

# GALE EBOOKS: BOOKSHELF CURATION

## Organize Your Collection

As a *Gale eBooks* administrator, you have the ability to organize and curate collections of eBooks to best suit your users' needs. Create bookshelves based on class projects, user types, or important topics like Black History Month with our simple **Bookshelf Curation** tool.

## GET STARTED

To sign in to **Bookshelf Curation**, you will need your Gale Admin credentials. If you don't know your credentials, reach out to **Technical Support** at [support.gale.com/technical](http://support.gale.com/technical).

- To access your **Bookshelf Curation** tool, scroll down to underneath your current collections on the left side of the page.
- Enter your credentials and select **Sign In**.
- **Note:** This is a separate sign in from the platform, and is designed just for those curating collections.

## CREATE A NEW COLLECTION

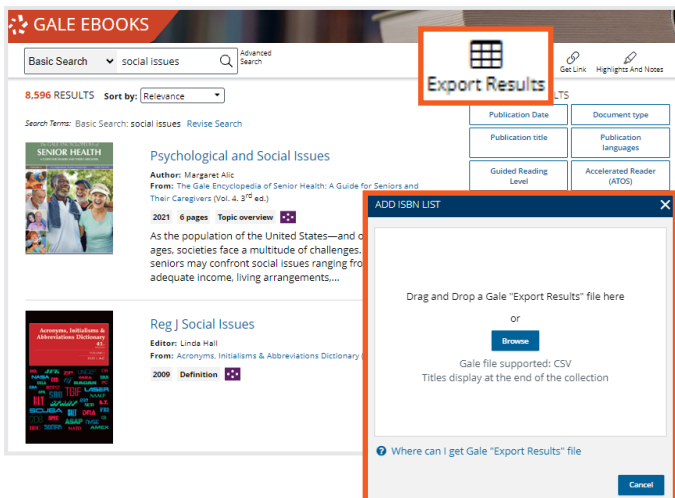
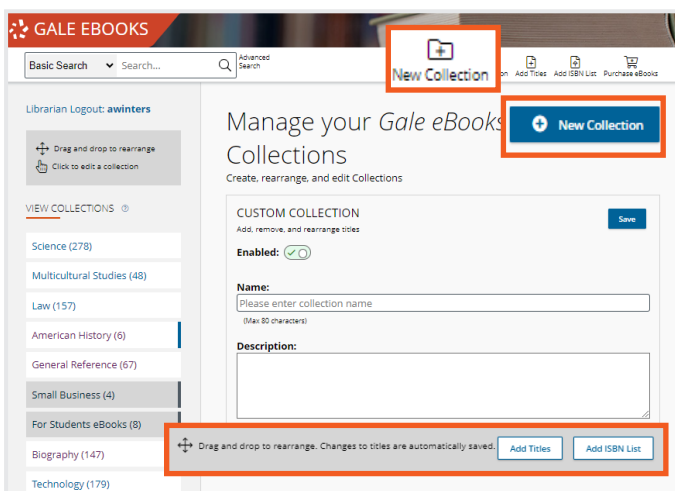
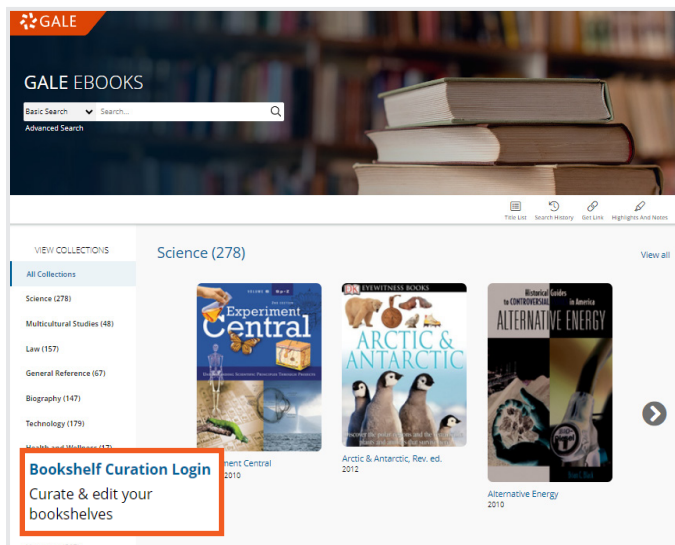
- Once signed in, select either **New Collection** button in the top right of the page.
- Enter a name for your collection. If desired, you can also add a description.
- Your collection will default to being **Enabled**, but you can toggle it off if you want it hidden from users.
- To add titles to your collection, you can either add titles manually, or upload an ISBN list.

