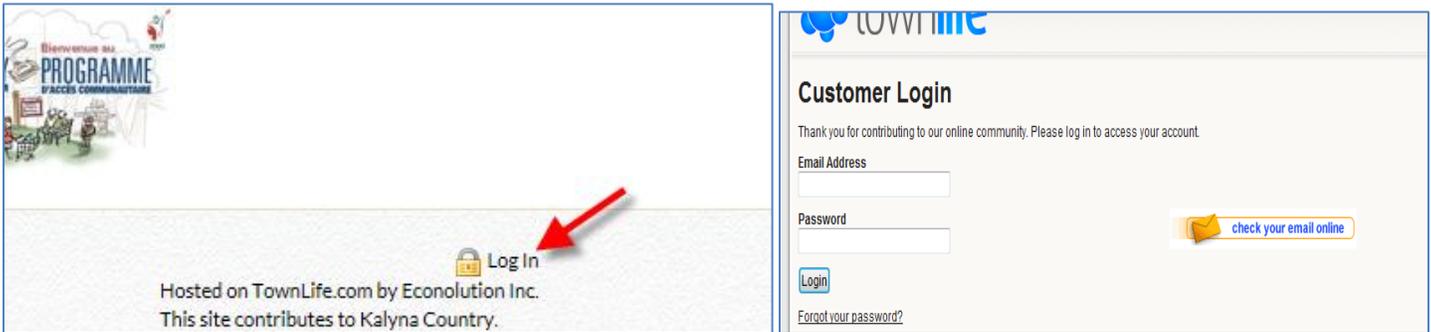
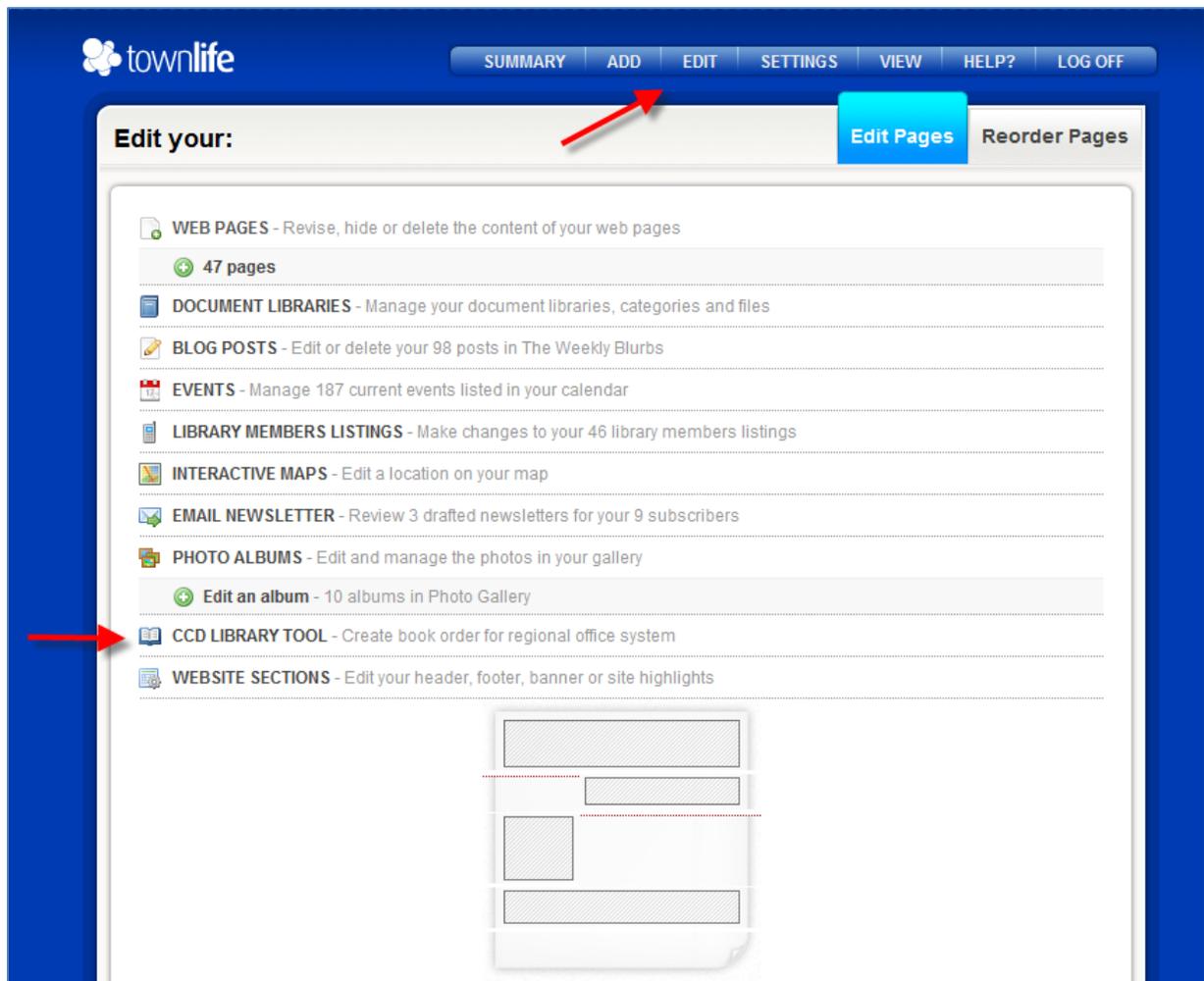


