Creating Lists in the Library Catalogue

Casey Cardinia Libraries

Contents

Creating Lists

Isn't it great that we can borrow items from the library catalogue at the click of a button? And isn't it also great that we can place items on hold when we would like to borrow them, but they are not yet available? If only there was some way we could keep track of those items we might like to borrow at some stage, but not right now...well we can! It is called 'lists' in the catalogue, and this is how we do it:

- First, be sure to log in to the catalogue using your library card number and password details.
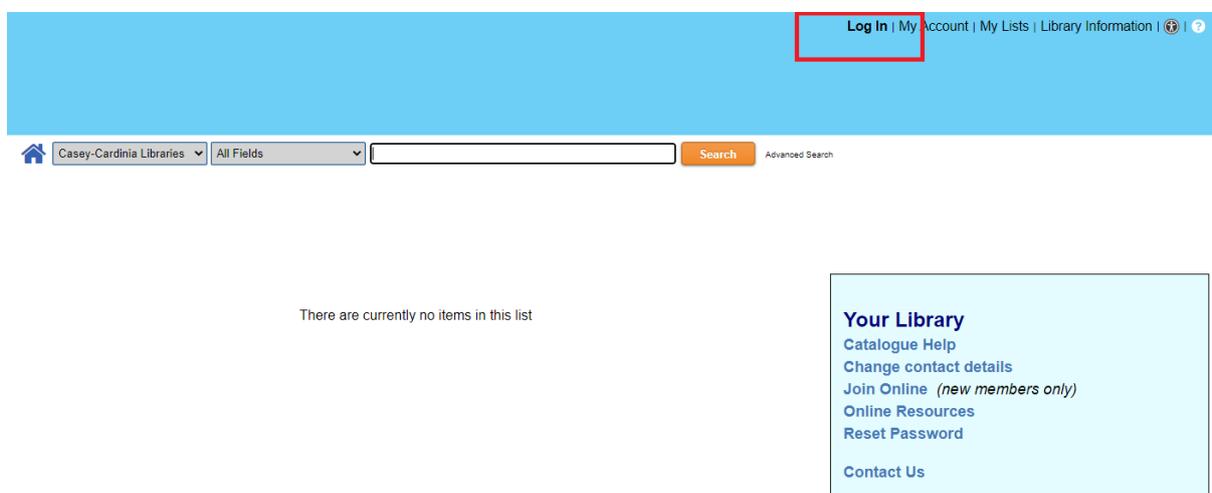

- If you cannot log in to your account, go **here** to reset your password details.

From here, we want to create a list that we can use to hold all our saved items.

- From the library catalogue home-screen, click **My Lists.**

Log In | My Account | My Lists | Library Information | ⊕ | ❓

Casey-Cardinia Libraries ⌄   All Fields ⌄   [   ]   **Search**   Advanced Search

There are currently no items in this list

Your Library
Catalogue Help
Change contact details
Join Online *(new members only)*
Online Resources
Reset Password

Contact Us
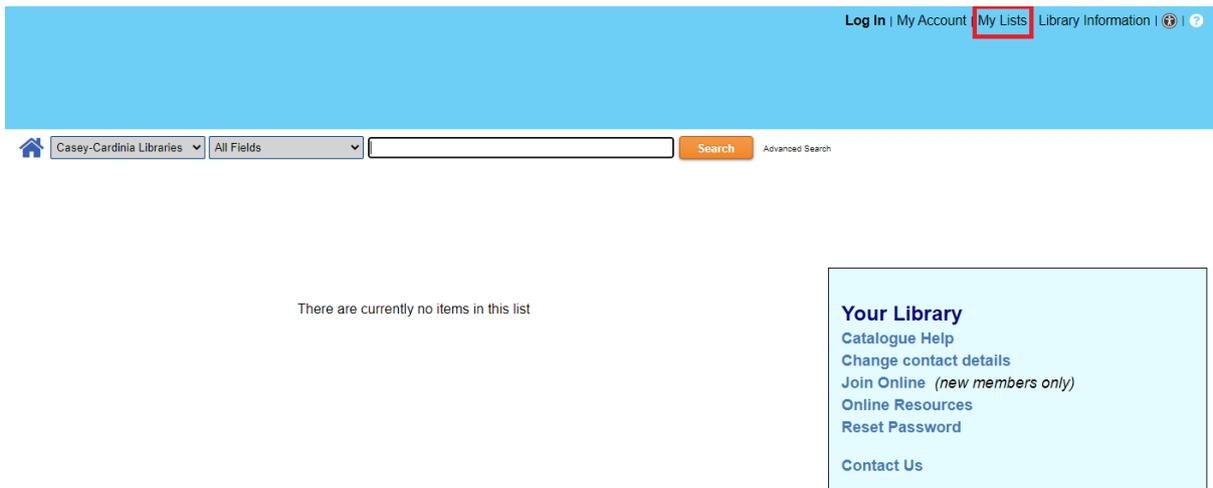
- Click the **Add List** button.

