



Creating Lists in the Library Catalogue

Casey Cardinia Libraries

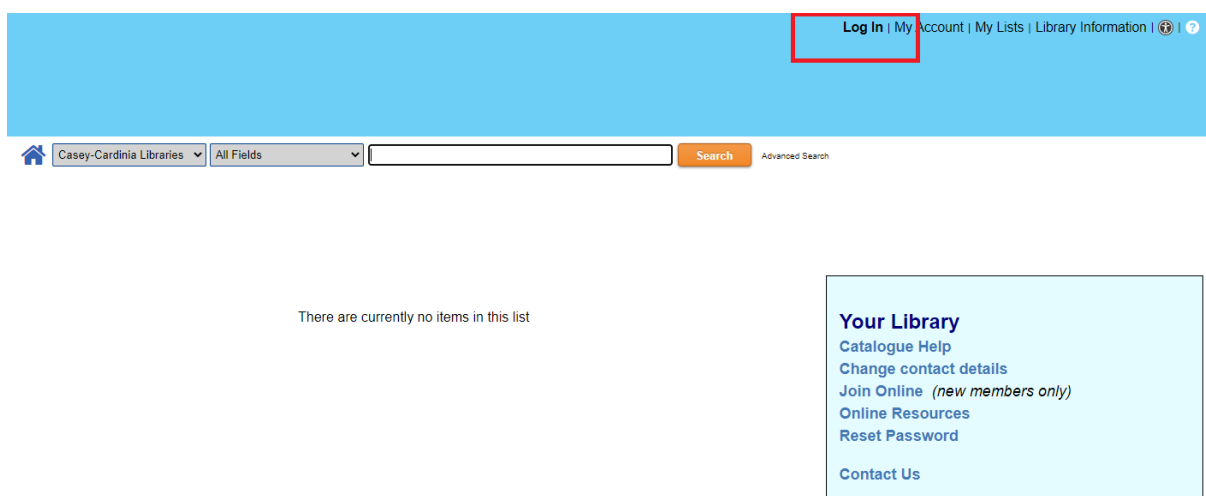
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Creating Lists

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:

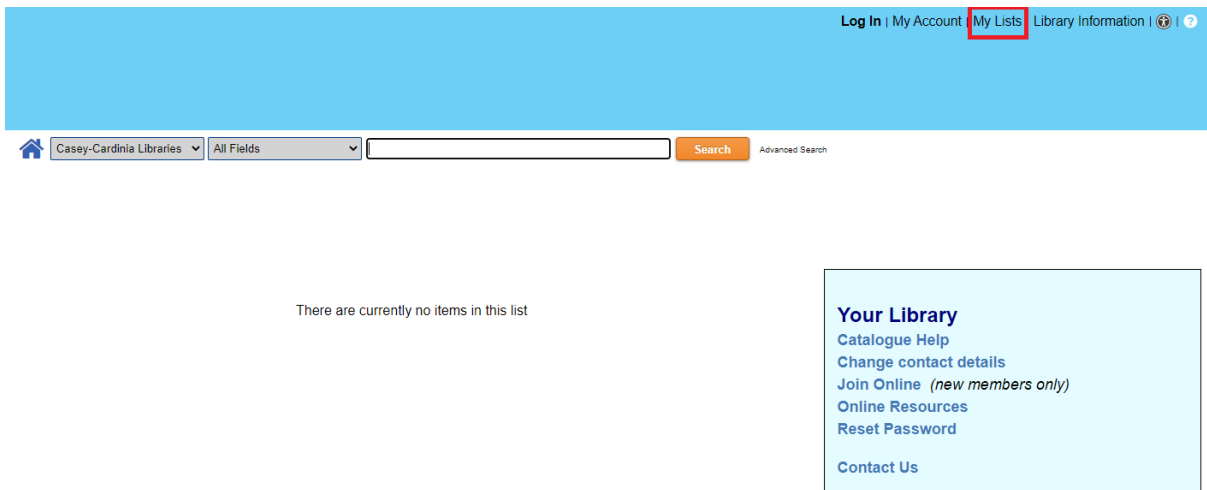
- First, be sure to log in to the catalogue using your library card number and password details.