## Manually Add Titles

- Select the **Add Titles** button. From here you can either search through your collection or browse.
- Select the titles you want to include in your collection and choose **Add Selected Titles to Collection**. Be sure to select **Save**.

## Upload an ISBN List

- The **Bookshelf Curation** tool requires a .CSV file created from *Gale eBooks*.
- To create your list, you will need to find your titles of interest by searching the main *Gale eBooks* platform.
  - » Go to the main *Gale eBooks* page and run either a **Basic** or **Advanced Search** on the topic you are making a collection for.
  - » In the tool bar at the top of the page you will see a button titled **Export Results**. Select this option and choose how to save your list.
- Once you have your **Export Results** report, return to the **Bookshelf Curation** platform and select the **Add ISBN List** option in your new collection and attach your file.



## ORGANIZE YOUR COLLECTIONS

### Change the Order or Delete eBooks in a Collection

- Select the collection from the navigation bar on the left.
- Click and drag a title to move it before or after other books.
- Select the **X** button next to a title to remove it from your collection.

### Change the Order of Your Collections

- Drag and drop the names of your collections up or down on the left side of the page.

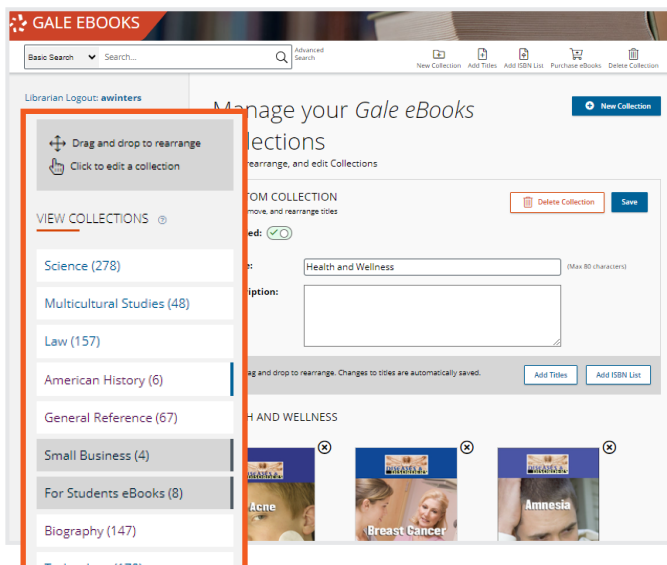
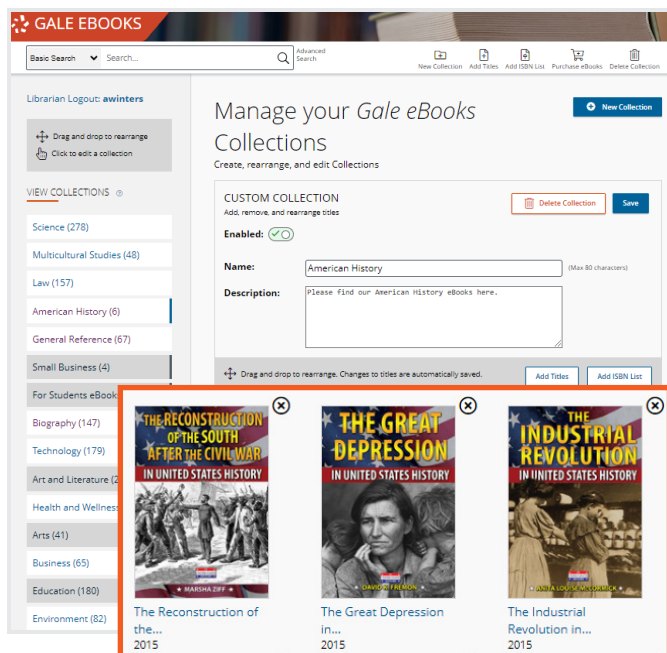
## ENABLE, DISABLE, AND DELETE YOUR COLLECTIONS

### Enable/Disable Collections

- The **Enable/Disable** toggle allows you to hide collections from users while keeping them in your **Bookshelf Curation**.
- Each new collection defaults to being enabled.
- Select your collection and toggle the **Enabled** option off and select **Save** to disable it.

### Delete Collections

- If you no longer want to keep a collection in your **Bookshelf Curation**, select it from the navigation bar on the left side of the screen and choose **Delete Collection**.
- This choice will delete the entire collection, and you will not be able to recover or re-enable it.



### Want more information about Gale eBooks?

Visit our **Support Site**: <https://support.gale.com/training/products/gvrl> for more detailed information including Webinars, a Resource Guide, Tip Sheets, Activities, and Tutorials.