Welcome Quinsee, Ryan [STAFF] (Mr) | **Log Out** | My Account | **My Lists** |

Casey Cardinia Libraries   *Inspiring spaces*
Where everyone is free to discover possibilities

Casey-Cardinia Libraries ⌄   All Fields ⌄   [   ]   Search   Advanced Search

👤 Lists
   [Arrange By: ⌄]
   Temporary List (0)
   ⦂☐ Fiction (0)

📋 Temporary List
   ☐ Select an Action ▼

☐
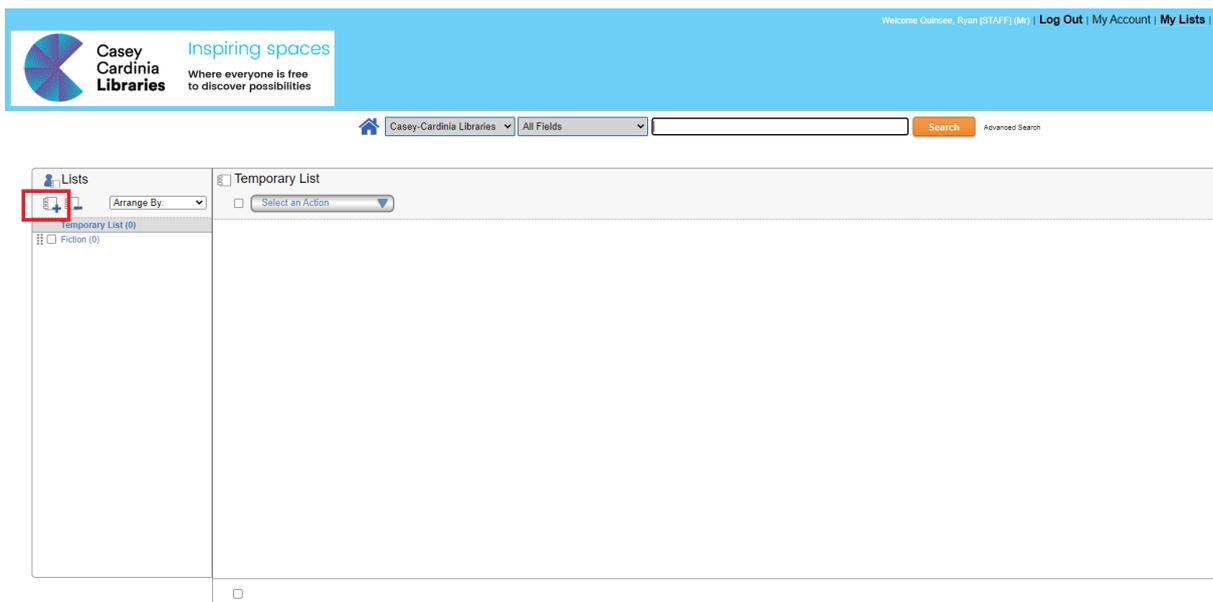
- Name the list something that is meaningful to you, then click **create**.

A new list to store all our saved items will now be created.

Adding to your Lists

Now, let us say we would like to borrow an item at some stage but not right now. We can add it to our newly created list!