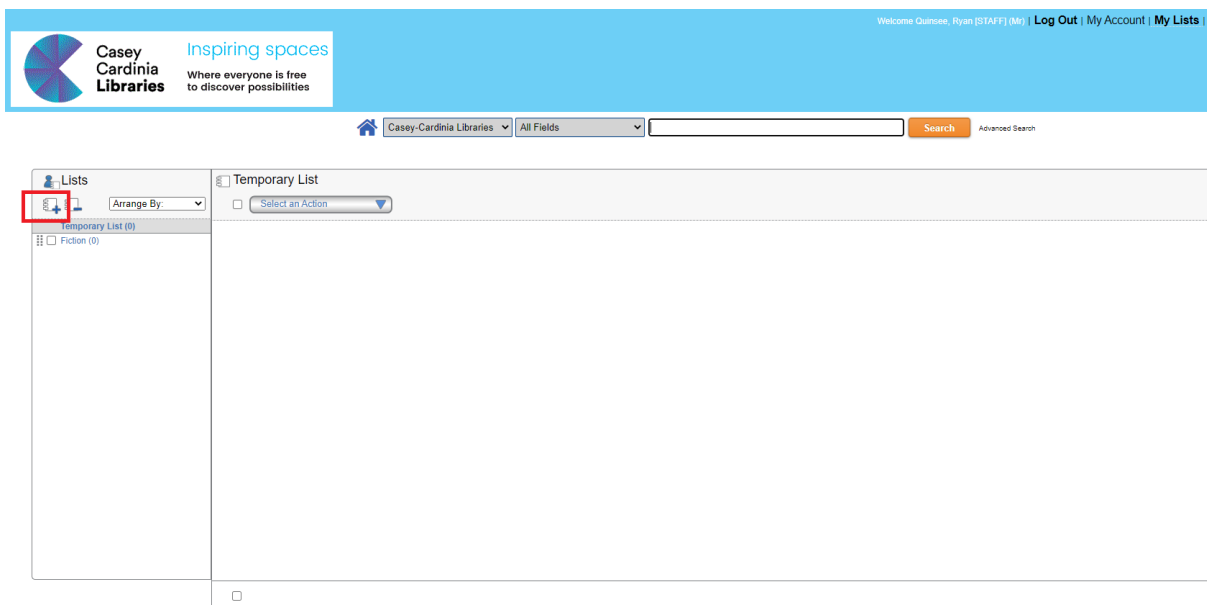
- If you cannot log in to your account, go [here](#) to reset your password details.

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**.



- Click the **Add List** button.



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

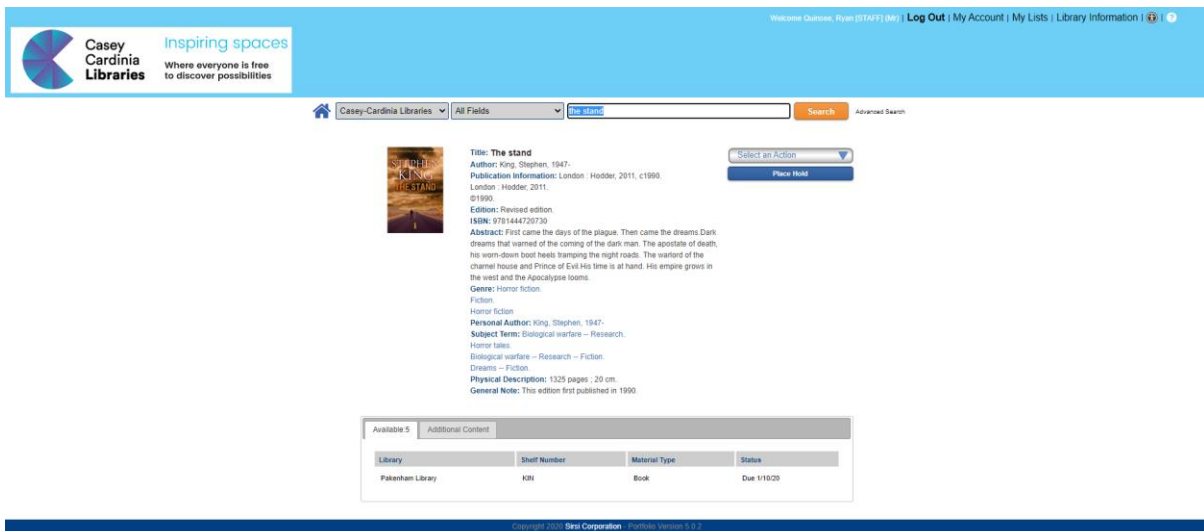


A new list to store all our saved items will now be created.

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.

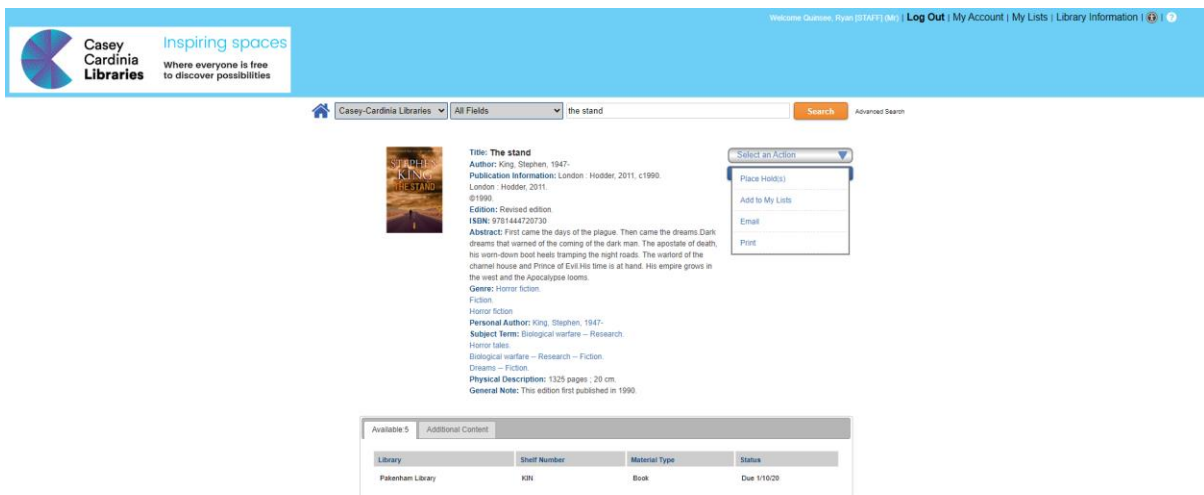


The screenshot shows the library catalogue interface for Casey Cardinia Libraries. The search results for 'The Stand' by Stephen King are displayed. The 'Select an Action' dropdown menu is open, showing the 'Place Hold' option. The record details include the title, author, publication information, ISBN, and a table of availability.

Library	Shelf Number	Material Type	Status
Palenham Library	KIN	Book	Due 1/10/20

- 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.

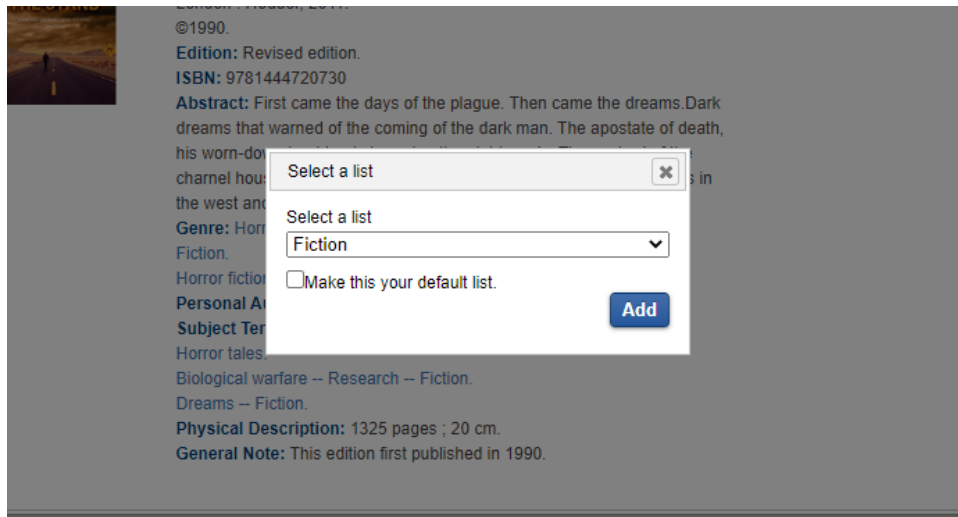


The screenshot shows the library catalogue interface for Casey Cardinia Libraries. The search results for 'The Stand' by Stephen King are displayed. The 'Select an Action' dropdown menu is open, showing the 'Add to My Lists' option. The record details include the title, author, publication information, ISBN, and a table of availability.

Library	Shelf Number	Material Type	Status
Palenham Library	KIN	Book	Due 1/10/20

- 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**.

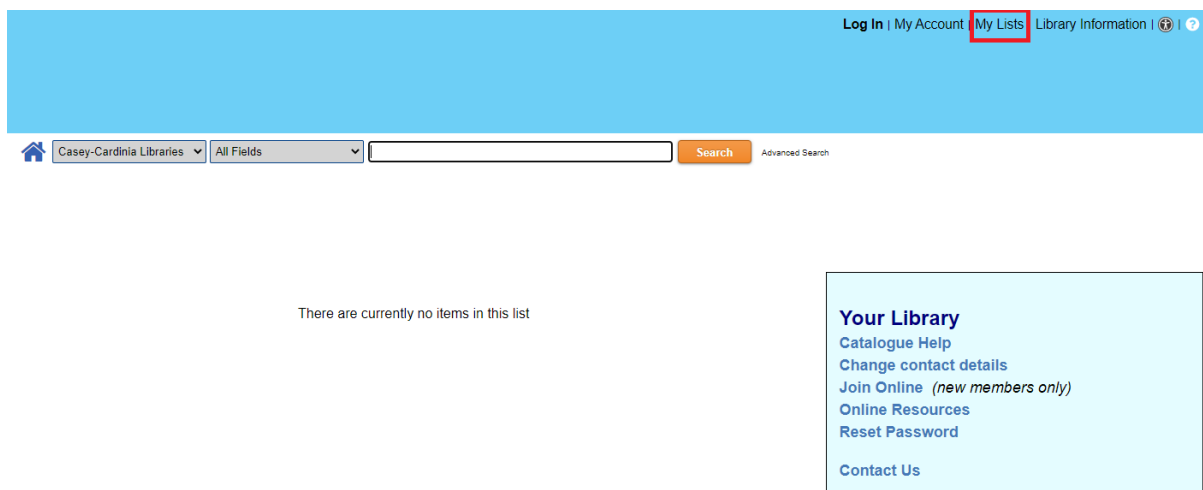
The item will now be added to the list!

