PERMA-BOUND®
THE STRONGEST BOOKS YOU CAN BUY

PERMA-BOUND.COM

Quick-Start **Web Guide**

Experience Perma-Bound.com

Creating a new account is fast and easy!

1. Choose the "My Account" link located on the top menu bar on the homepage.
2. Complete the online registration form, which includes providing username and password.
3. Upon completion, you will be taken to your personal "My Account" page.
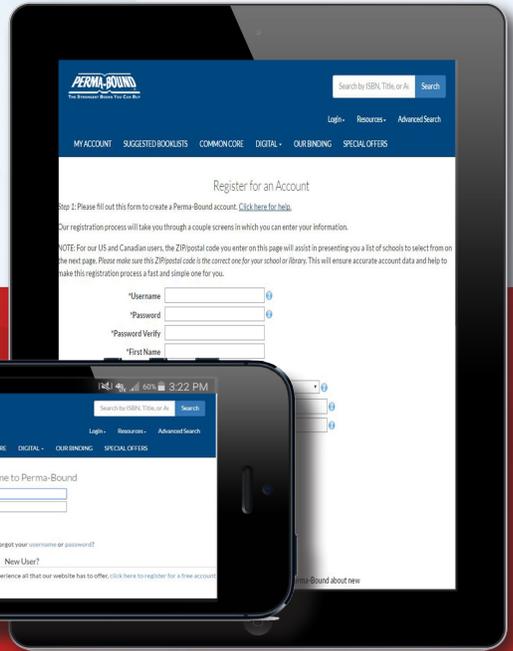
Logging In

Click the **"My Account" link** in the upper left corner of the Perma-Bound home page.

Enter your username and password and choose **"Login"** or register for your free account under "**New User**" if you are new to our site.

Creating a New List

- Choose the "New List" button located at the bottom of the "My Account" screen.
- Enter a list name and any desired notes, then choose "OK."
- Perform a title search to begin adding to the list.

Searching for Titles

There are two options to search the Perma-Bound library: "Simple" Search and "Advanced" Search.

To perform a simple search:

1. Enter your search criteria in the blank field toward the upper right corner of your screen; e.g., To Kill a Mockingbird, Lee, 303201.

NOTE: As you enter the data, you will notice a drop-down menu that will prompt you to choose the type of search you would like to perform, such as author, title, or series.

2. Press "enter" on your keyboard, or click the magnifying glass icon located to the right of the search field to perform your search.

To perform an advanced search:

1. Select the "Advanced Search" link in the upper right corner of your screen. You will be taken to the search criteria screen, where you can choose from numerous options, all of which can be combined to create very specific searches.

2. Click the "+" sign, located to the left of each search item you would like to use, and select the item, OR enter the appropriate information; e.g., if you choose to search by Dewey, enter your Dewey number/range.

3. Click the "Submit" button, OR hit "Enter" on your keyboard.
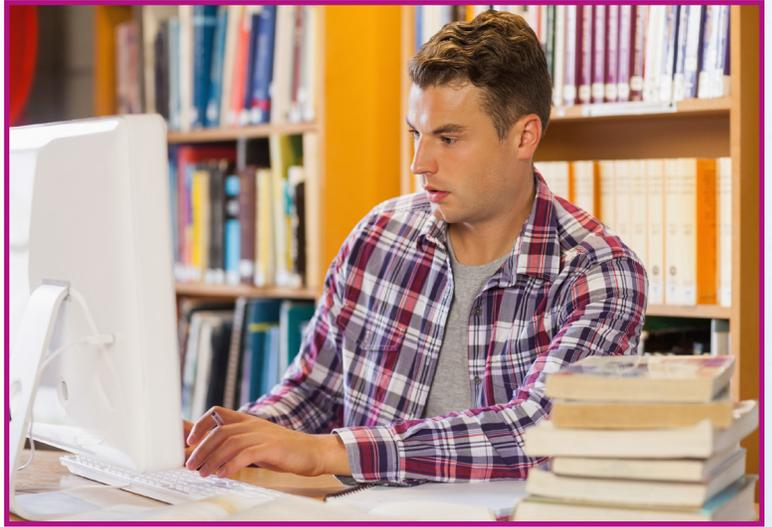
Adding an Item to Your List

After you perform your search, you can indicate the quantity desired, and click the "Add" button located to the right of the cover image of the book you would like to purchase. The "Add" button will then be replaced by the words "In List" to show that the item has been added.