- Using the library catalogue, search for an item you would like to save for later.
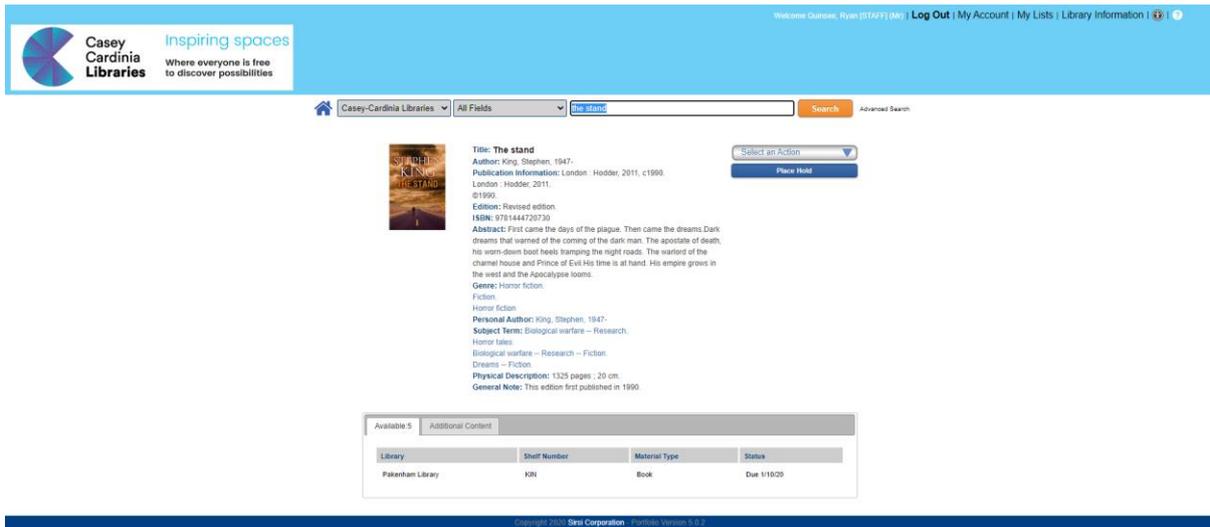
- Click on the **Select an Action** button located next to the title of the item.

A drop-down menu will appear with a few options.
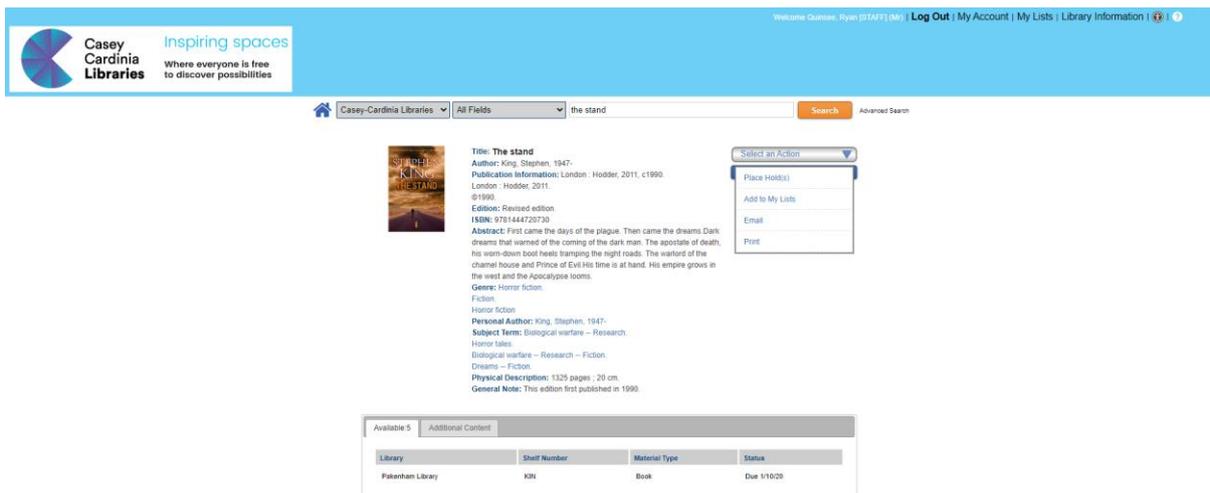
- Click **Add to My Lists**.

