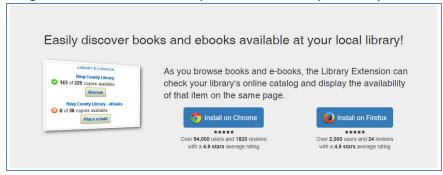


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**Library Extension (LE):** Browser extension that compares the availability of titles in your collection to the titles on Penworthy's website. Its purpose is to save time in your selection process by putting duplicate title information at your fingertips.

### Instructions:

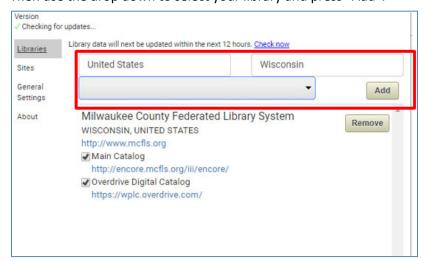
1. Download the extension by visiting the URL: <a href="https://www.libraryextension.com/">https://www.libraryextension.com/</a>. We recommend Google Chrome as the most compatible browser for penworthy.com.



a. An icon that is a stack of three books will appear in the upper right corner of your browser window after you have downloaded the extension.



- 2. Click the LE icon and click Libraries.
  - a. Select your library by entering your country and state.
  - b. Then use the drop down to select your library and press "Add".

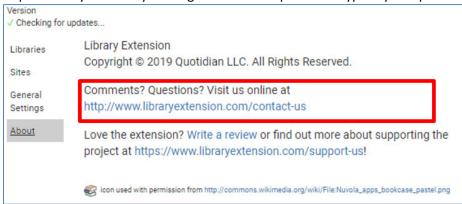






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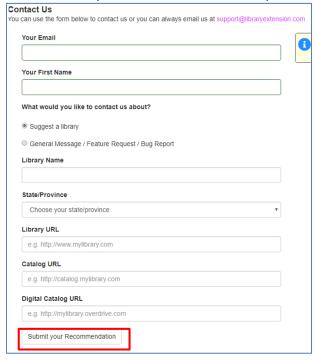
b. If you don't see your library in the app, go to the about page and use the contact us link to request that your library catalog be added. Requests are typically complete within 24-48 hours.



i. Enter your email address and your first name, then select "suggest a library"

	<u> </u>	
	Library Extension	
	The #1 Browser Extension that lets you instantly so local library	ee book and e-book availability from your
ontact Us u can use the form be	elow to contact us or you can always email us at support@libraryextension.com	
Your Email		of share your email address or send you any marketing messages - we just want to be tell you when we've finished with your request!
Your First Name		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Suggest a library	ke to contact us about?	
,	je / Feature Request / Bug Report	

ii. Enter the library details, the select "Submit your Recommendation"

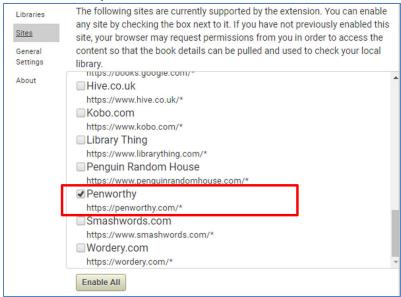




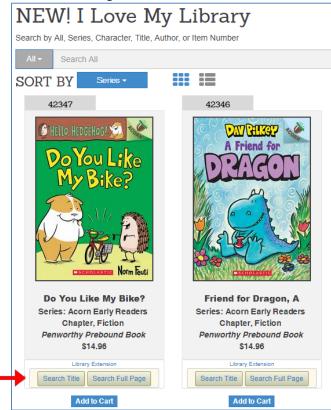


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- 3. Select Penworthy to compare titles in your catalog to titles on penworthy.com
  - a. Click Sites. Choose which websites you want to see the library extension matching results.
  - b. Select Penworthy to see results on our website.



- 4. Hold your control key and click F5 to refresh your browser.
- 5. Library extension buttons will now show on these pages of penworthy.com:
  - a. In the full catalog:

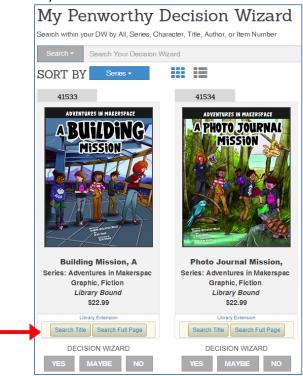




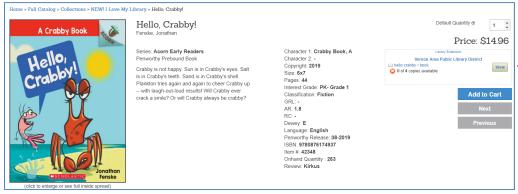


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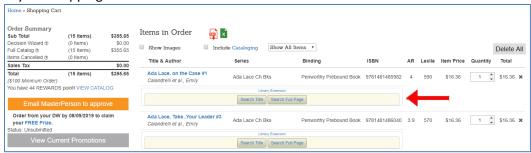
b. In your Decision Wizard:



c. On item detail pages:



d. In your shopping cart:

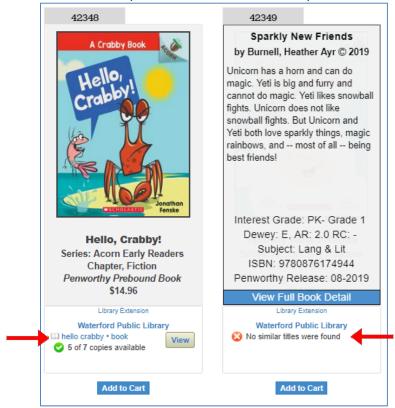






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- 6. Click "Search Title" to see matching results on one specific title. Click "Search Full Page" to see matching results for all titles displaying on your page. Please note that matching all titles can take a few minutes when there are many titles displayed on your page.
- 7. View preliminary results on the page. Click the title to open the library's catalog in a new browser tab.
  - a. When there is a match, the extension will show you how many titles exist in the catalog. If there was no match, you'll see a red x and it will say "No similar titles were found"



b. Clicking on the name of the library opens the library's catalog in a new browser tab. Clicking on the title opens a new browser tab displaying that specific title in the library's catalog.







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### **Frequently Asked Questions**

#### 1. How accurate are the matches?

a. The title match is completed using the full MARC record title of the book and comparing it to the library's catalog. There can be slight variations in title format, so matches are not 100% accurate, but are very close. Typical internet search protocol allows for close matches.

### 2. What if I buy a title that didn't match and now I have a duplicate?

- a. Simply return any uncatalogued book for a full refund.
- b. Contact your sales representative on more information on how to return duplicate book.

### 3. Why is the matching process so slow?

- a. The speed of the matching process is dependent on many factors: your internet speed, the search speed of the library catalog being compared, the number of titles on the page.
- b. Increase the speed of matching by displaying fewer titles on the page or increasing your internet speed.

### 4. Can I compare the titles I've selected for purchase to the collections of other libraries in my system?

a. Yes, follow step 2 to select as many libraries as desired. Please note that searching additional library catalogs may slow the matching process.