Hot Titles

Look for the "Hot Titles" icon in search results for well-regarded new titles for elementary, middle, and high school reading levels. Featured titles will include new additions to popular series, current events, and popular genre offerings.

Titles that have been designated as "Hot" will show a fire icon to the right of the cover image of the book within search results. The "Hot Titles," which are updated daily, can be filtered by options such as reading and interest level.

Book Buttons

These multi-colored icons make finding the special book formats easier. The following "Book Buttons" appear next to the cover image, on the Quick View pop-up window, on the Title Detail screens, and within your lists. Simply perform a search and scan down the page for these buttons to find the format you want.

AL Adult Language	**e** Ebook	**E** Ebook MUS (Multi User Access)
BIG Big Book	**e** Downloadable	**STEM**
Board Book	**CC** Common Core	**A** Large Print
Chapter Book	**←** Manga	Hot Titles
Graphic Novel	**⇅** High/Low	**C** Clearance

Easy Way to Track New Titles In Popular Fiction Series

Perma-Bound offers a service to help you monitor new titles and formats that become available for order or pre-order.

Visit www.perma-bound.com and login to My Account. On the left navigation menu, select Series Tracker.

Features

- ◆ Select the Series You Wish to Track
- ◆ Choose from Elementary, Middle, and High School
- ◆ View Series Detail including a List of Titles in the Series, Information About the Author, and a Series Synopsis
- ◆ Receive Monthly Notifications of New Titles that Have Been Added
- ◆ Make Suggestions for Series You'd Like to Track

PERMA-BOUND SERIES TRACKER

Explore an Easier Way to Track New Titles in Best-Selling Fiction Series

LEARN MORE

The **Perma-Bound Series Tracker** is designed to help you monitor new titles released in best-selling fiction series. You can create a custom list of series that you wish to track. As new titles are published in any series you've selected, we'll notify you by email and add the title to your Series Tracker search results.

★ denotes a series that is among the **Top 25** most popular according to our internal rankings.

A bold **Series Name** indicates a series that has been added to the Series Tracker in the past 3 months.

Series Name	Elementary	Middle School	High School	Track
39 Clues	E	M		☑
39 Clues: Doublecross	E	M		☑
5th Wave ★		M	H	☑
Accelerati Trilogy	E	M		☑
Adventures of Arnie the Doughnut	E			☐
All The Wrong Questions	E	M		☑
Amelia Bedelia Chapter Book	E			☑
American Chillers	E	M		☑
Amulet ★	E	M		☑
Anna Wang	E			☑
Artemis Fowl	E	M		☑
Asylum			H	☑

Collection Analysis and Planning (CAP)

Perma-Bound's Collection Analysis and Planning (CAP) program is a powerful analytical tool you can use free of charge to evaluate your current collection and identify future needs. The program will break your collection down by Dewey one hundreds and tens, as well as by copyright. It will also provide you with detailed tables, charts, and graphs, allowing you to see the current standing of your collection.

In addition, the program identifies incomplete records, and maps out a five-year plan highlighting your current weeding and purchasing needs for the upcoming year. All of this is designed with you in mind, to help your library achieve its greatest potential!

PERMA-BOUND
THE STRONGEST BOOKS YOU CAN BUY

Search by ISBN, Title, or Author **[Search]**

MY ACCOUNT   SUGGESTED BOOKLISTS   COMMON CORE   DIGITAL ▾   OUR BINDING   SPECIAL OFFERS   Login ▾   Resources ▾   Advanced Search

Collection Analysis

- Define Analysis
- Overview
- Analysis by Dewey
- Collection Map
- Enhanced Analysis
- Analysis by Years
- Age Sensitivity
- Aged Titles
- Incomplete Records
- Five-Year Plan
- Print My Report
- Settings ▷

Five-Year Plan

This report compares the average ages, number of titles, recommended number of titles, and number of needed titles as compared to the recommended, and percentages of the main Dewey ranges of your collection with those of the grade-appropriate Perma-Bound core collection(s).

NOTE: For this report, any Professional and Reference books are included in Dewey 000; Dewey 920 and 921 in Biographies; Easy and Story Collections are included in Fiction.

🔍 Click this icon to conduct a search of our database for all titles that fall within those categories.