A menu will appear that will allow you to select the list you would like to save to.
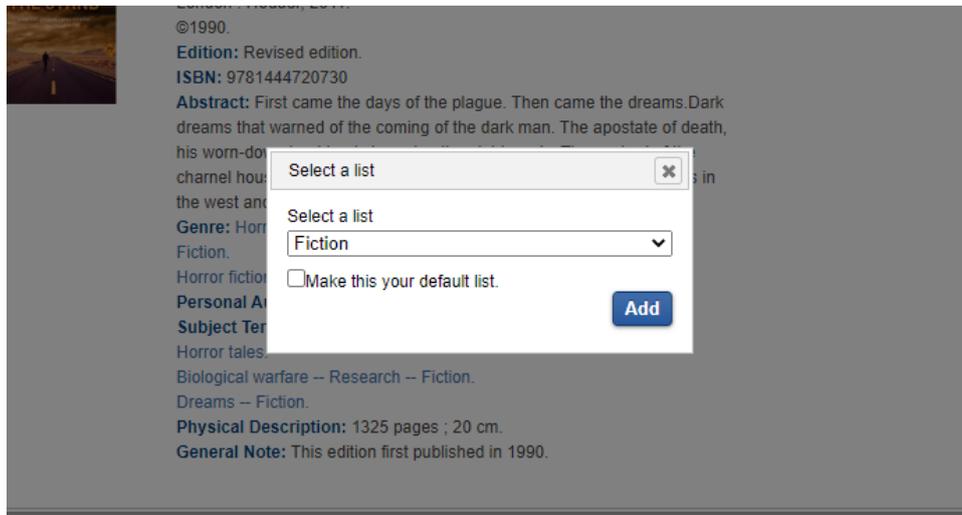
- Select the list you would like to add to and click **Add**.

The item will now be added to the list!

Finding your Lists

You can choose to have one default list if you like. You are not limited to the one list though; you can choose to have several – maybe by genre? Or type (Books, Magazines, BorrowBox etc.), or even something fun like 'my stranded on a desert island list?' It is up to you!

Once you have added the item to your chosen list you can access it anytime by heading back to the 'My Lists' page.

- From within the library catalogue click **My Lists.**
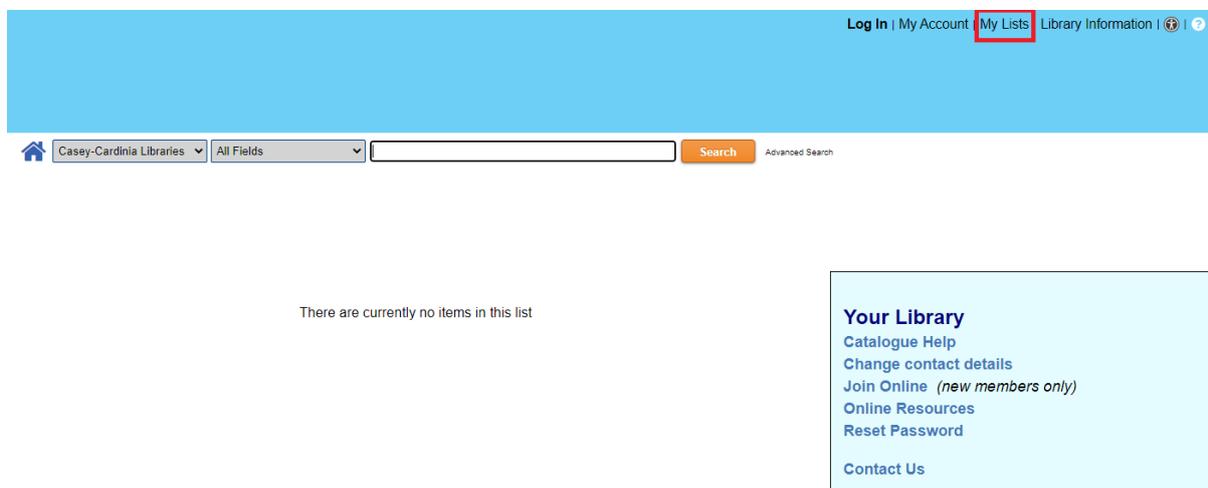
There are currently no items in this list

Your Library
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Online Resources
Reset Password

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Your item will now be saved to the list!

Placing a hold from your Lists

Now that we have an item on our list, lets see how we can place a hold on it.