Working with the Collaborative Collection Development (CCD) Tool

1: login to your website:



2. Click on the “EDIT” tab at the top of the website. Then select the “CCD LIBRARY TOOL” link in the list:



3. The page defaults to the “Group” tab. Select which group you would like to browse first (Fiction Hotlist, Non Fiction Hotlist, Fiction Second Choice, Non Fiction Second Choice and any addendums):

Book Order Tool Search **Group** Cart WishList

View as: List | Covers

Name	Count	Created Date
Fiction Hotlist Spring Summer 2013	314	Feb 12 2013
Fiction Second Choice Spring Summer 2013	199	Feb 08 2013
Non Fiction Hotlist Spring Summer 2013	118	Feb 12 2013
Non Fiction Second Choice Spring Summer 2013	124	Feb 08 2013
Winter 2013 Hotlist addendum	5	Feb 19 2013

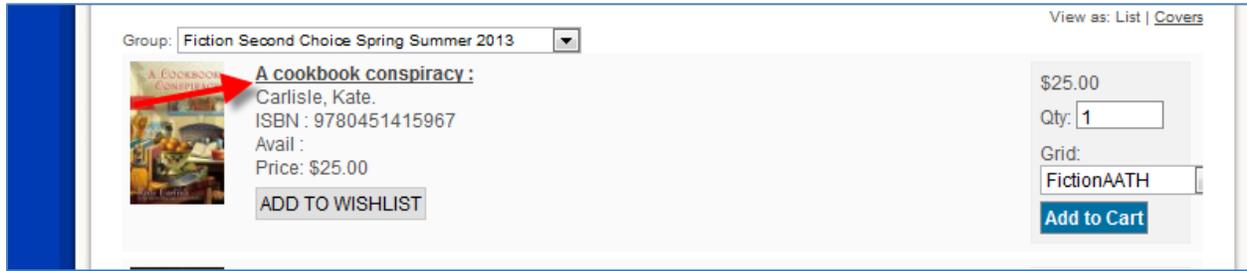
4. If you know you would like the titles without looking at the bibliographic record, add the number of titles you would like to order (most likely “1”) in the Qty field. The “Grid” field has a drop down menu with the different collection choices (Fiction, Non Fiction, Audio Book and Large Print). Select the collection you would like the title to be catalogued as. Finally, add the item to the cart:

Books under Fiction Second Choice Spring Summer 2013 List Search **Group** Cart WishList