⚙ Click this icon to create a specific list of recommended titles for that Dewey range, according to the year one purchasing suggestions of your Five-Year Plan. Please allow 1-2 minutes for the list to be created. Please note the recommended list will automatically add 10% more titles for refining and ordering purposes.

Export to spreadsheet

	Dewey	Rec.	Start Total	Aged	Yearly Purchase	End Total	Start %	End %	Rec. %
🔍⚙	000	300	26	0	55	301	1.37%	3.01%	3.00%
🔍⚙	100	50	7	1	9	51	0.37%	0.51%	0.50%
🔍⚙	200	100	11	2	18	99	0.58%	0.99%	1.00%
🔍⚙	300	600	140	5	93	600	7.37%	6.00%	6.00%
🔍⚙	400	50	6	0	9	51	0.32%	0.51%	0.50%
🔍⚙	500	1000	140	3	173	1002	7.37%	10.01%	10.00%
🔍⚙	600	800	91	0	142	801	4.79%	8.01%	8.00%
🔍⚙	700	300	24	5	56	299	1.26%	2.99%	3.00%
🔍⚙	800	300	53	21	54	302	2.79%	3.02%	3.00%
🔍⚙	900	1500	154	4	270	1500	8.11%	14.99%	15.00%
	Bio	500	134	13	76	501	7.05%	5.01%	5.00%
🔍⚙	Fic	4500	1114	90	695	4499	58.63%	44.96%	45.00%
	Total	10000	1900	144	1650	10006	100.00%	100.00%	100.00%
	Price (15 USD/book)				$24,750	$123,750			
	Price per Student				$49.50	$247.50			

more info

To upload your MARC records data to the CAP program:

- 📍 Go to **https://www.perma-bound.com/collection-analysis-introduction.faces.**
- 📍 Choose the "Upload Here" link located near the middle of the page.
- 📍 Complete the "Upload Collection" information screen.

**NOTE:** Additional "How to" information can be found on the website.

Manage My Collection

Manage My Collection is a powerful comparative tool that matches your school or library's Machine Readable Cataloging (MARC) data against Perma-Bound's product inventory. You can use this to eliminate unwanted duplicate titles when placing orders and developing custom lists, or as a means of analyzing your collection. This service can help you easily identify the gaps in your collection, including titles missing from popular series and is available at no additional cost to you. It will help to eliminate duplicates, and it accommodates any circulation system.

Manage My Collection uses your school or library's records to generate title matches, and is therefore dependent on the quality and accuracy of your data. This means you should update your collection profile periodically, particularly after receiving substantial orders. The better your data is, the more accurate your results will be.

Before uploading your MARC records for analysis, you must first export them from your software circulation system in a readable file format. Instructions for the various circulation systems can be found by visiting **www.perma-bound.com/help/manage-my-collection.faces#collection-export.**
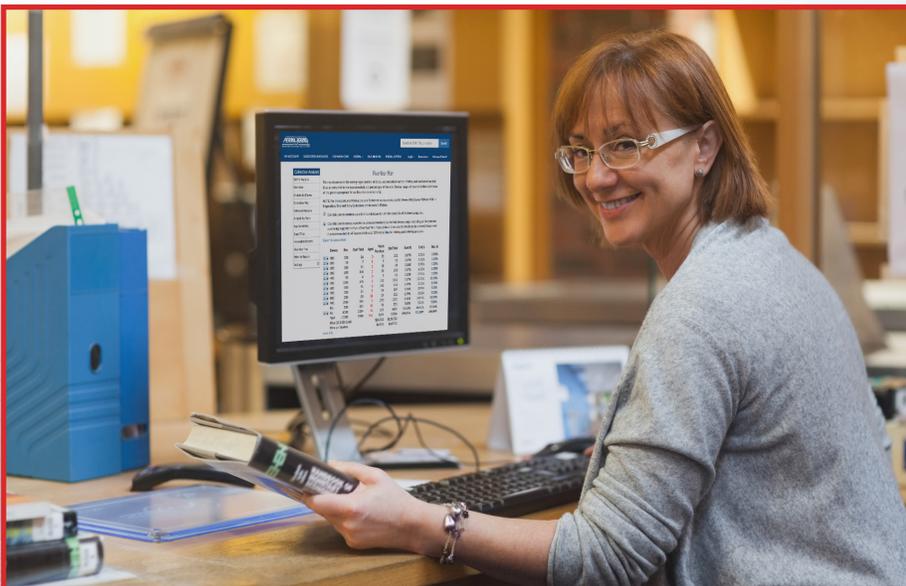
Keep Your Collection Current and Relevant with our Value-Added Library Services

Build a Collection Online

📍 Designed to help generate lists of books for customers based on a variety of criteria, including reading and interest level, copyright, language, Dewey, binding type, and more.

