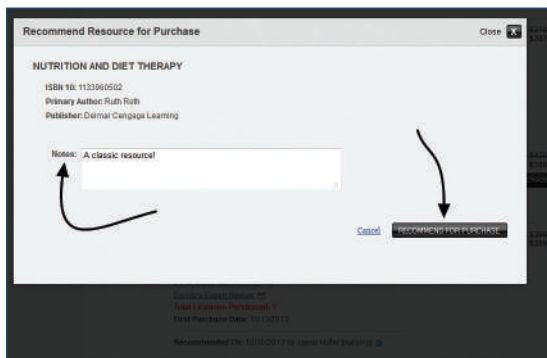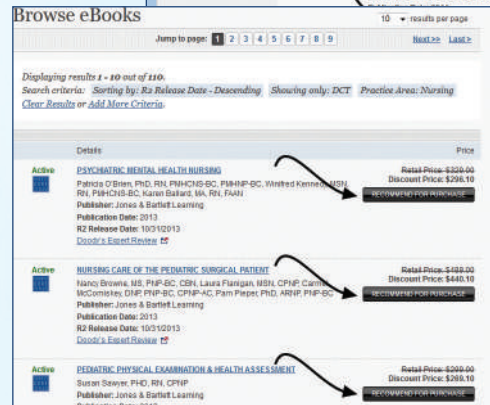
• Recommend eBooks (all resources available on the R2 Digital Library)
• Featured Titles
• Featured Publisher
• Clinical Cornerstones
• Noteworthy Nursing

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To navigate these resource groups, Expert Reviewers can use the Search, Tools and Sort and Filter options along the top of the page.

To recommend a resource for acquisition, Expert Reviewers can click the" Recommend for Purchase" button accompanying any title not owned by their institution. (Purchased and patron-driven acquisition resources are displayed but do not have the "Recommend for Purchase" button.)

Upon clicking the "Recommend for Purchase" button, the R2 Digital Library will present the Expert Reviewer with a confirmation pop-up. At this time, the Expert Reviewer may add a note prior to submitting a recommendation.
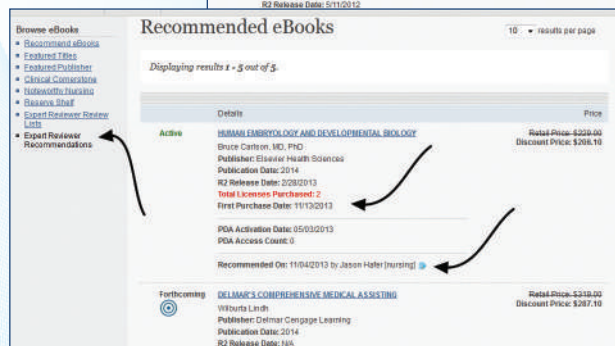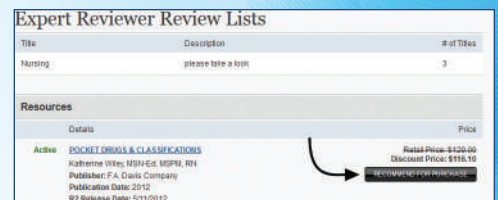
Review Lists

An Institutional Administrator may also create a list for an Expert Reviewer to evaluate for recommendations. The Expert Reviewer will receive an email notification once the Institutional Administrator has created the Review List and can access these lists via the "Expert Reviewer Review Lists" link along the left navigation pane.

Clicking any Review List Title will take the Expert Reviewer to the Review List. Expert Reviewers are now able to Recommend for Purchase as described above.

To view recommended titles, the Expert Reviewer can click the "Expert Reviewer Recommendations" link on the left navigation pane. Here, the Expert Reviewer will see all recommended titles, the date of recommendation, user information and notes. Account purchase and patron-driven acquisition history is also shown.

