

## ISearch Local Toolkit: For Library Staff



This guide provides library staff in schools with INFOhio automation with information about ISearch Local integration and its instructional and promotional support.

[For Library Staff](#)    [For Tech Coordinators](#)    [Teaching with ISearch](#)  
[Share ISearch with Colleagues](#)    [Share ISearch with Parents](#)    [FAQ](#)

### Welcome to ISearch

INFOhio is adding your INFOhio-automated school library catalog to ISearch. You'll be able to search almost all of INFOhio's trusted electronic resources and your school library catalog with just one click. ISearch, a research tool like those used in most of Ohio's academic libraries, helps prepare students for the online research environments they will use in college.

This toolkit will help you work with your INFOhio Provider and your school library users to prepare for your own version of ISearch. Your INFOhio Provider is your primary contact for ISearch integration. If you have questions, please contact your INFOhio Provider.

1. Await an email from your INFOhio Provider, notifying you that ISearch integration will begin.
2. Review information about defaults and customizations on this page.
3. Complete the questionnaire your INFOhio Provider sends and return the questionnaire by the date requested. If you have questions, ask your INFOhio Provider.
4. Await the email from your INFOhio Provider, giving you the URLs for your school's unique version of ISearch and requesting that you check the following:
  - Verify that your school's name appears as you indicated in your preferences.
  - Verify that the results on the My Library tab are actually from your library (along with the INFOhio Digital Video Collection and INFOhio eBook collection).
  - Verify that the BookRiver or sliders are working as expected.
  - Verify that patron features such as holds and notifications are working as indicated in your preferences.
5. Let your provider know of any problems with the verification or let your provider know that you are ready for your URLs to be published.
6. Update links on your school library website or in your learning management system. If you do not have access to edit your school website, send this information to your Tech Coordinator.
7. Visit the INFOhio website and try the ISearch search box at the top of any of the resource pages. Make sure it is searching your own version of ISearch. If you do not land on the My Library tab, let your INFOhio Provider know.
8. Share the news that ISearch is live with your school community. See [Share ISearch with Colleagues](#) and [Share ISearch with Parents](#).

Once your INFOhio Provider has published your library's unique ISearch URL, make access to ISearch easy for your students and teachers by adding an ISearch button to your school website, your school library website, and your learning management system. Visit the [Hudson Middle School library page](#) for an example of a properly coded ISearch button.

1. Download the ISearch logo from the INFOhio Toolkit.
2. Add the image, hotlinked to your school's unique version of ISearch, to your school website and your learning management system.
  - Need to know how to code a hotlinked image? Try this:

```
<a href="http://YOUR_UNIQUE_LIBRARY_ISEARCH_URL"
target="_blank"></a>
```



Need a small icon for something? Try this one:

