This guide is intended to help you navigate CHOICE Reviews Online.

If you have any questions, please contact Jamie Wilson, Acquisitions Librarian: jami.wilson@millsaps.edu or 601-974-1083.

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*By request, the Acquisitions Librarian will set up your personalized monthly e-mail. These instructions are provided if you would rather set up the monthly e-mail yourself.
How to Access CHOICE Reviews Online

Access CHOICE via the following links:

On Campus:  http://www.cro3.org


Access CHOICE via the Library’s website:

Go to  http://library.millsaps.edu

Select the Articles & Databases Tab

Under the heading Article Databases & Indexes, select the letter C

The Database List screen will appear.  Select CHOICE Reviews Online from the list.
Browse by Issue

In the navigation bar of www.cro3.org, you will notice links to the **Current Issue** and **Past Issues**. The selected month’s articles and reviews are available to read and browse.

Now that you selected an issue, you can click on reviews or read the features.

Reviews for a particular issue can be found in both the purple sidebar under Reviews or in the Table of Contents.
Search for Reviews

You will notice the search box on the right-hand side of the purple bar. Click on the Go button once you have input your keyword(s).

For this example, I will use the keyword “food”:

Search Results

The results page will look like the image below. Regardless of whether you are browsing or searching, the Search Results page will have the same format. Notice the keyword is highlighted in red in the reviews below.
Advanced Search

If you would prefer the Advanced Search, click on Advanced > link just below the keywords box.

The Advanced Search offers many different variables. It is not necessary to use a keyword in your search. You can select just one variable or select as many as you like.

* The Advanced search options will be one long column, not two as is displayed above.
CHOICE Outstanding Academic Titles (OAT)

Every January, CHOICE releases the Outstanding Academic Titles (OAT) list. Below are the ways you can access OAT lists:

1. You can view the OAT lists on the bottom right-hand side of the main page:

2. Select the Outstanding Academic Titles checkbox on the Advanced Search screen and select the Submit button:
Submit an Order to the Acquisitions Librarian

When you are ready to send books to order, you can submit them to the Acquisitions Librarian:

1. To e-mail the reviews through the CHOICE website, follow these steps:
   a. Select the box next to the citation/review with a checkmark (blue circle below)
   b. Add your selections by clicking the Add Marked Citations button. You will need to do this action separately for each displayed page. You can continue to add selections throughout your session as long as you do not close your browser window.
   c. E-mail the marked citations (red rectangle below) to the Acquisitions Librarian.
   d. You can also choose to print, download, or save your list. Feel free to send me a printed or downloaded list as well via e-mail or campus mail.

Where to send your lists:
Via e-mail: jamie.wilson@millsaps.edu
Campus mail: Jamie Wilson, Millsaps College Library, Box 151066

2. You can also cut and paste titles, and send the Acquisitions Librarian an e-mail directly with the titles of the books you would like ordered.
Reviews by E-mail: Setup

Use these instructions to create your personal alerts. The Acquisitions Librarian can also set up this automatic e-mail for you. E-mail jamie.wilson@millsaps.edu for more information about alerts.

Step 1: In the navigation bar, select MY LISTS

Step 2: Now that you are on the MY LISTS page, select the Register link

Step 3: Enter your e-mail address and click Begin New Registration
Step 4: Follow the instructions to register and select **Send Form**

Step 5: **Sign up for CiteTrack Alerts.** Once you are registered and logged in to your personal account, you can sign up to automatically receive reviews on a particular topic or field, select **CiteTrack Personal Alerts** link in the purple navigation bar.

To create an alert, under **My CiteTrack Alerts** select **Create a new Subject/Keyword/Author Alert**
Step 6: Build and save your CiteTrack Alert. Below are the options:

When you are finished setting up your Alert, select Save Alert at the top of the screen.

Here you have the option to search all content, Reviews Only, or just the features/articles.

The Choice Subject Headings categories are the closest thing on the online site to the CHOICE Reviews on Cards. This is where you can find and select your field.

Often in the library, we only purchase books from reviews that are Recommended, Highly Recommended, or Essential. In this area you can filter your results to only include specific Recommendation Levels.

Know the Library of Congress call number range you need? Input it here.

If you are teaching in an Interdisciplinary area, this category may be of particular interest.

Outstanding Academic Titles (OAT): CHOICE releases a list of best titles each January. OAT titles are notated on reviews.