Goodreads.com: A User Guide

Signing Up for a Personal Profile

1. Go to www.goodreads.com
2. Click the “Sign Up” Button
3. Enter your name (whatever you choose); a current email address; and a password

Adding Friends

Goodreads will compare your friends and contacts from other social sites to see if it matches any of their current members. You can skip this step if you would rather add friends manually.
Selecting Your Favorite Genres

If you think you will be utilizing Goodreads for the recommendation engine, you should probably select some of your favorite genres of this list.

Adding & Rating Books

1. At sign up, Goodreads gives you the opportunity to rate and pick books you want to read from the genres you chose. The starred books will be added to your “READ” shelf and the book you mark Want to Read will be added to your “TO-READ” shelf.
2. You can also add books from your homepage. Type in the search box a title, author, main character, or ISBN. Depending on the query many results may be returned. Click on the appropriate titles you want to rate and add and choose the corresponding shelf/shelves it belongs to.

![Image showing search results for Sherlock Holmes](https://example.com/screenshot)

**Reviewing Books**

1. Now that you’ve rated your books, you can go back and write reviews if you want to. To do this, go to “MY BOOKS”. You can search your books specifically (great for if you have hundreds of titles to browse through) or you can just browse for the corresponding title. Click “EDIT” once you’ve found the book.
2. Type your review in the “WHAT DID YOU THINK?” box

3. Fill in the “DATE I READ THIS BOOK.” Click on “MORE OPTIONS” and fill out what you prefer. Click SAVE

4. Click on “EDIT” anytime you want to change a rating, the assigned bookshelf, etc.

Adding Bookshelves

1. Go to “MY BOOKS” by clicking on the menu

2. Click on “EDIT” next to the “BOOKSHELVES” heading on the left-hand side of the screen

3. Type in the name of your desired shelf (like Historical Fiction)

4. Click “ADD” and repeat as necessary
Exploring Your Profile

1. Set-up your information/privacy
2. Upload a profile picture
3. Explore Recommendations; Challenges; Quizzes; Quotes; Polls; Book Recommendations; Authors; Groups

Creating a Group Page

Group pages are a great tool for libraries. They allow us to archive reading selections for our local book groups and community reads; have online discussions; promote library programming, services, and collections.

1. Click on “GROUPS” at the top of the screen. Select “CREATE A GROUP”
2. Fill out all the information. You can use our library group page as an example.

Topeka & Shawnee Co. Public Library is our Group Name.

We used our mission statement for the Description... Stories you want, connections you seek and information you need.

For the Rules section we posted our Community Discussion Guidelines. These were originally created for our customers commenting on our website and they were pretty relevant to what was going to be happening on the Goodreads group page. I have the Rules set to Only Be Shown to New Members and they pop up when they write their first comment.

You can set who can join the group. We are set up as Public. I know some libraries have it set so that they have to approve you before you join.

Depending on your audience goals and plans for the group, you can choose what to do with the Non-Moderator settings. The main audiences we are reaching out to are adults and teens. I did not feel that I needed to worry about certain content since our guidelines layout what is acceptable to post. Anyone breaking those rules can be blocked from the group. I did only want staff to add books, polls, and events to the group so I cleared those non-moderator settings.

I recommend promoting your library website on your group page and setting up your emails as a daily digest. Advanced options allow you to set up how many discussion folders and discussion topics are displayed on the group’s home page. Click “CREATE” when you are finished.
Here are some basic directions I created for our staff who participate in the Goodreads project. It covers all of the different types of content we add to our group page.

**Staff Picks Bookshelf** - These selections are obviously going to be our favorite titles. Twice a week a title is added to the *Staff Favorites* bookshelf. A selection should have a four or five star rating and a sentence or two noting genre or why they liked the book.

Go to *Bookshelves*; in the upper left-hand corner you can search for a title in the *Add Books* query box.

Once you find the title you want to add, click on the *Add to Group* link. Select the *Read Shelf*, check the *Staff Favorites Shelf* and click *Close*. Enter brief reason for picking this book/why you liked it in *Why This Book?* box. Enter a *Start Date & End Date* (can be the same date) and click *Save Group Book.*
Add group book

Book: The Hunger Games
by Suzanne Collins
My rating: ★★★★★

Shelves: read, staff-picks

Why this book?
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- to-read
- currently-reading
- started
- finished
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Staff Book Reviews/Reader’s Advisory - This folder will have staff reviews posted in them as well as responses to any comments or questions. A review can be a few different things: a plain old book review, a genre exploration, or a post that highlights new or favorite authors.

Go to the Discussions link in the menu found in the top right corner of the page. If you are creating a new discussion for say your next selection click on New Topic. Whatever you put in the topic box will display as a header under the selected discussion folder you choose. You can ignore the This Topic is About box. Select the Staff Book Reviews discussion folder. In the comment box post your review. To link to our catalog or add an image, some basic html codes will be needed and Goodreads has a cheat sheet to use. When your post is finished, click on Post. You can always go back and edit your post if need be.
Digital Book Groups/Archiving Selections

**Bookshelves** Staff will post selected titles to the following bookshelves: *To Read* (next month or future month selections) and their discussion group; *Currently Reading* (current month’s selection) and their discussion group; and *Read* (archive previous month’s selection) and their discussion group. When adding titles you can also add a reason to *Why This Book* if you want. Remember to enter the corresponding *Start* and *Finish* dates for the selection as well as the *Discussion Folder* and *Discussion Leader* and hit *Save Group Book*. 
Adding Discussions

Click on the **Discussions** link in the menu found in the top right corner of the page. If you are creating a new discussion for say your next selection click on **New Topic**. Whatever you put in the topic box will display as a header under the selected discussion folder you choose. You can ignore the **This Topic is About** box. Select your discussion folder. If you do not have one yet, click on **Add Folder**. Enter in the title of your discussion group and click **Save**. Your group should now be in the list of folders to choose. In the comment box you’ll probably want to describe the book or put info about your group or write down some of your discussion questions. Members can then comment back. If you have any problems with inappropriate commenting, direct users to the rules of the group page. If the problem persists, let me know and I’ll block the user from our page.
Polls: Polls are quite easy to make. Select the **Polls** link in the main menu. Towards the bottom of the main menu there should now be a **Create Polls** link to select. Fill in the boxes. You can add an image if you want to. You can type in the answers. If it is a book or author you can select a cover title/image to go along with the answers you typed or just use the images. For the poll dates make the range a month. Check the box next to **Feature this Poll** on the Homepage. I would also recommend selecting the box **Make this Poll Anonymous** so we don’t see members’ individual votes.
Photos- Any photos of library events that relate to this community can be posted (Make sure a photo release form is onfile) Just select the Photos link in the menu. Select Add More Photos up in the top right corner. Upload it from your computer. I recommend giving it a title, description and tag so members understand the image better.
Events-Library Programs that may interest this community will be marketed through this channel. Since this is a reading site I thought we should stick to book groups, author talks, edible book fairs, etc. If you think there is a program that should be listed that is missed, let me know. Event listings will be posted once or twice a month. Click on **Events** in the main menu. Below the main menu, there will be an option to **Add an Event**. Fill out all the information. The descriptions from the programming calendar and/or communications flyer will be copied into the event description. Click **Save**.