

- **My Stuff** is for you to put all the books, magazines, web links and films that you like in. It's a great way to personalize your Eclipse.net account.
- **My Reviews** – here you can look at any reviews you have written.
- **My Reservations** – any books that you have reserved will be listed here.

## How to Reserve Books using Eclipse.net

To reserve a book first you need to search for the resource by either using the search tab or by typing it in the search bar at the top of the home screen and clicking the binoculars or pressing enter. Once the resource you want to reserve appears place the cursor over it, you will see three small icons appear at the bottom of the picture. The first picture (clipboard with a green tick) is to reserve the item, the second picture (person with a pencil) is to review the item and the third picture (a bag with a plus symbol) adds the item to My Stuff.

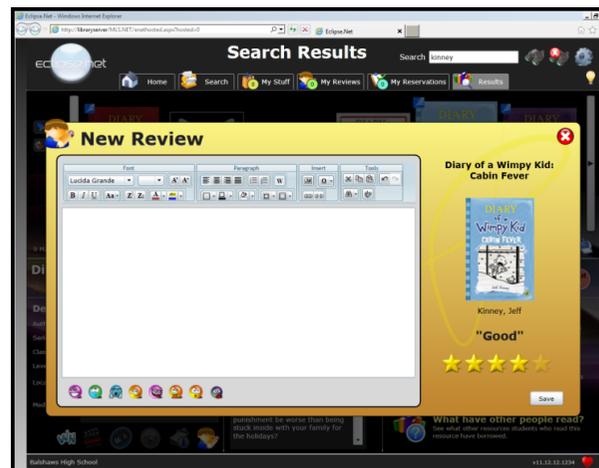
Click on the **first** icon (clipboard with green tick). The item will be added to your

reservations, if you click on **My Reservations** you will see the item; if you change your mind and no-longer want to reserve it just click the dustbin that appears when you place the cursor on the item and it will be removed.

## How to write a Book Review using Eclipse.net

To write a review about a resource you first need to search for the resource by either using the search tab or by typing it in the search bar at the top of the home screen and clicking the binoculars or pressing enter. Once the resource you want to review appears place the cursor over it, you will see three small icons appear at the bottom of the picture. The first picture (clipboard with a green tick) is to reserve the item, the second picture (person with a pencil) is to review the item and the third picture (a bag with a plus symbol) adds the item to My Stuff.

Click on the **second** icon (person with a pencil) and a new review box will appear. You can now type your review, and change the star rating; when you have finished just click save. **NOTE: all reviews come to the Librarian to be proof read before they appear for other people to**



# BALSHAW'S C.E. HIGH SCHOOL



*Non Sibi Sed Aliis*  
'Aiming at Excellence'

## How to use Eclipse.net (library software)



# How to use the library software—Eclipse.net



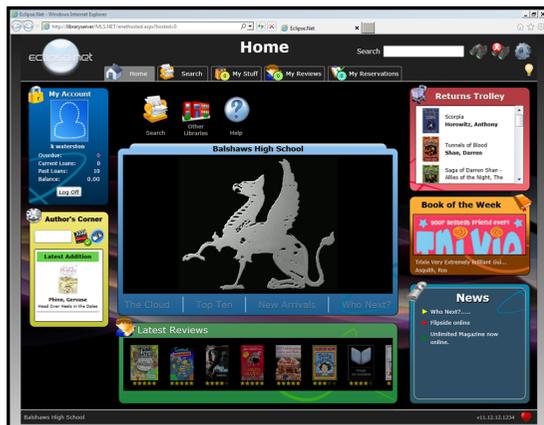
## Eclipse.net

Eclipse.net is a great piece of Library software that we use to catalogue, issue and return

resources; we also use Eclipse.net to keep everyone up to date with news about events, competitions, new resources and the Book of the Week. You can read book reviews as well as writing your own for other

people to read here too. Every member of Balshaw's – teacher's and pupils – has an Eclipse (Library) account. Your Eclipse.net account can be accessed in school by logging on to a computer; then from the desktop screen clicking on the Library icon, then click on Library Eclipse.Net.

Your Eclipse.net account home page looks like this:



## More about Eclipse.net

In the centre of the home page you will see a box that has the Balshaw's griffin in the

middle, under this there are four words **The Cloud, Top Ten, New Arrivals** and **Who Next?**. If you click on **The Cloud** you will see a ball a words that spin around when you move your cursor over them. These words are the most searched terms that have been used by other people. If you click on a word you will get all the resources that we have that are linked to that word or words.

**Top Ten** is exactly what it sounds like; the top ten resources that have been loaned over the past term. This is a good way to see what everyone else is reading or watching.

By clicking **New Arrivals** you can see what new resources the Learning Resources Centre has brought.

**Who Next?** is great at suggesting books for you to read, all you need to do is find a book by an author that you know you like then click on the **WN** in the bottom left hand corner. This will bring up a list of suggested books similar to the author that you searched.

Along the top of the home page there are five tabs: **Home, Search, My Stuff, My Reviews** and **My Reservations**.

The **Home** tab will take you back to your home screen.

Clicking on the **Search** tab will bring up the screen in the picture below.



Here resources have been placed by their theme or if they have won any awards. Click on a theme box i.e.; Art to bring up a list of all the resources in this section.

*Turn over for more on Eclipse features....*