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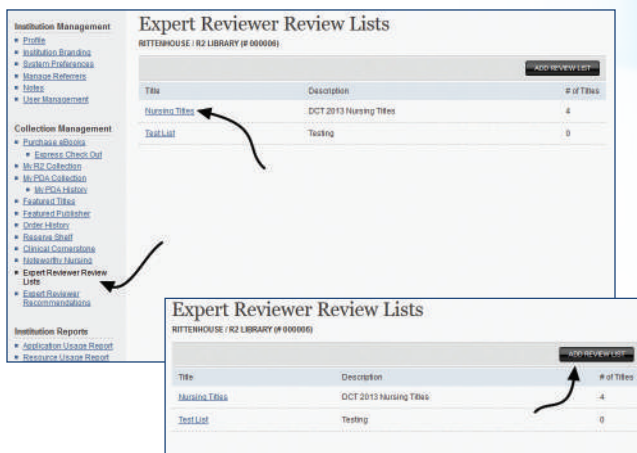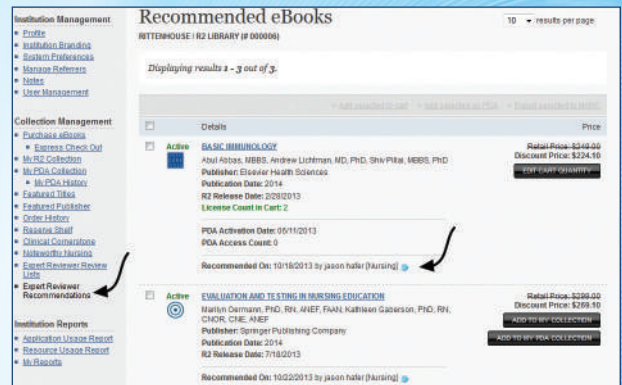## INSTITUTIONAL ADMINISTRATORS AND THEIR EXPERT REVIEWERS

Reviewing Recommendations

All titles recommended by Expert Reviewers appear in the "Expert Reviewer Recommendations" area beneath "Collection Management" in the left navigation pane.

Recommended resources display the name and department of the recommending Expert Reviewer, in addition to the date of recommendation and any notes accompanying the recommendation.

Recommended resources can be added to a shopping cart or patron-driven acquisition in the same manner as any other active resource on the R2 Digital Library.

Institutional Administrators can use the Search, Tools and Sort and Filter Options along the top of the page to navigate recommended resources.

Creating Review Lists

Institutional Administrators can also create lists of titles to be considered by their Expert Reviewers. To do so, click on "Expert Reviewer Review Lists" beneath "Collection Management" along the left navigation pane. The default display is all previously created Review Lists.

To Create a Review List, click the "Add Review List" button.

From here, Institutional Administrators can name and describe their Review List, in addition to selecting which Expert Reviewers will receive the list for review. Once this information is entered, click save.
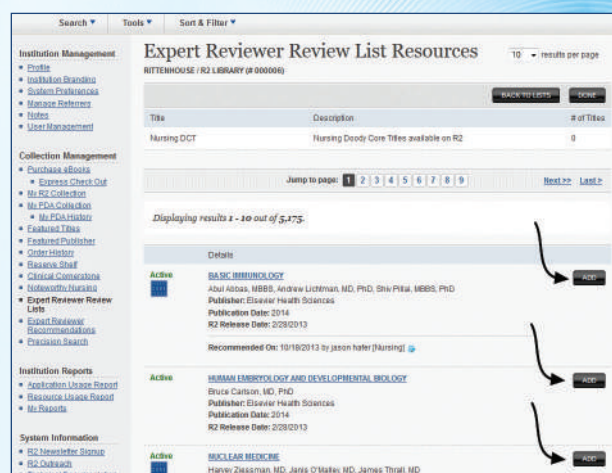
Once a list has been created, the Institutional Administrator may add titles to it by clicking on the list name and then on the "Add Resources" button. Clicking on any Review List will also allow the Institutional Administrator to edit or delete a list.

After clicking the "Add Resources" button, the Institutional Administrator can add resources to a list by clicking the "Add" button accompanying any resource.

Search, Tools and Sort and Filter can be used to refine available resources as needed, and resources may be added to previously created Review Lists at any time.

THANK YOU FOR USING PATRON DRIVEN ACQUISITION ON THE R2 DIGITAL LIBRARY

Need more information? Contact your Rittenhouse Sales Representative or Rittenhouse Customer Service at **800.345.6425**. Visit us at **Rittenhouse.com**.