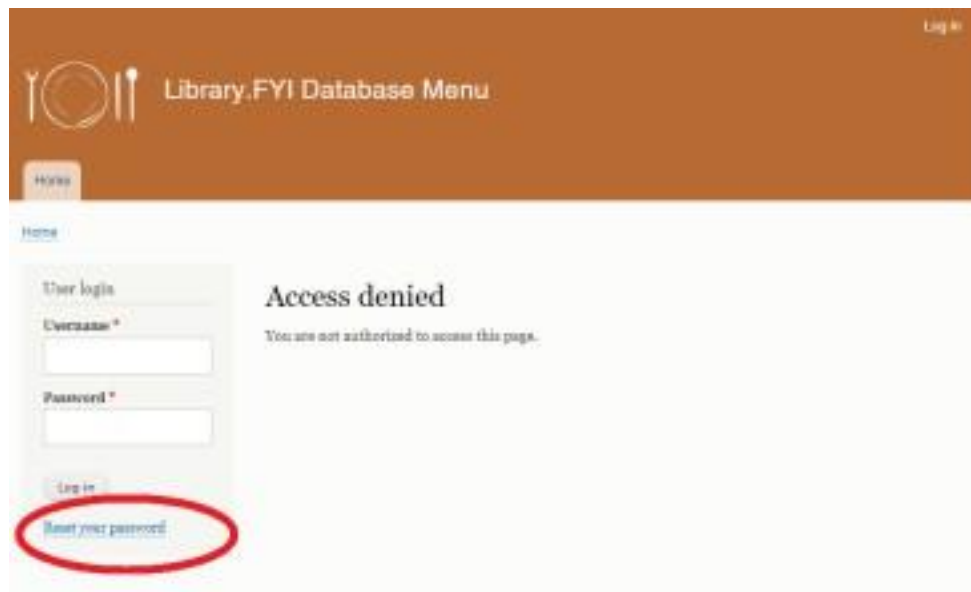


# Library.FYI Digital Resource Ordering Site Instructions

## Login

1. Navigate to the [Library.FYI website](#).
2. Username: first initial + last name (for example, Jane Doe's username would be jdoe)
3. Password: A School Library Services staff will create a temporary password when you request an FYI account. If you have forgotten your password, select "Reset your password" on the login screen.



You will receive an email with a link to reset your password, which you can use from then on. For additional help logging in to Library.FYI, [contact Nassau BOCES School Library Services](#).

## User Types

There are three user levels, each with different permissions.

- Checkout - If you have the "Checkout" rights, you can shop and check out (finalize) your cart.
- Add to Cart - "Add to Cart" users can shop but not check out.
- View Only - "View Only" users cannot add or remove items from the cart but can review the products.

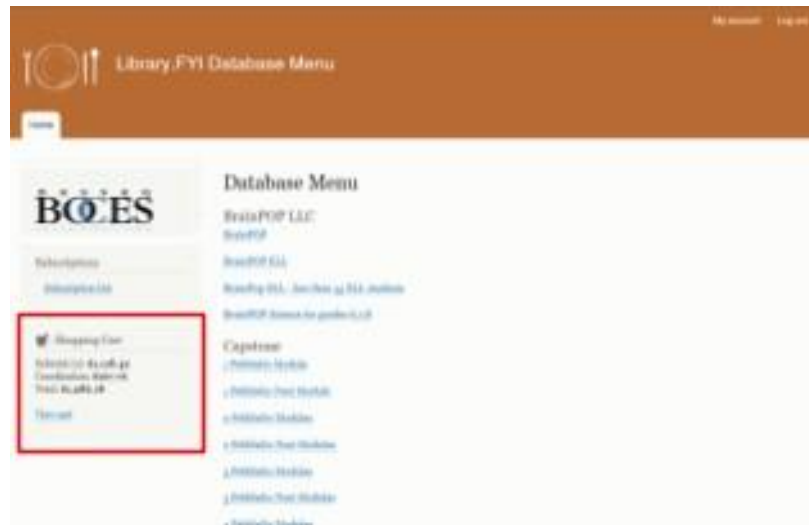
If your school or district needs users added or changed, please [contact Nassau BOCES School Library Services](#).

