

Creating and Managing Lists

- 1) Search for items you wish to add to (a) List(s). For each item to add to a list, first add the item to your “cart” using small icon under “Additional actions:”

This screenshot shows search results for Michael Connelly books. The first result is an eBook/eMedia item from 2001, which is 'Not Available' (0 of 1 copies available; 1 on hold). The second result is 'The Harry Bosch novels 2 / Michael Connelly', a book from 2001, available at GDL Central Library Fiction. The third result is 'The Harry Bosch novels / Michael Connelly', also a book from 2001, available at GDL Central Library Fiction. Each result includes a 'Request it' button and 'Additional actions' icons. In the third result, the shopping cart icon is highlighted with an orange box. At the bottom, there is a warning: 'Letzte Warnung : ein Harry-Bosch-Roman / Michael'.

- 2) Once you have added desired items to your cart, click on “My cart (# items)” at the top of the display (next to account information), or on “view cart” in the blue box next to any item added to your cart:

This screenshot shows the library's 'My Cart' page. The top navigation bar includes 'Library Account', 'Databases & More', 'eBooks/Digital', 'DVD Media Box', and 'Search other Libraries'. The 'My Cart (4 items)' link is highlighted with an orange box. The search bar contains the text 'harry'. Below the search bar, there are tabs for 'Catalog' and 'Articles'. The results section shows 'Results 1 - 10 of 3676 for harry', sorted by Relevance. A sidebar on the left shows 'Current refinements: At The Library' and 'Refine by: Availability At The Library' and 'Online (83)'. The main content area displays a book titled 'Prince Harry [text (large print)] : brother, soldier, son / Penny Junor', which is highlighted with an orange box. To the right of this book, there is a 'Request it' button and a blue box with the text 'This item is in your bookcart' and a 'view cart' button, also highlighted with an orange box. The bottom of the page shows the start of another result: 'Harry Seidler : lifework / Vladimir'.

- 3) In your cart view, the items are all displayed and selected. If you want to add only some cart items to a list, de-select the checkboxes for the items you do not wish to add. (Note that you can also just clear the cart by

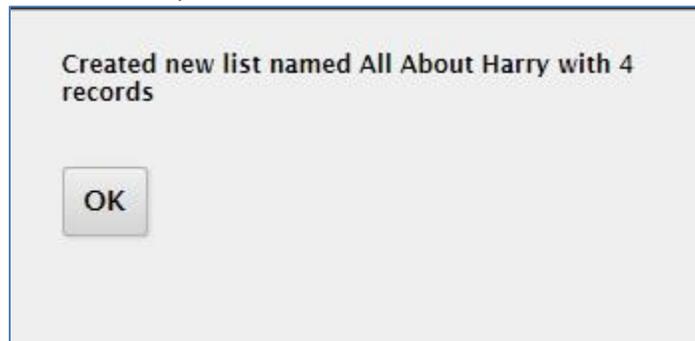
clicking on the link at the top of the screen, near your name.) All the actions you can take on the selected items in your cart are displayed in the gray banner at the top of the screen, including “Save to list.”

The screenshot shows a library website interface. At the top, there is a navigation bar with links: Library Account, Databases & More, eBooks/Digital, DVD Media Box, and Search other Libraries. A search bar contains the text 'harry bosch' and a play button icon. Below the search bar, there is a banner with several action buttons: Request it, Remove from cart, Add tag, Email, Export to RefWorks, Export to EndNote, and Save to list. The 'Save to list' button is highlighted with an orange box. Below the banner, there are three search results, each with a checkbox, a book cover, a title, a description, and a 'Request it' button. The first result is 'Dirty Harry collection [videorecording]', the second is 'Harry the dirty dog [videorecording] : --and more playful puppy stories / Scholastic ; Weston Woods', and the third is 'Prince Harry [text (large print)] : brother, soldier, son / Penny Junor'. Each result also has a 'Save to list' button highlighted with an orange box. A gray dialog box is visible on the right side of the screen, indicating that the items are in the bookcart and can be removed.

4) Click on “Save to list,” and you will get a gray dialog box itemizing all the items being added to the list, and boxes allowing you to name the list and type a description. (If you have already created and saved one or more lists, this box would have the option for you to select a list you already maintain in your account, or create a new list):

