

# Taming TitleSource 360: Pop-up Workshop Handout

September 15, 2021 / Mary Martin, Wanaque Library

## Customize your preferences

Tune your search results by customizing your preferences in **My B&T → My Preferences**

For a list of customizable preferences, search B&T's *Help & Training* for **My Preferences** or take a look at the PDF I downloaded (attached). Note: if you share a login with others, be sure to consult with them.

## Use B&T to track authors on your behalf

### **AUTOMATICALLY YOURS**

To review lists of authors you can ask B&T to track, go to **Standing Orders → Reports and Lists**

- Automatically Yours (AY) - you always want to purchase anything this person writes.
- AY-Notify - B&T can generate AY-notify carts for authors you track, but don't automatically buy. There are hundreds of authors you can track this way. These monthly carts are sent to the B&T/First Look cart folder for your review.

### **FIRST LOOK BASIC**

First Look Basic is a free service from B&T. They provide monthly review carts containing titles they think will do well. You can ask your sales rep to set up First Look Basic carts for the area(s) you collect. Like AY-NOTIFY carts, once these are set up they are generated monthly and appear in the B&T/First Look cart folder.

## Use advanced searches (and run saved searches periodically)

### **TO IDENTIFY POPULAR ITEMS YOU MAY HAVE MISSED**

Example:

*Select all items with demand greater than 1,000 (based on B&T demand over the last 30 days)  
in format either **hardcover** or **paperback**  
with audience **general adult**  
and publish date **within the last 180 days** (to ID things you may not have ordered)*

### **TO DEEPEN THE COLLECTION IN A SUBJECT AREA**

Example:

*Select all items with demand greater than 10 (based on B&T demand over the last 30 days)  
in format either **hardcover** or **paperback**  
with audience **general adult**  
and Publish Date **custom** (begin date 2 to 3 years ago, end date 6 months from now)  
and specified Dewey range (for instance, travel guides, **910 to 920**)*

## Use B&T carts and notes

Create one or more "**watch carts**" to keep track of items you're thinking about purchasing.

Create a "**Decided not to order for now**" cart where you can put items you don't plan to purchase (you can always change your mind)

Use the **Notes** field liberally to aid your memory. We put in comments such as "starred LJ review," or "100K first print" or "we have earlier in series, but low CKO" or "for readers who like Liane Moriarty"