- From the library catalogue home-screen, click **My Lists.**
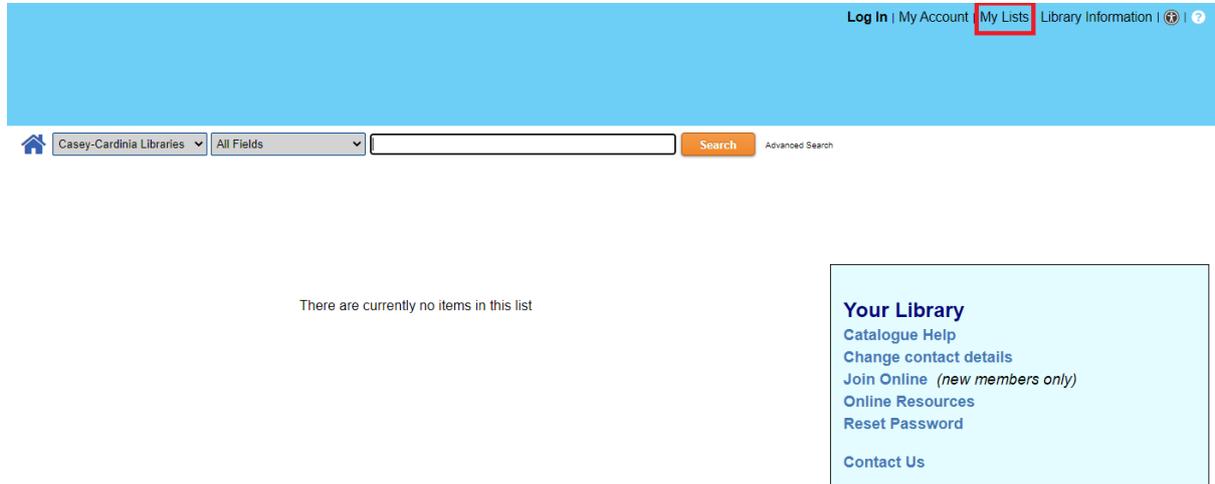

- Click the list that has the item you want.
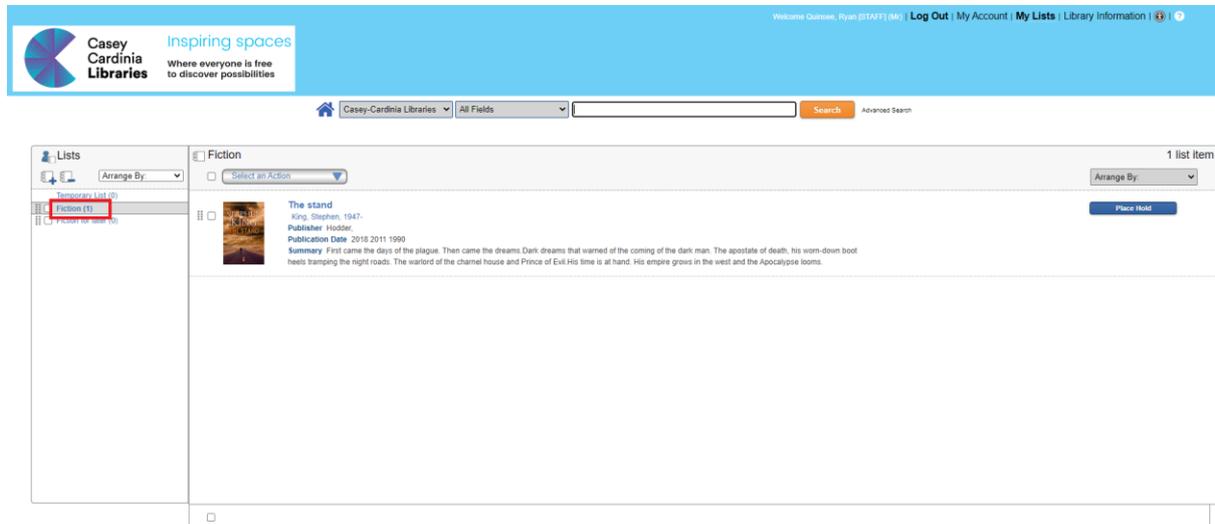
- Click the tick box next to the item you want.
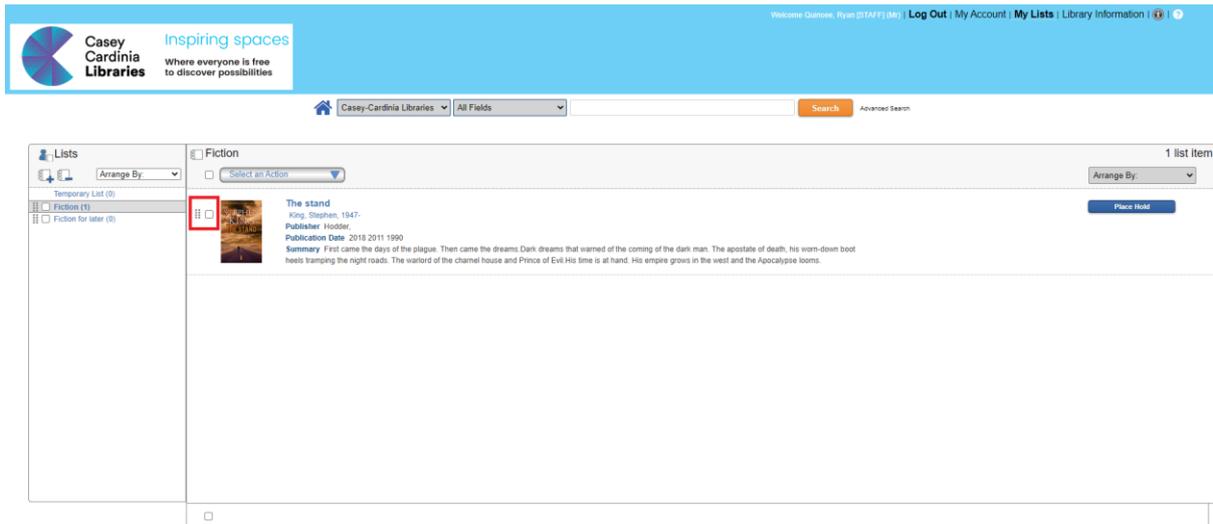
- Next to the item you want, click **Place Hold**.