# Shopping

Each Spring, your “**Shopping Cart**” for the upcoming school year is usually prepopulated with the products the district purchased through Library.FYI during the current school year.

**NOTE:** Database subscription purchased through a separate Letter of Intent (LOI) may be omitted from the prepopulated list. It is important to check your current subscriptions and add them to your shopping cart if you wish to renew those subscriptions.

From the Library.FYI home page, the left navigation pane will include a blue “view cart”. Click on “View Cart” to view the products currently added to your district’s shopping.



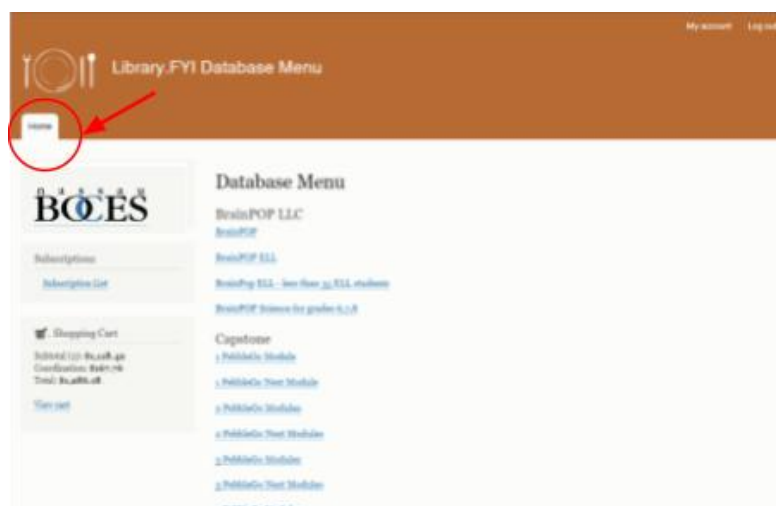
## Removing a Product from the Shopping Cart

1. Click “View cart” on the left navigation pane of the home page.
2. Click the “**Select**” checkbox next to the item to be removed. Scroll to the bottom.
3. Click the “**Remove**” button. *To access the Remove button, you might have to scroll down on the page if the district’s shopping cart lists many products.*

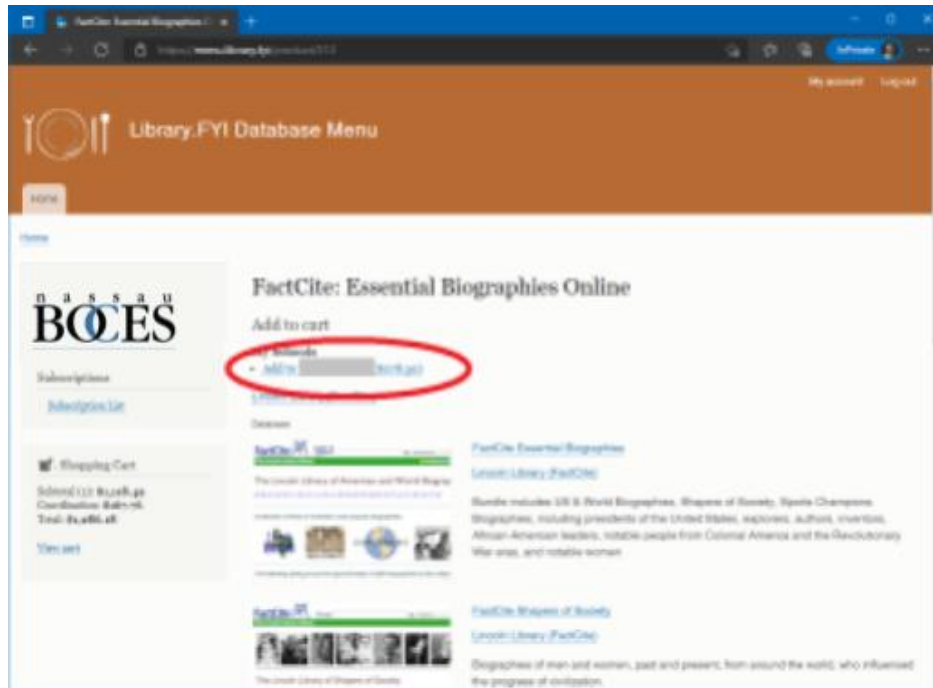


## Adding a Product to the Shopping Cart

1. The “**Home**” tab will always take you back to the Database Menu, showing all the available products/packages.



2. Select a product from the list.
3. Your district's buildings are listed under **"My Schools"** with the calculated price for each school building.
4. Click **"Add to [school name (price)]"** to add the product to the district's shopping cart.



