Site Scoping lets consortia libraries block Subjects, Titles, and/or Authors from being visible to patrons when they search for content. If a member library wants to exclude subjects that are not suitable for their students (example: erotica, sex, alcohol or drug related titles), those subjects can be excluded from search results via scoping.

To begin, click on **Settings** on the Admin home page.

You will be taken to the Settings page. Click **Site Scoping**.

To start the scoping process, click **Edit**. If you have previously set scoping parameters excluding titles from your search results, they will display on this tab.
**Scoping by Subject:**

Go to the **Subjects** tab to begin scoping by subject. Use the arrows next to the subjects to show sub-topics. Drill down to those you wish to exclude. Click the checkbox next to the topic to exclude, then click the Red arrow to move your selection to the Excluded Subjects list. DO NOT check the box next to the parent subject. If you accidentally exclude a topic, you can check the box and click the Green arrow to remove it from the Excluded Subjects list.

**Note:** You can click **Only show subject areas currently in the library** to narrow the list to only those in your consortia, but if a new title is purchased in a subject area that was previously not in the library, that subject area will not be excluded.

You can use the search bar to find unwanted topics by keying in your term and clicking on the magnifying glass. In the example to the right, a search for erotica shows that it can be found as a sub-topic eight times under different primary subjects.

From the search results screen, expand down to the sub-topic you want to exclude, check the box next to it and click exclude.

Click on the red X to return to the full list.
Subjects Most Frequently Excluded by Schools:

FICTION / Erotica / General  
FICTION / Romance / Erotica  
FICTION / African American / Erotica  
FICTION / African American / Urban  
SELF-HELP / Sexual Instruction  
HEALTH & FITNESS / Sexuality  
HUMOR / Topic / Adult  
PSYCHOLOGY / Human Sexuality  
SOCIAL SCIENCE / Pornography  
ART / Subjects & Themes / Erotica  
COOKING / Beverages / Beer  
COOKING / Beverages / Bartending  
COOKING / Beverages / Wine & Spirits  
COMICS & GRAPHIC NOVELS / Erotica  
BODY, MIND & SPIRIT / Sacred Sexuality  
PHOTOGRAPHY / Subjects & Themes / Erotica  
COMICS & GRAPHIC NOVELS / Manga / Erotica & Hentai  
SELF-HELP / Compulsive Behavior / Sex & Pornography Addiction

* Note: this list is in no way sanctioned or recommended by Baker & Taylor or your consortium. It is simply a data driven list of the subjects most commonly scoped by Axis 360 schools. Nor should it be considered a complete list of all subjects you might want to exclude. A complete report of subjects schools have excluded is available upon request.
Scoping by Audience

You can also exclude content by Age or Grade range. To exclude certain audiences from search results, go to the Audiences tab and then select which audience levels you wish to exclude. For example, if you're an Elementary library, you may want to exclude titles aimed at older children or adults. If you're unsure about an audience level...for example you might be at an Elementary school, but want to include a handful of Teen titles, you can deal with one-off titles in the Titles tab to be discussed later in this document.

**Note: Please keep in mind that publishers set the audience and different publishers might apply a different audience to the same title. To avoid excluding desired content you might want to minimize the audience levels scoped out.

**Note: Titles that have NA as the audience level will not be excluded at the audience level. If you scope out audience level General Adult it will also exclude any title that has N/A as an Audience Level. If you do not exclude G.A. those titles will flow to schools.
**Whitelisting Authors**

You can use the **Whitelisted Author** tab to INCLUDE titles by designated authors regardless of what subject or audience the title falls in. Click the Whitelisted Authors tab. Click the box next to the Author(s) you wish to include, then click the Red arrow.

**Scoping by Blacklisted Authors**

You can use the **Blacklisted Author** tab to EXCLUDE titles by designated authors regardless of what subject or audience the title falls in. Click the Blacklisted Authors tab. Click the box next to the Author(s) you wish to exclude, then click the Red arrow.
Scoping by Title:

You can use the Titles tab to exclude or include certain titles regardless of what subject or audience the title falls in. For example, you might have included the "Grade 4-6" audience level, but have a few titles you DON'T want to show or you might have excluded the “Teen” audience levels, but have a few titles you DO want to show.

Click the Titles tab. Search for your title using either ISBN, Title or Author, click return to get results. Hover over the book you wish to include or Exclude. To INCLUDE a book that was excluded in the previous steps, click Add to Whitelist. To EXCLUDE a book that was not removed in the previous steps, click Add to Blacklist

Confirm Your Selections

Once scoping is complete, click on the Confirm tab to see a list of all titles excluded
Hover over the cover image to view details about the title, or to see how you excluded the title (by Audience, Title, Subject, or Author).

<table>
<thead>
<tr>
<th>Excluded by Subject</th>
<th>Excluded by Audience</th>
<th>Excluded by Title</th>
<th>Excluded by Author</th>
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</table>

After reviewing the titles that will be excluded, select **Apply** to approve the exclusions. You will be asked to confirm your changes. Select **Yes** to proceed, or **No** to go back and make changes.

Once you have approved your changes, you will receive a message stating how long it will take the changes to go into effect on your collection.

**Note:** Always navigate to the Confirm tab and apply changes and wait for the Success message and click OK before exiting scoping.

**Important Note:** After the scoping parameters are set, it is essential that the admin/ librarian review all the titles displaying on the Magic Wall to make sure no inappropriate titles are showing. Scoping parameters exclude content based on title metadata provided to Baker & Taylor by the title’s publisher. Some titles may not have full metadata and so may not be excluded as you intended. If you find titles that have not been scoped out of display, you may return to the scoping tool and exclude them by Title. Note: A high number of audio titles do not have audience levels.