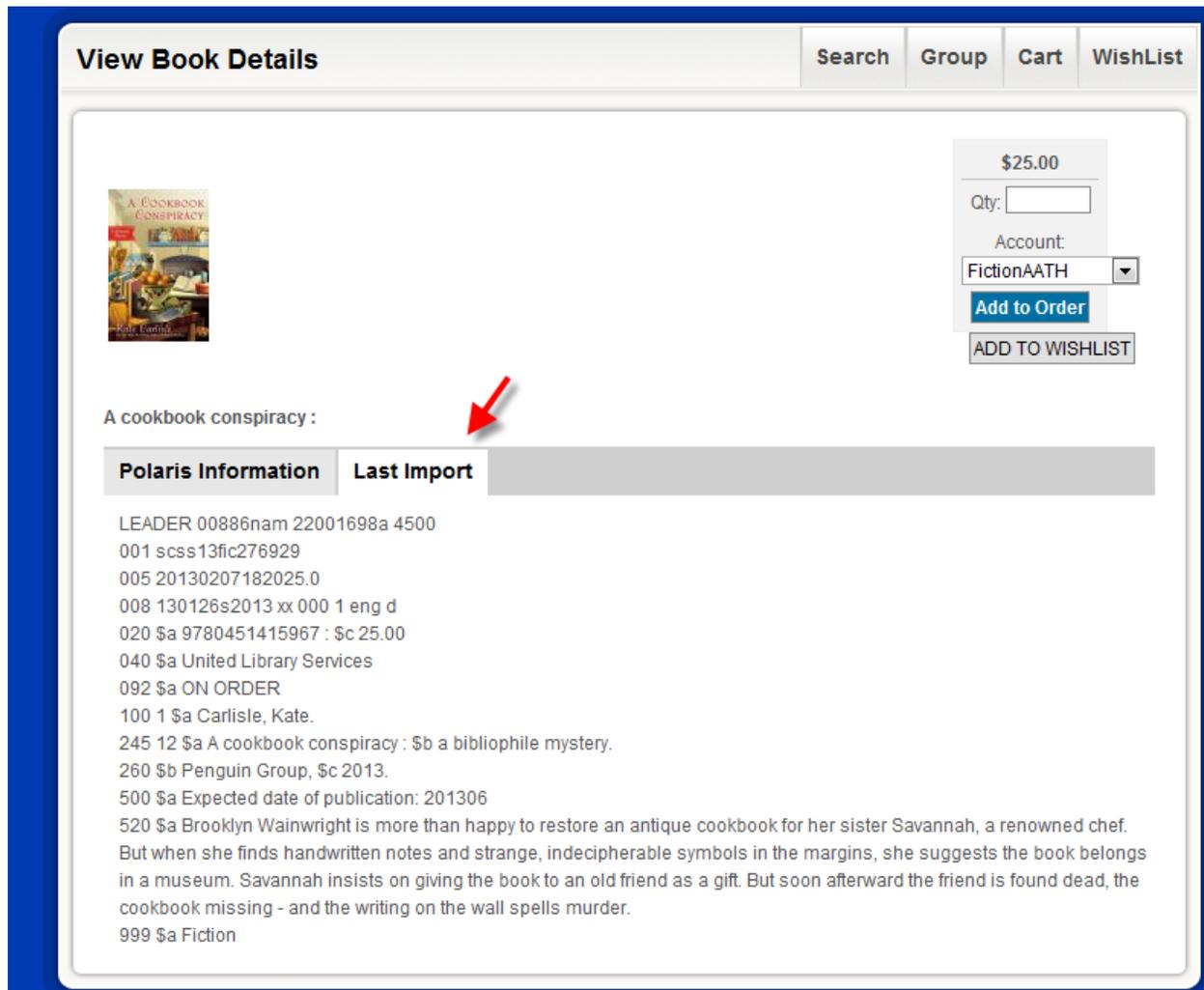
Group: Fiction Second Choice Spring Summer 2013 View as: List | Covers