A menu will appear that will allow you to select the pickup library.
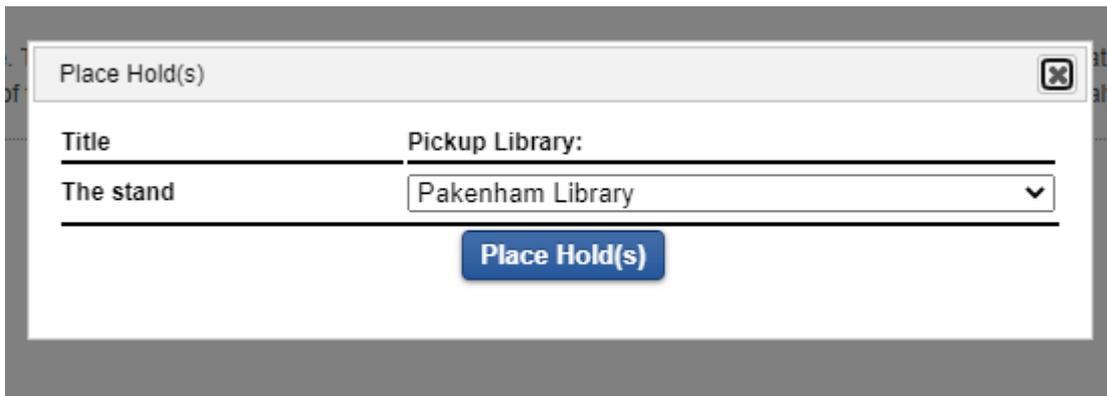
- Click **Place Holds** to finalise the hold request.

Deleting items from your Lists

Now, if we decide we don't want an item on our list anymore, we can remove it.

- Click the tick box next to the item you want.
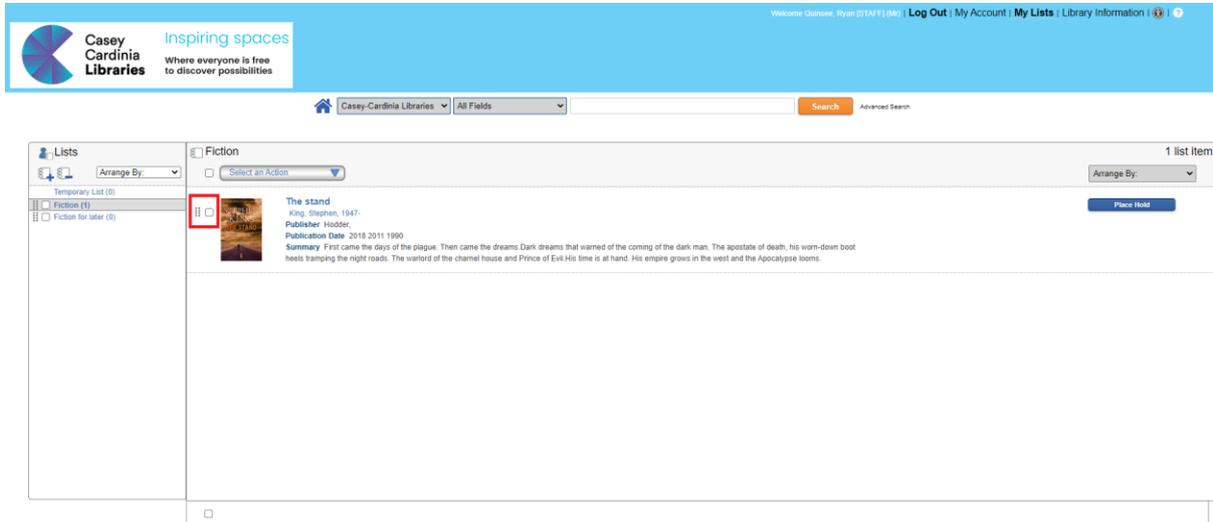
- With the item selected, click the menu button on top of the list to display more options.
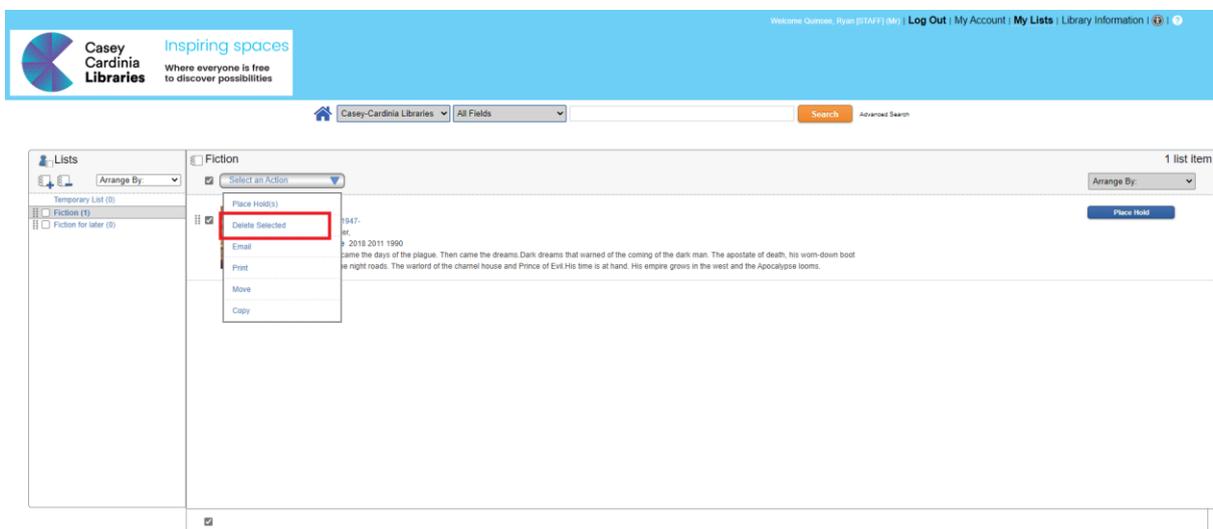
- Click **Delete Selected**.

- Confirm your decision by clicking Delete.
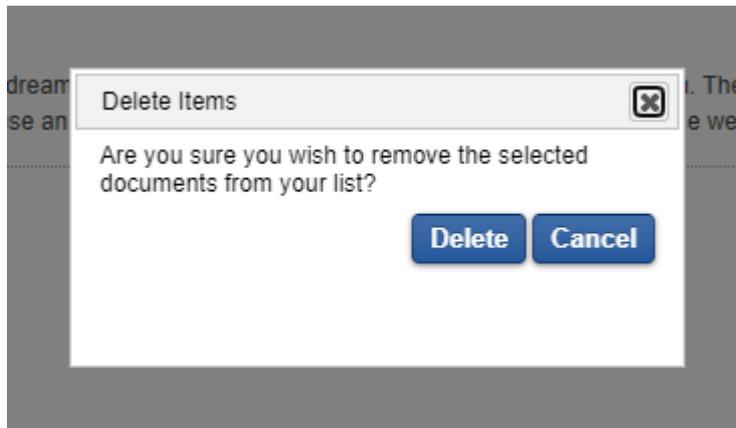
Your item will now be removed from that list!

Deleting Lists

If we decide we no longer want a specific list, we can of course delete the whole list too.

- Click the list that you want to delete.

- With the item selected, click the 'remove' button on top of the Lists menu to display more options.
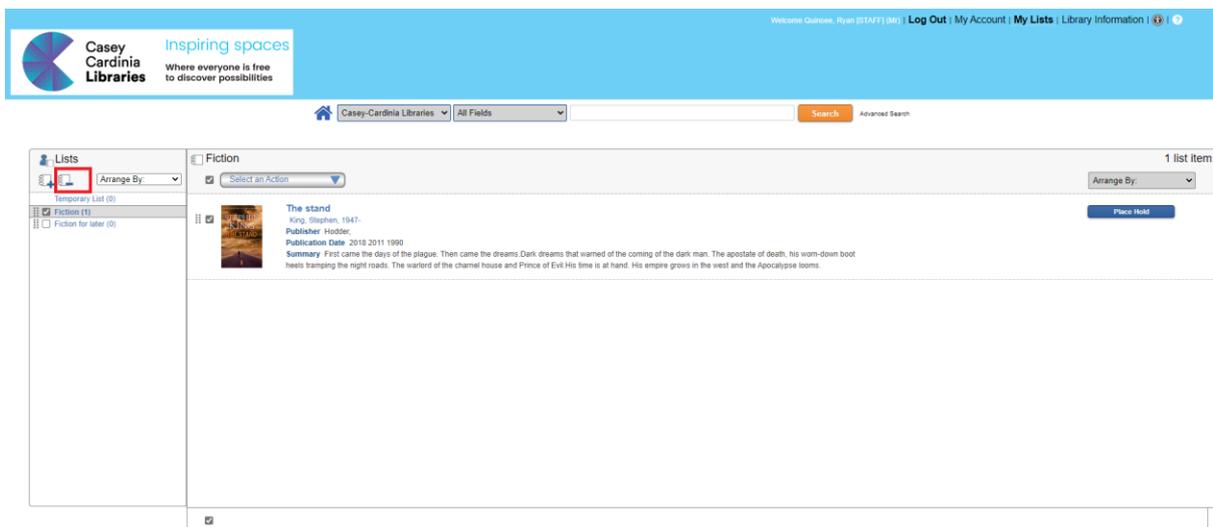
- Confirm your decision by clicking Delete.

Delete Lists

Are you sure you wish to delete the selected lists?

Delete Cancel
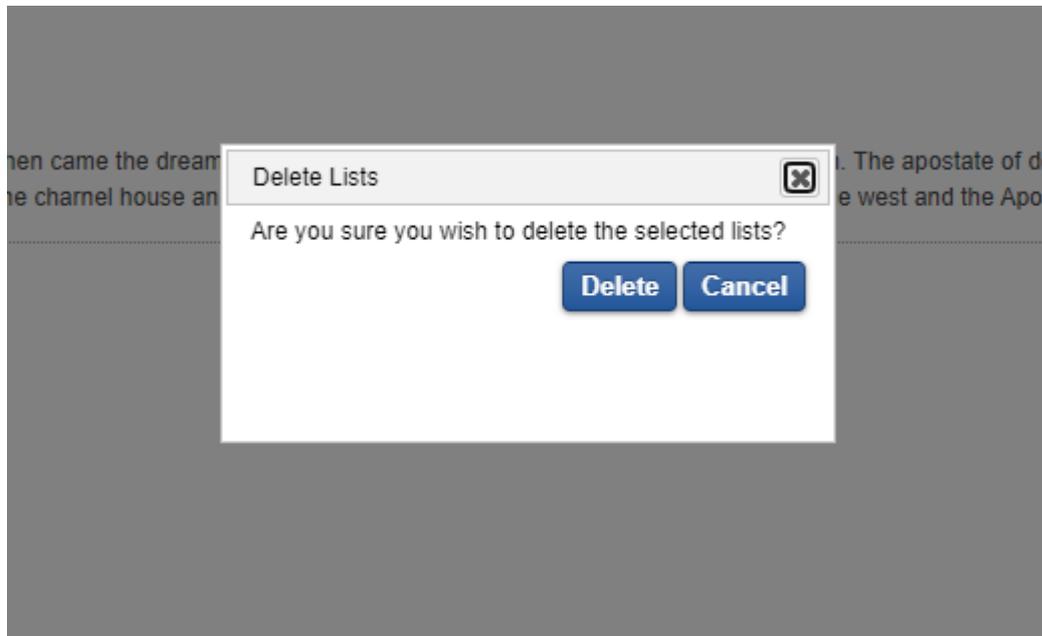
The list will now be removed deleted!