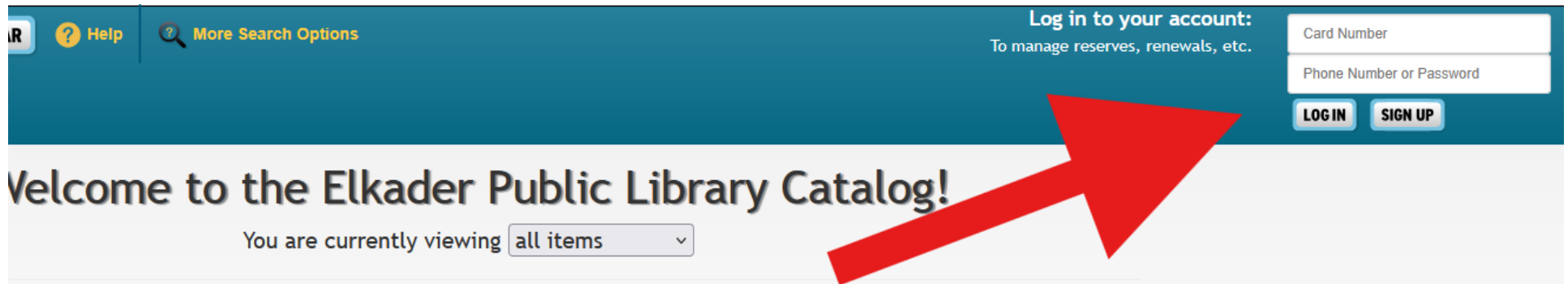# REVIEW AN ITEM

Have you ever wished you could share your thoughts on a title without having to go through the hassle of creating an account on a site like Goodreads? Are you interested in what others in your community think about the titles you've read in common? Our library's catalog offers the ability to leave reviews for items.

1. Log into your account using your library card number and password on the Elkader Public Library's catalog page.
> ▶ You can find the Elkader Public Library's catalog page in the upper right-hand corner at www.elkader.lib.ia.us or directly at www.elkader.biblionix.com/catalog/
> ▶ If you didn't set a unique password, it is most likely the system default which is the phone number you provided when you set up your account which *does* include the area code making it 10-digits long.
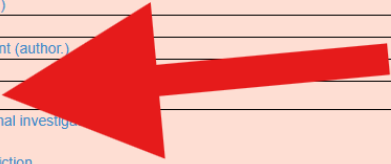
2. Search the item you recently returned or, if you still have it checked out, locate it under **My Account** under **Items Out/Renewals** and click on the title you want to review there. Once you have navigated to the correct item, locate the **Reviews** row and the **Review this title!** button.

3. Click the button and three boxes will open. None of them are required so you can fill them out to your comfort level.

▶ All reviews are subject to review and those not meeting the Code of Conduct policy will be removed.

5. After submitting your review (and following Librarian approval) it will be available under that item's entry for others to view and reference when they are looking at that item.

FAQ

Q: Can I make my reviews private and not available for the public?
A: No, all reviews posted on the Apollo interface are public-facing. There isn't an option to switch between private or public.

Q: Do I have to use my name when submitting a review?
A: No, you can leave that field completely blank and only give the book a number and nothing else. All of those fields are optional. Alternatively, you could just write a short snippet of why you did or did not like the book. No one has to know why you didn't like a book that everyone else seems to be raving about.

Note: Librarians *will* know who submitted what review because the review will be tied to your card number in the back of the interface so we will know if there is one particular account that is posting abusive/offensive language under items anonymously.