📍 Upon conducting a search, the tool uses our specialized title weighting system developed by the Perma-Bound Collection Development Department.

📍 Designed to be used for generating specific lists of small-to-moderate-sized collections, and can be accessed by going to Advanced Search and selecting the "Collection Wizard" tab.

List
Customer's Username
*List Name
*Amount (ex: 5000)
Percentage Over (ex: 20)
Grade Levels
+ Reading Levels
+ Interest Levels
+ Lexile Measures
Reading Programs
+ AR Reading Levels
+ RC Reading Level
+ Guided Reading Level
Product Details
+ Copyright Years
+ Language
+ Binding
+ Media Type
+ Reviewing Agency
Match List
+ In Lists
+ Not In Lists
Percentages
+ Fiction/Easy
+ Standard Deweys
+ Product Types
+ Custom Dewey Ranges
Submit Reset

Perma-Bound Digital
Connecting your school to digital content

Perma-Bound Digital will help you integrate digital content through a full-featured portal that gives your students and teachers easy access to over 250,000 ebooks, interactive ebooks, audiobooks and databases.

Perma-Bound's digital portal, eHub, bridges the gap between publisher agreements, school information systems, and student access—managing your digital licenses from a single cloud-hosted platform.

Perma-eHub features a contemporary reader and audio player designed to keep your students engaged in learning.
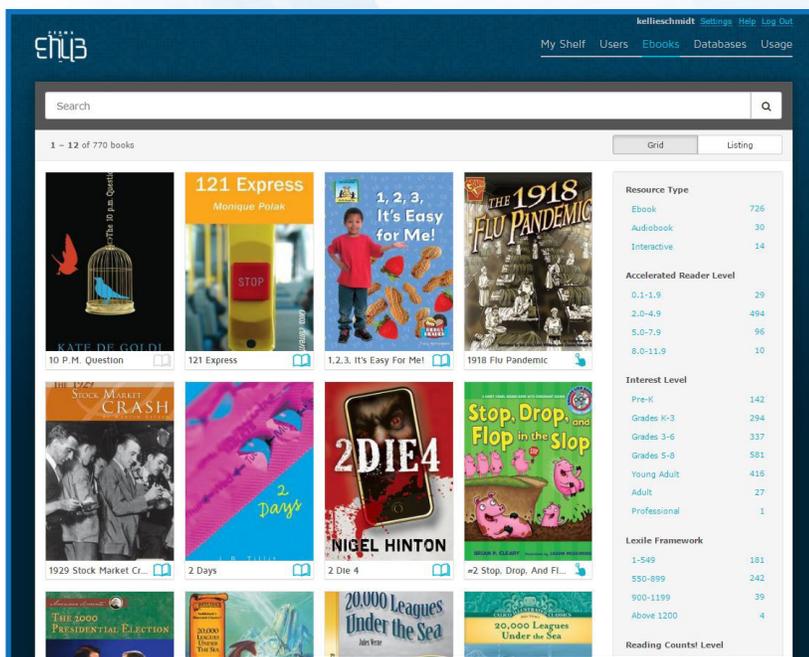
Setting Up Your New Perma-eHub Account

You must have a Perma-Bound website account to register for a Perma-eHub account.

1. From your Perma-Bound website "My Account" page, select "My eHub Account" from the left side of the page.

2. Select a profile from the "Is Library Processing Required" drop-down menu.

3. Select one of the free ebook collections—Elementary, Middle, or High School.

4. Select "Create" on the bottom left side of the page.

5. You should now be viewing your free ebooks in your new Perma-eHub account.

Accessing Your Existing eHub Account

1. Log into your Perma-Bound website account at **www.perma-bound.com**.

2. From your "My Account" page, select "My eHub Account" from the left side of the page.

3. You should now be viewing your school's ebook collection.
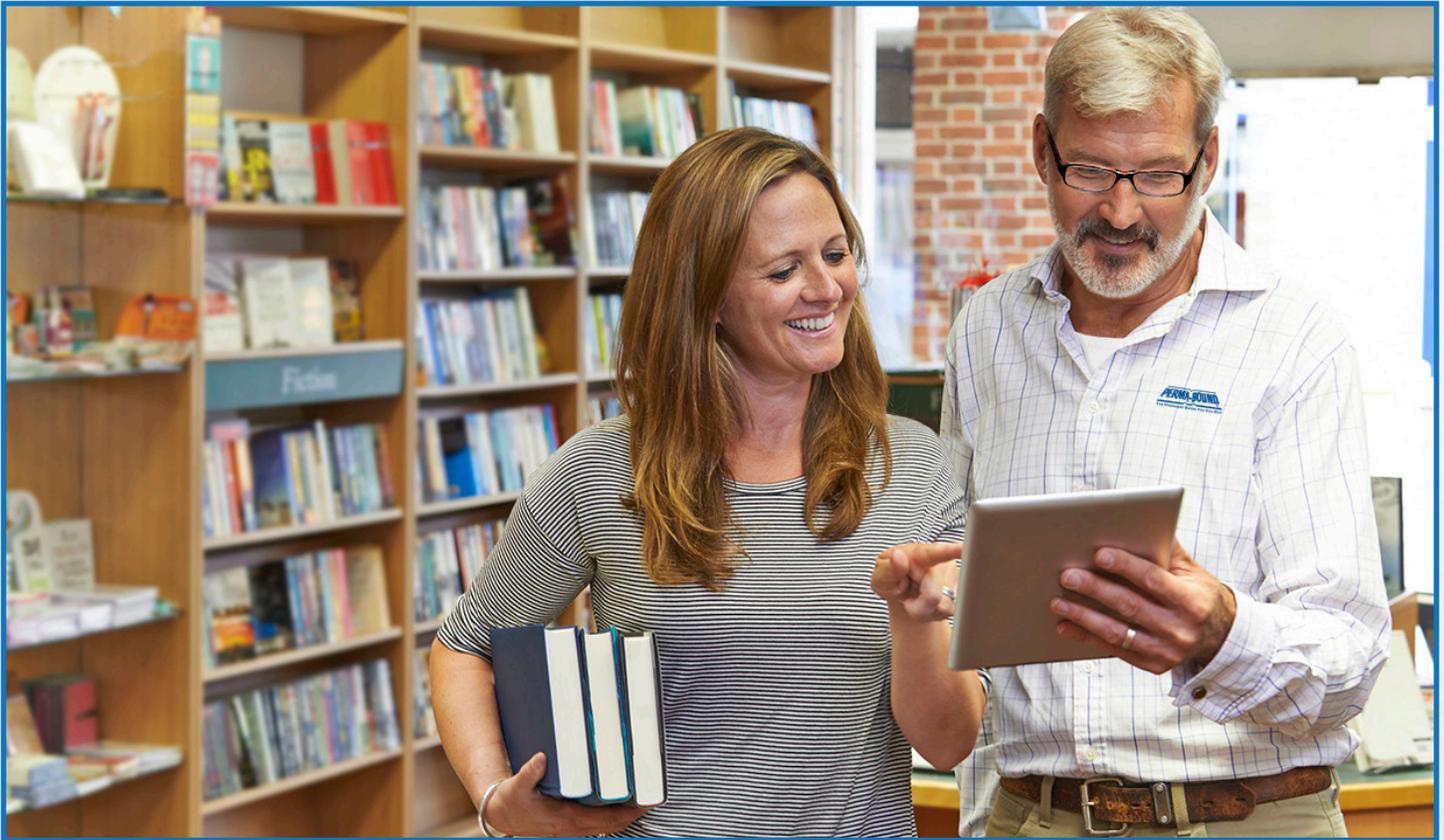
For a customized tour of Perma-Bound's website,
visit www.perma-bound.com or contact your local sales representative.

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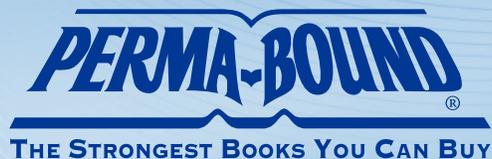
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