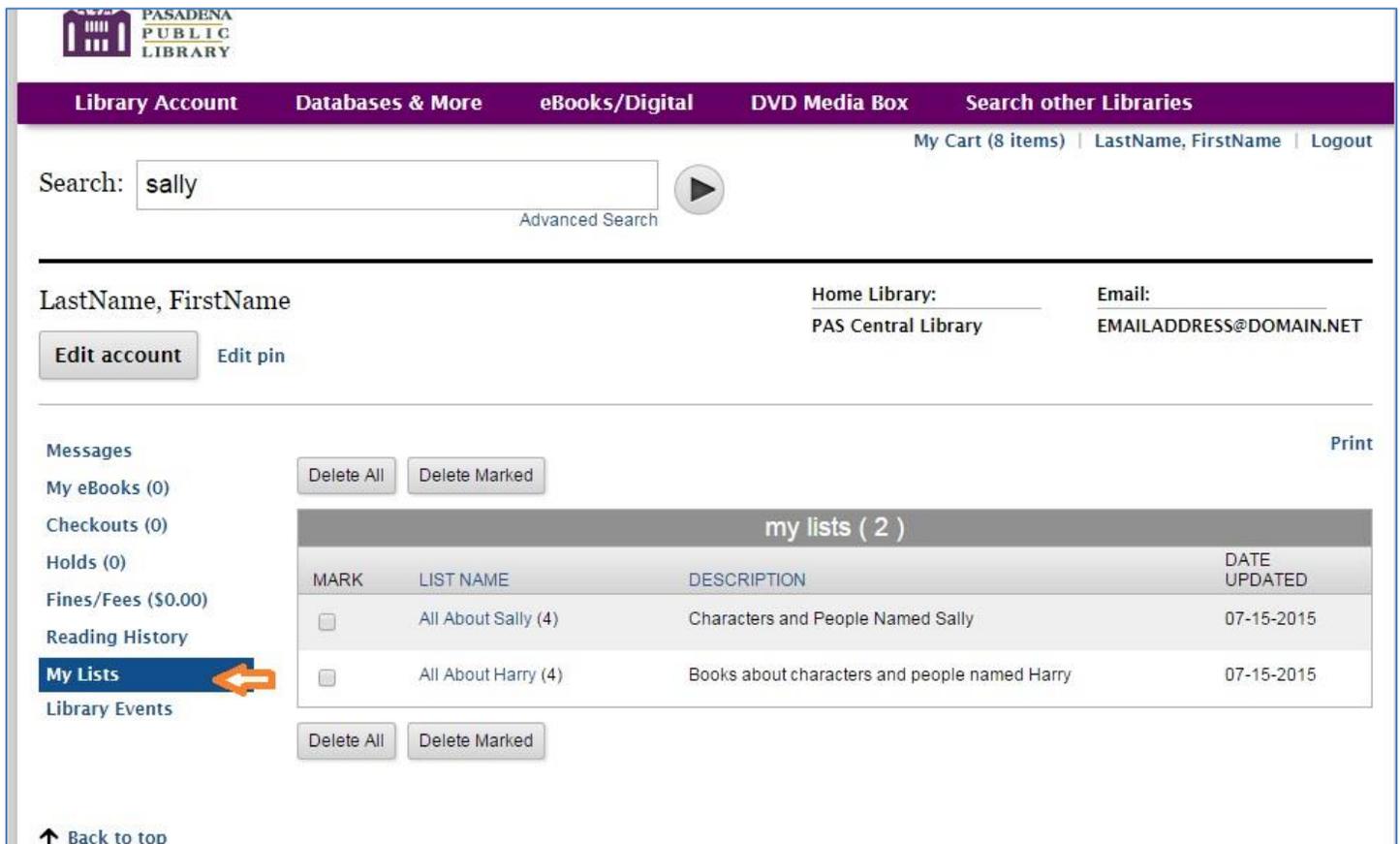
The screenshot shows a 'Save to My List' dialog box. It has a title bar with a close button. The dialog box contains a 'Name:' field with the text 'All About Harry', a 'Description:' field with the text 'Books about characters and people named Harry', and a 'Create' button. To the right of the input fields, there is a list of 'Included items:' which includes: Dirty Harry collection [videorecording], Harry the dirty dog [videorecording] : ..., Prince Harry [text (large print)] : ..., and Harry Seidler : lifework. The 'Included items:' label is circled in orange, and there are orange arrows pointing to the list items.

5) You'll receive a confirmation that you saved the items to the list:



6) Click "OK" and you're done. To view your created lists, click on your name to go to the account view, and click on "My Lists." All of your lists are displayed here. You can check boxes to select lists and delete, or delete all lists. If you click on a particular list, you will enter the list view, and here you can manage the individual list as well, including exporting selected items from the list, or moving items from that list to another list.

All Lists View:



PASADENA PUBLIC LIBRARY

Library Account Databases & More eBooks/Digital DVD Media Box Search other Libraries

My Cart (8 items) | LastName, FirstName | Logout

Search: 
Advanced Search

LastName, FirstName Home Library: PAS Central Library Email: EMAILADDRESS@DOMAIN.NET

[Edit account](#) [Edit pin](#)

Messages [Print](#)

My eBooks (0) [Delete All](#) [Delete Marked](#)

Checkouts (0)

Holds (0)

Fines/Fees (\$0.00)

Reading History

My Lists 

Library Events

my lists (2)			
MARK	LIST NAME	DESCRIPTION	DATE UPDATED
<input type="checkbox"/>	All About Sally (4)	Characters and People Named Sally	07-15-2015
<input type="checkbox"/>	All About Harry (4)	Books about characters and people named Harry	07-15-2015

[Delete All](#) [Delete Marked](#)

[Back to top](#)

Individual List View:

LastName, FirstName Home Library: PAS Central Library Email: EMAILADDRESS@DOMAIN.NET

[Edit account](#) [Edit pin](#)

Messages Print

My eBooks (0)

Checkouts (0)

Holds (0)

Fines/Fees (\$0.00)

Reading History

My Lists

Library Events

[Delete All](#) [Delete Marked](#) [Export List](#) [Move marked](#) [Change name](#) [Back to My Lists](#)

my lists > all about sally (4)

MARK	TITLE	AUTHOR	DATE ADDED
<input type="checkbox"/>	Sally at the farm / written and illustrated by Stephen Huneck.	Huneck, Stephen.	07-15-2015
<input type="checkbox"/>	Sally go round the stars : favourite rhymes from an Irish childhood / [compiled by] Sarah Webb & Claire Ranson ; illustrated by Steve McCarthy.	(no author)	07-15-2015
<input type="checkbox"/>	Sally in the snow / written and illustrated by Stephen Huneck.	Huneck, Stephen, author, illustrator.	07-15-2015
<input type="checkbox"/>	Sally Ride : America's first woman in space / Lynn Sherr.	Sherr, Lynn.	07-15-2015

[Delete All](#) [Delete Marked](#) [Export List](#) [Move marked](#) [Change name](#) [Back to My Lists](#)

Actions you can take on individual lists: Delete all items, delete marked items, export the list (to flashdrive or other storage, or email) in a variety of formats, move marked items to another list, or change the name of the list.