

Fisher BiblioCommons Instruction Guide

Getting Started with BiblioCommons, Our Online Catalog

The Fisher College Library uses BiblioCommons to browse for books, CDs, films, textbooks, and other items available through our Library and the member libraries of the Metro-Boston Library Network. To get started, follow these simple steps:

1.) Go to the Library website at <http://www.fisher.edu/library> and scroll down to “The Six Pack” to find “BiblioCommons.”

Library Resources - The Six Pack

As a member of the Metro-Boston Library Network (MBLN), Fisher students, faculty, and staff have access to resources from several libraries, including The Boston Public Library (all 26 branches), Chelsea Public Library, Malden Public Library, and Fisher College.

The screenshot shows six resource cards arranged in a 2x3 grid. The top row contains 'BiblioCommons', 'Online Databases', and 'APA and MLA Citation Guides'. The bottom row contains 'Films on Demand', 'Fisher Library: Serials Solutions', and 'Boston Public Library: Serials Solutions'. Each card has a yellow 'BROWSE' button. The 'BROWSE' button on the 'BiblioCommons' card is circled in red.

2.) Click on the “Log In/My FCL” link.

The screenshot shows the top navigation bar of the Fisher College Library website. The 'Log In / My FCL' link is circled in red. Below the navigation bar is a search bar with a 'Keyword' dropdown and a search button. The footer contains a message about library holds and a navigation menu with 'Explore the Catalog', 'Recent Activity', 'New Titles', 'Awards', and 'Bestsellers'.

3.) To log in, enter the library barcode on the back of your Fisher ID (It’s a 256.... number!). If you do not know your Fisher College Library barcode, or if you have any other questions, **call the library at 617-236-8875, or e-mail us at library@fisher.edu** to receive it. **Enter your PIN. Your PIN has been set as the last four digits of your library barcode.**

4.) This will bring you to a screen that asks you to:

-Create a username and to verify your e-mail address.

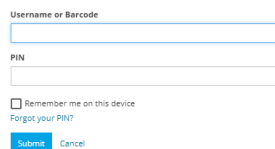
-Enable “recently returned,” which allows you to track items that you have recently borrowed. If you do not enable this, the system will not keep track of the items you have checked out in the past.

5.) From the BiblioCommons homepage, you can do many things:

- A. Look at what you have checked out and what you have on hold by logging into “My FCL.”
- B. Search the catalog for items by keyword, title, author, subject, etc.
- C. Link to the Commonwealth Catalog using the “Search Other Massachusetts Libraries” link.

6.) Once you perform a search, you can limit your results by location on the left-hand side of the screen, under **Available Now**. If you are off campus, you will have to select “Show more” to limit to holdings at the “Fisher College Library.” Other ways to limit your search include Format, Audience, and Published Date, just to name a few.

7.) To request an item through the network, select “Place a Hold.” You will be prompted to enter your Library barcode and PIN (the last four digits of your barcode). The item will be sent to the Fisher College Library unless you select another member library. The first time you log in, you will be prompted to create an account. Moving forward, you will only need a barcode and PIN.



Username or Barcode

PIN

Remember me on this device

[Forgot your PIN?](#)