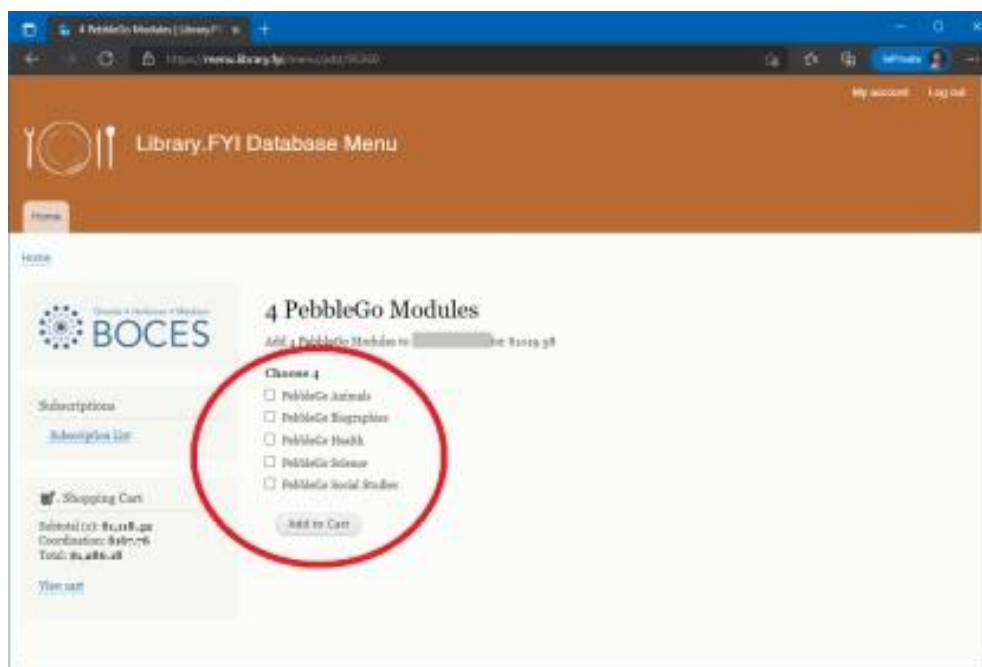
### Package Selection Options

For packages like Capstone and Lincoln Library (FactCite) you'll need to select which options you want to include in the subscription.

1. Select **"Add to [school name (price)]"** to add the product to the cart.



2. Click the checkboxes for the options you want and click **“Add to cart.”**



## **Special Pricing**

There will be cases when special pricing will apply to a product. In these instances, the School Library Services staff will need to request pricing from the product’s vendor. **In Library.FYI, a “request pricing” link will be listed when specific products require a vendor quote.**

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When you select “Request pricing,” please add as much information in the Notes section as possible (for example, the amount of Overdrive content credit needed if custom amount was selected, the number of licenses being requested, names of Flipster magazines, a prorated subscription with the dates included). A School Library Services staff member will receive an email notification of your request.

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## **Checkout**

1. Select “View cart” from the left navigation pane on the home page.
2. **Once each school in your district has entered subscriptions, click “Proceed to Check out.”** NOTE: only users with checkout rights can check out the district’s shopping cart. A cart cannot be checked out if the final price is more than the available funds or if there is a \$0 product listed in the shopping cart. [Contact Nassau BOCES School Library Services](#) if you need assistance.



3. Click **“Finalize Checkout”**



The School Library Services staff will be notified when the district’s order has been finalized. **The order will be processed, or a School Library Service staff will contact you if there are any issues or questions about the order.**

A pdf document listing the district’s finalized order will be included in the shared Google Drive folder.

**\*This handout is a modified version of the Oneida BOCES handout. Thank you to the SLS crew at Oneida.**