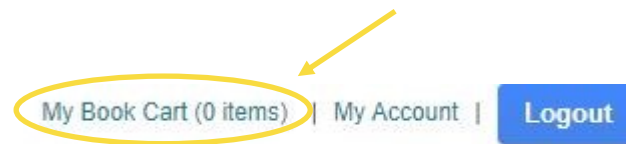


# Making Lists

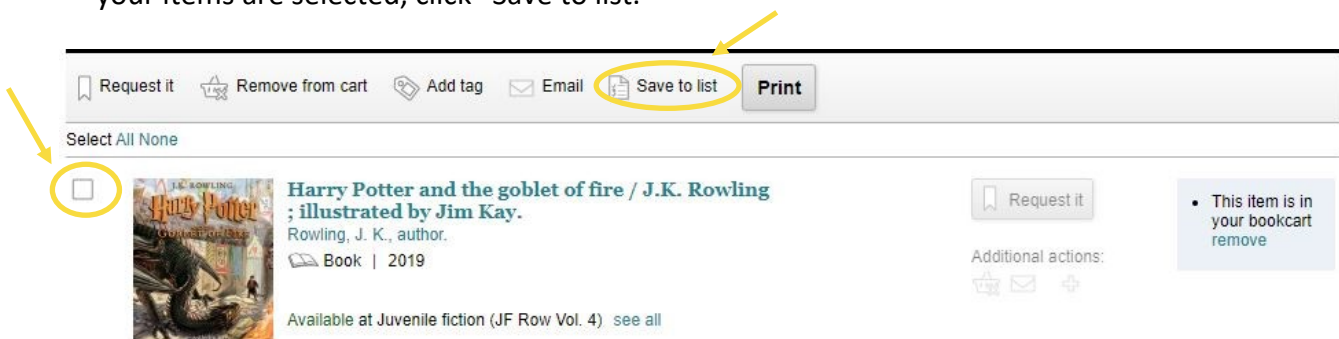


Lists are a way for you to keep track of and organize library items. You can keep a list of books and DVDs that you want to check out or a list of fantasy novels that you read in the last year—the possibilities are endless!

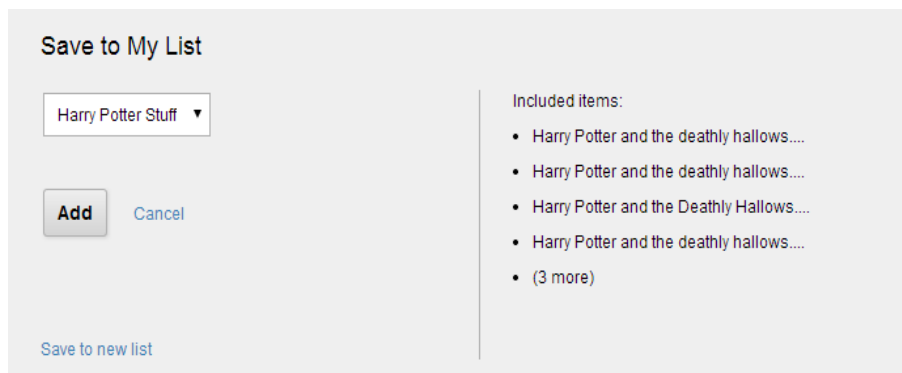
To make a list, you will first need to put some items in your book cart. See our tutorial on the Book Cart for more information about using your book cart. Once you've added the items to your cart, click on the "My Book Cart" link in the top right hand corner of the screen.



Your book cart will look something like the picture below. To create a list, you must first select the items that you want to add to a list by checking the box to the left of the item title. To select all of the items in your cart, click the "Select all" link right below the "request it" button. Once your items are selected, click "Save to list."

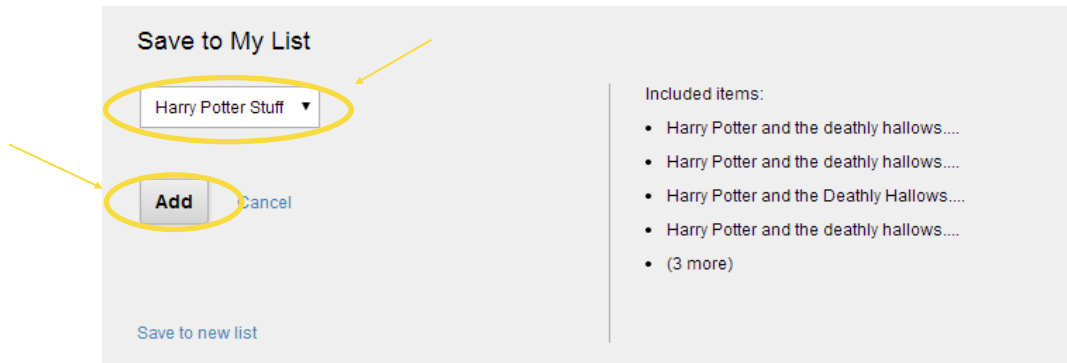


Clicking on "Save to list" will display the following dialog box.



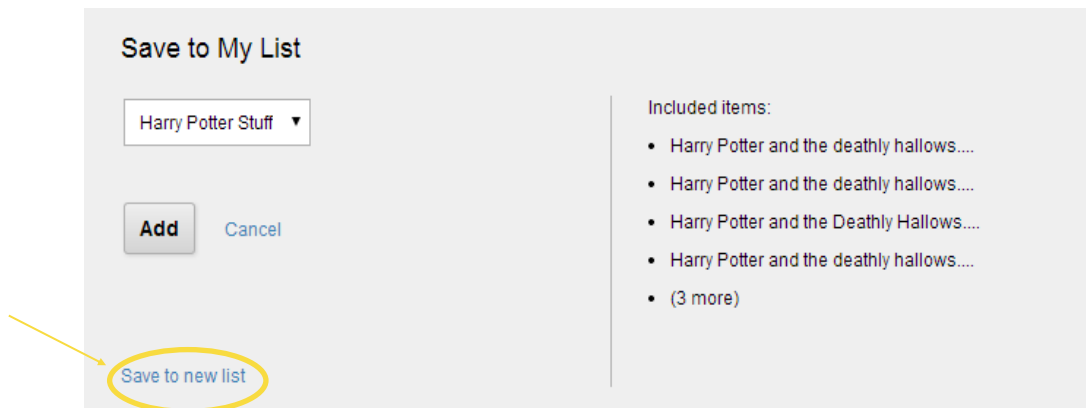
### To add items to an existing list

If you want to save the items in your cart to a list that you have already created, select the list from the dropdown menu and then click the “Add” button.

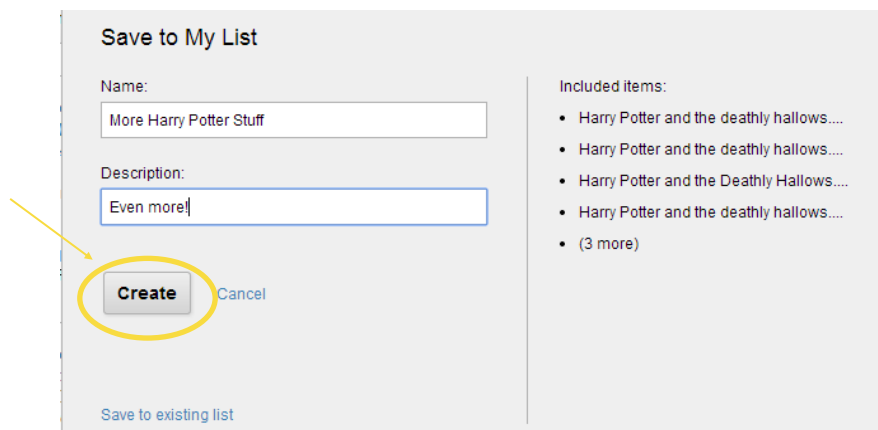


### To add items to a new list

If you want to save the items in your cart to a new list, click on the “Save to new list” link at the bottom of the dialogue box.



This will open up a dialogue box asking you for information about your list. Type in the title of your list and a brief description. Once you’re done, click the “Create” button.



## View your lists

To view your lists, go to your account by clicking on your name at the top right hand corner of the page. Click on the “My Lists” tab on the menu on the left hand side of the page.



The screenshot shows a library account interface. On the left, a sidebar menu lists various account features: Checkouts (3), Fines/Fees (\$0.00), ILL, Programs, Holds (0), Reading History, Preferred Searches, and My Lists (highlighted with a yellow circle). The main content area displays a table titled "my lists ( 2 )" with columns for MARK, LIST NAME, DESCRIPTION, and DATE UPDATED. Two lists are shown: "World War II (2)" and "Harry Potter Stuff (1)". Each list has a checkbox in the MARK column. Above and below the table are buttons for "Delete All" and "Delete Marked". A "Print" link is visible in the top right corner.

MARK	LIST NAME	DESCRIPTION	DATE UPDATED
<input type="checkbox"/>	World War II (2)		12-06-2023
<input type="checkbox"/>	Harry Potter Stuff (1)		12-06-2023

This will display all of the lists that you have created, along with their description and the date last updated. The number of items on a list appears in parenthesis next to the list name. You can delete individual lists by checking the box to the left of the list title and selecting “Delete Marked.” You can delete all of your lists by selecting the “Delete All” button.

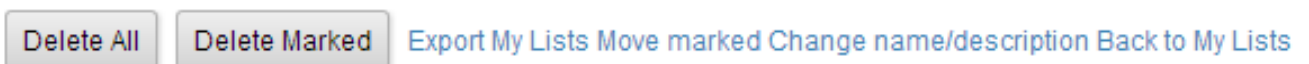
To view the contents of an individual list, click on the list’s name. Your list will look something like this:



The screenshot shows a detailed view of a list titled "my lists > harry potter stuff ( 7 )". At the top, there are buttons for "Delete All", "Delete Marked", and a set of links: "Export My Lists", "Move marked", "Change name/description", and "Back to My Lists". Below is a table with columns for MARK, TITLE, AUTHOR, and DATE ADDED. One item is listed: "Harry Potter and the deathly hallows. Part 1 [sound recording (CD)] : original motion picture soundtrack / music composed and conducted by Alexandre Desplat." with author "Desplat, Alexandre." and date "03-31-2014".

MARK	TITLE	AUTHOR	DATE ADDED
<input type="checkbox"/>	Harry Potter and the deathly hallows. Part 1 [sound recording (CD)] : original motion picture soundtrack / music composed and conducted by Alexandre Desplat.	Desplat, Alexandre.	03-31-2014

You can edit your list by selecting one of these options:



The screenshot shows the edit options for a list. It includes buttons for "Delete All" and "Delete Marked", and a set of links: "Export My Lists", "Move marked", "Change name/description", and "Back to My Lists".

**Delete All** — This will delete all of the items on your list.

**Delete Marked** — Use this option to delete selected items from your list.

**Export My Lists** — You can choose to save your list to your computer, send it to yourself or someone else via email, or open it as a printable version in your internet browser.

**Move Marked** — Use this command to move selected items to a new or existing list.

**Change name/description** — Change the name or description of your list.

**Back to My Lists** — Returns you to your account’s list of lists.