

STEPS on How to make the Online Book Review your own?

- Go to rcls.org
 - Click on Online Resources
 - Click on RCLS LibGuides
 - Click on Admin Sign In (Right hand side of screen)
 - Log in
- Click on “Create New Guide”
- Under “Star Fresh or Use a Template”
- Choose “Use an existing guide as a template”
- Guide Search: Choose “Guides at my Institution”
- Then type “Book Review” click search
- “The Adult Summer Reading Book Review by Grace Riario” should appear as a result
- Click on ““The Adult Summer Reading Book Review by Grace Riario”
- Type under “Guide Title”: The name of your library + Adult Book Review”
- Click on “Create New Guide”
- Click on the word edit in blue (right hand side of the box)
- Click on “Edit Box Info”
- Under Box Title type your library name
- Click on “Select Form/Survey”
- scroll down in the menu until you find “RCLS Adult Book Review”
- Click Save