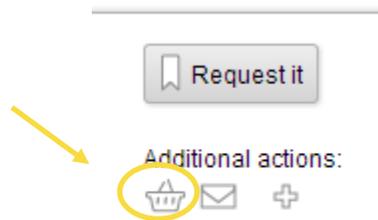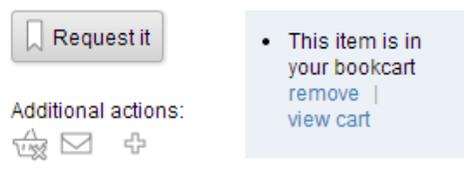# MY BOOK CART

LAKE BLUFF
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What is the Book Cart?

You can use the Book Cart to perform an action on a group of items that you have selected. In order to use the Book Cart, you will first need to add some items to your cart. To add an item to your cart, click on the little shopping cart icon underneath the request button:
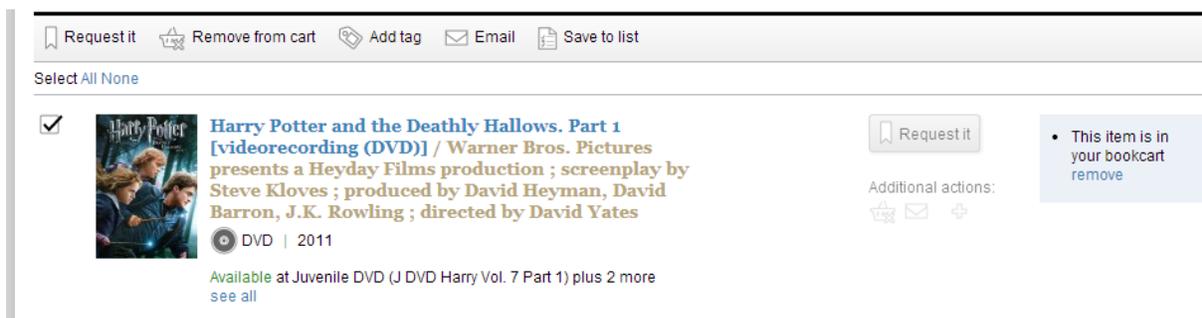

Once you've added something to your book cart, you will see this message to the right of the item record:

You can continue adding items until you are ready to proceed. To open your Book Cart, you can click "view cart" on one of the items that you have added, or just click on "My Book Cart" in the top right hand corner of the webpage.

Your Book Cart will look something like the picture below. As you can see, you have a few options available: Request It, Remove from Cart, Add tag, Email, and Save to list.

Here's a slightly clearer view of the options for your cart. Each option is discussed in more detail below.

Request it   Remove from cart   Add tag   Email   Save to list

Request It

You can use the Book Cart to place holds on multiple items. Before you place a hold, remember that you can only have 10 hold requests on your account at once. Decide what items you would like to place on hold and select them by checking the box to the left of the title. After you have made your selections, click "Request It." The system will ask you to confirm your request before it is placed (for more information on holds, see our Placing Holds tutorial).

Remove from Cart

To remove an item from your cart, select it by checking the box to the left of the title and then click "Remove from cart." You can also remove individual items by clicking on the "remove" link to the right of the title.

Add Tag

You can add a tag to multiple items in your Book Cart. Tags are essentially descriptive tools. You would add a tag to an item in order to make it easier to find in the catalog. Please note that tags are public. The Library reserves the right to remove tags that violate our User Behavior policy.

Email

You can use this option to email a list of items to yourself or a friend.

Save to List

You can also save items in your Book Cart to a list. For more information on lists, please see our Making Lists tutorial.