	<p>A cookbook conspiracy : Carlisle, Kate. ISBN : 9780451415967 Avail : Price: \$25.00</p> <p>ADD TO WISHLIST</p>	<p>\$25.00 Qty: <input type="text" value="1"/> Grid: FictionAATH Add to Cart</p>
	<p>A crooked maid : Vyleta, Dan. ISBN : 9781443407731 Avail : Price: \$29.99</p> <p>ADD TO WISHLIST</p>	<p>\$29.99 Qty: <input type="text"/> Grid: FictionAATH Add to Cart</p>
	<p>A fatal likeness : Shepherd, Lynn. ISBN : 9780345532442 Avail : Price: \$31.00</p> <p>ADD TO WISHLIST</p>	<p>\$31.00 Qty: <input type="text"/> Grid: FictionAATH Add to Cart</p>
	<p>A place of confinement : Dean, Anna. ISBN : 9781250029676 Avail : Price: \$29.99</p> <p>ADD TO WISHLIST</p>	<p>\$29.99 Qty: <input type="text"/> Grid: FictionAATH Add to Cart</p>

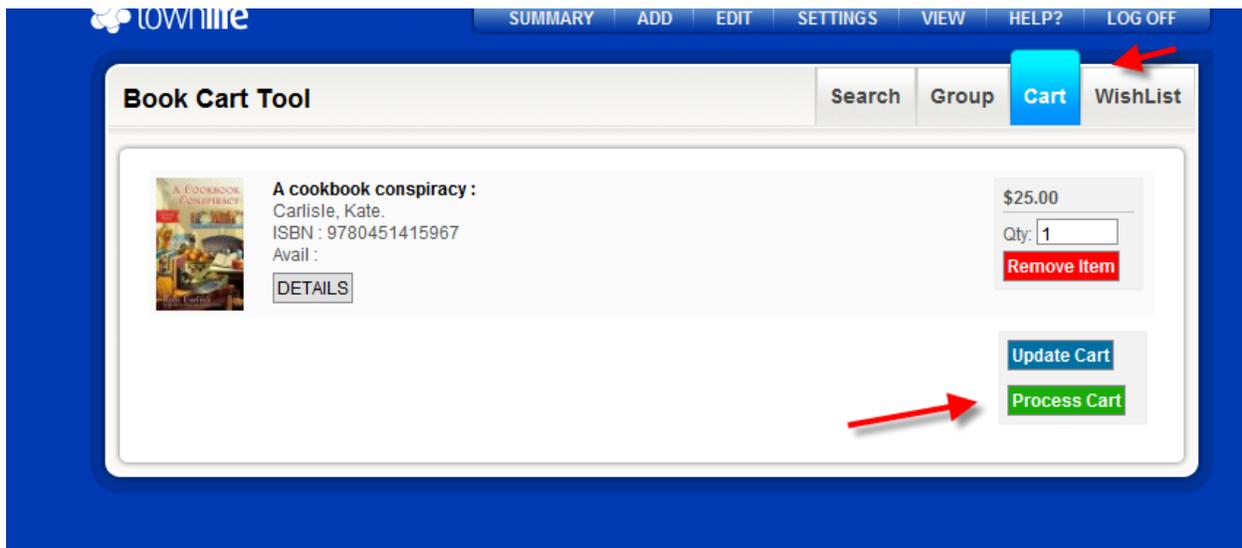
5. If you would like to learn more about the title before purchasing, for instance, the format or the summary of the book, click on the title hyperlink:



6. Once the page opens, click on the “Last Import” tab to see the full details. You can then decide if you would like to add the item to your cart.



7. Continue to select titles in the group. Once done with the initial group, you can click on the “Group” tab again to select another group to browse. When finished shopping, go to the “Cart” tab to the right of the “Group” tab.



8. If you are satisfied with the list in your cart, click the green “Process Cart” button to submit your order. If you would like to make changes to your cart, edit the quantity field in the title that you are choosing not to order and then click the blue “Update Cart” button. Once satisfied, then select the “Process Cart” button.

9. The CCD Tool allows you to review your title list one more time before final submission. It will provide you with an account balance (from your library’s book allotment account) as well as a total for the items in the cart (the list price of the items) and finally, your total book allotment after the order is placed. You can choose again to edit the cart if you wish, or submit the order. This will generate an e-mail which will go to Acquisitions at NLLS:

