

# **PERMA-BOUND.COM**

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## **Quick-Start Web Guide**

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# Here's How to Get Started Fast on Perma-Bound.com!

## Create your account

1. On the homepage, choose "My Account" on the top menu bar.
2. Click the link under "New User" to create your free account.

## Creating a list & add items

1. Choose "New List" at the bottom of the "My Account" screen.
2. Enter your list name and optional notes, then choose "OK."
3. Search for titles, then click "Add" to include in list.

4. To choose "Hot Titles," click the flame icon in search results. Further filter by reading level, interest level, etc.



**PERMA-BOUND**  
THE STRONGEST BOOKS YOU CAN BUY

MY ACCOUNT CURRICULUM LIBRARY DIGITAL SPECIAL OFFERS RESOURCES AB

### Register for an Account

Step 1: Please fill out this form to create a Perma-Bound account.

Our registration process will take you through a couple screens in which you can enter your information.

NOTE: For our US and Canadian users, the ZIP/postal code you enter on this page will assist in presenting you. Please make sure this ZIP/postal code is the correct one for your school or library. This will ensure accurate account fast and simple one for you.

\*Username  5-30 characters long using letters and numbers  
 \*Password  Password must be at least 8 characters long  
 \*Password Verify   
 \*First Name   
 \*Last Name   
 \*Title  Click to Select a Title  
 \*Email Address 1   
 Email Address 2   
 \*Phone   
 Cell Phone

## Book Buttons

Book buttons help you narrow down your choices! You'll find them on the website listings of selected books.

**AL** Adult Language

**BIG** Big Book

**Board Book**

**CC A** CC Aligned

**CC R** CC Recommended

**CC S** CC Suggested

**CD** CD

**Chapter Book**

**C** Clearance

**CC** Common Core

**e** eBook

**e** eBook Download

**Graphic Novels**

**HighLow**

**Hot Titles**

**Inventory Reduction**

**A** Large Print

**Manga**

**MC** Mature Content

**Multicultural**

**NEW** New

**NF** Nonfiction

**eBook MUS** (Multi User Access)

**Perma Source Classics**

**Search Online**

**STEAM**

## SEARCHES | Simple and Advanced

### Simple Search

1. Enter keyword in the search bar, then choose search type from the drop-down menu.
2. Press "enter."

### Advanced Search

1. Choose "Advanced Search" below the search bar in the upper right corner of the screen.
2. Enter keyword, then further refine search by clicking "+" where indicated.
3. Press "submit" or "enter."

**Search For**

Narrow By  Easy/Keyword

**Standards**

☒ Standards

**Grade Levels**

☒ Reading Levels  
☒ Interest Levels  
☒ Lexile Measures

**Reading Programs**

☒ Reading Program  
☒ AR Reading Levels

## SERIES TRACKER

Track popular fiction series and monitor new titles and formats! Sign up for free at [www.perma-bound.com/series-tracker](http://www.perma-bound.com/series-tracker).

**Most Recent Additions To Popular Series**

**PERMA-BOUND SERIES TRACKER**

Perma-Bound Series Tracker is designed to announce NEW Titles released in popular fiction series.

- Choose Series
- Receive Email Notifications

**Features**

- Top 25
- Content Lists
- Series Synopsis
- Author Biography
- Volume Number
- Copyright Year
- Supplementary Teaching Materials

Sign up for Series Tracker on My Account page  
To Create A Perma-Bound Account [Click here.](#)

Series suggestions can be made at [suggestions@perma-bound.com](mailto:suggestions@perma-bound.com)

## LIBRARY SERVICES | MMC & CAP

- Match your school or library's MARC data against Perma-Bound's inventory with **Manage My Collection (MMC)**; then, evaluate your collection and identify future needs with our **Collection Analysis and Planning (CAP)** tool.
- To upload MARC records, log in and click "My Collection" on the left-hand menu, then click "Upload/Update" on the drop-down.
- Then, click "Collection Analysis" on the "My Collection" drop-down to get started with MMC and CAP.

**PERMA-BOUND**  
The Essential Source You Can Trust

Collection Analysis and Planning

Perma-Bound's Collection Analysis and Planning (CAP) program is a powerful analysis tool you can utilize free of charge to evaluate your current collection and identify future needs. The online CAP program will break down your collection down by Dewey and by genre and format as well as for insights and provide you with essential series, authors, and topics allowing you to easily see the current standing of your collection. In addition, the program also identifies missing records, and provides a five-year plan highlighting your current standing and forecasting needs for the coming years.

All efforts designed with you in mind, to help your library achieve its fullest potential. CAP may also be used to identify MARC records you have collected for titles that are currently in the Perma-Bound database, which may not be reflective of your own collection. Because of this, you may notice a difference between the actual number of books in your collection and what is displayed in a custom Manage My Collection (MMC).

To begin analyzing your collection, [click here.](#)

**Make Your Collection Comprehensive**

Perma-Bound's CAP program works in conjunction with our title matching program Manage My Collection (MMC) optimizing the chances of purchasing books already on your shelves, as your investment is a financial win.

[Click to learn more about Manage My Collection.](#)

**Customizable To Fit Your Unique Needs**

Additional features of our CAP program allow you to input your school's specific demographics and book ownership goals in order to receive tailored reports and title suggestions generated just for your needs!

**We Are Ready For Your Call**  
Perma-Bound, Inc. • 1-800-637-4381

## GENRE SERVICES

Whether you need complete genrefication or a hybrid system, our genre services are tailored to your needs. Find out more at [www.perma-bound.com/genre-labels](http://www.perma-bound.com/genre-labels).

**PERMA-BOUND**  
The Essential Source You Can Trust

Genre Labels

Our program gives you the option to categorize Perma-Bound books with the old Genre Labels. The new labels are attached to the back of the book and provide an easy visual reference for librarians and patrons alike. Books are now color-coded and labeled with a 30.00 per book (30.00 for Canadian orders). Available labels include:

- Adventure
- Classics
- Fantasy
- Graphic Novels
- Historical Fiction
- Horror
- Humor
- Love Stories
- Mystery
- Science Fiction
- Short Stories
- War
- Western

**Genre Services**

We offer you the option to completely convert your library if you desire. For more information, please contact your Sales Representative, or call our Customer Service department at 1-800-637-4381 (in Canada 1-800-441-1140). You may also email [Genre@perma-bound.com](mailto:Genre@perma-bound.com) or log into your account and following the instructions under Processing/Conversion.

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Pinterest

**Resources**  
Create a Perma-Bound Account  
View the Series Tracker  
Sign up for the Series Tracker  
About Us  
Contact Us



For more information about Perma-Bound's website and services, visit **[www.perma-bound.com](http://www.perma-bound.com)** or contact your sales representative.

**Perma-Bound**

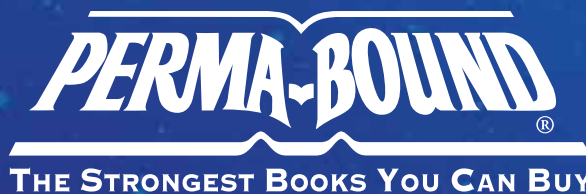
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