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.

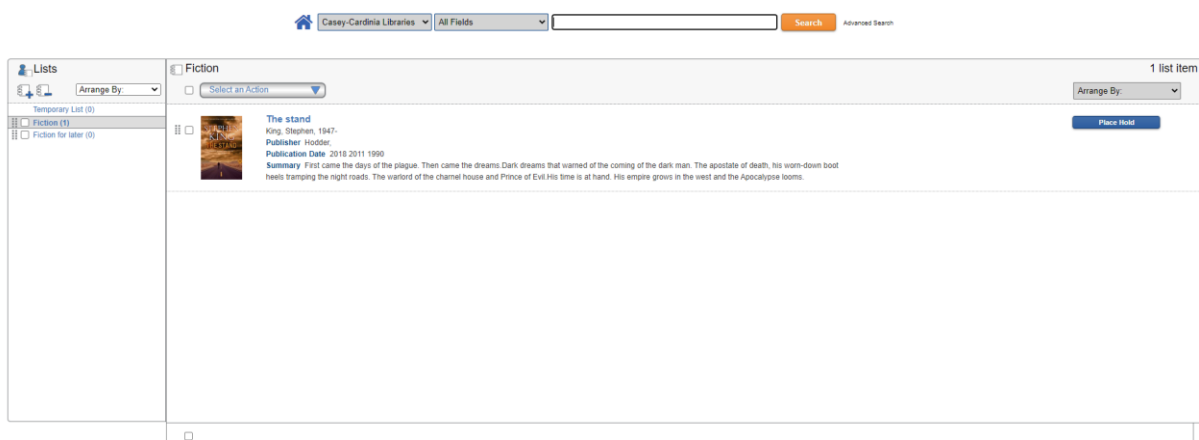
- From within the library catalogue click **My Lists**.



There are currently no items in this list

Your Library
[Catalogue Help](#)
[Change contact details](#)
[Join Online](#) (*new members only*)
[Online Resources](#)
[Reset Password](#)
[Contact Us](#)

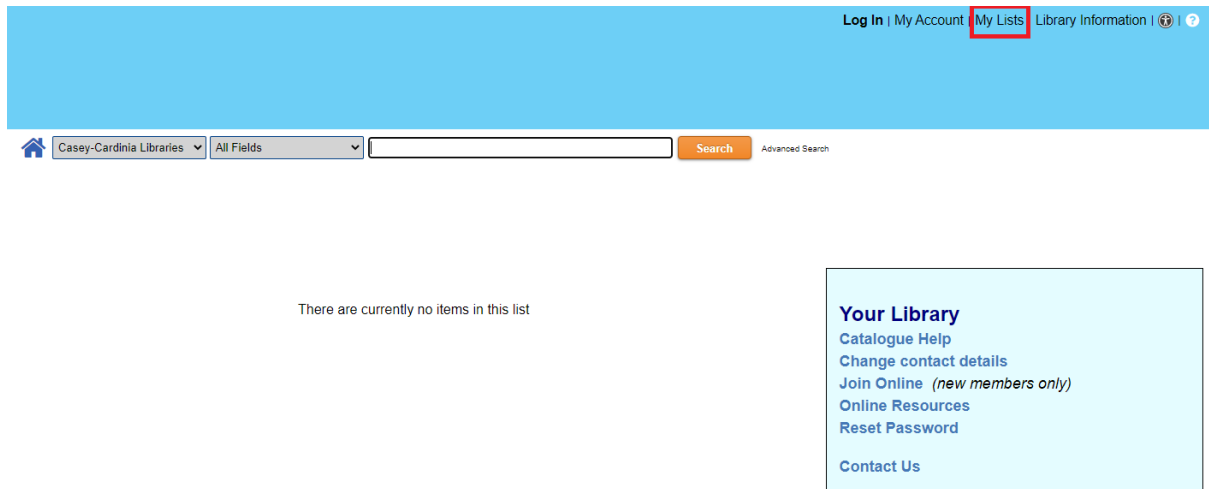
Your item will now be saved to the list!



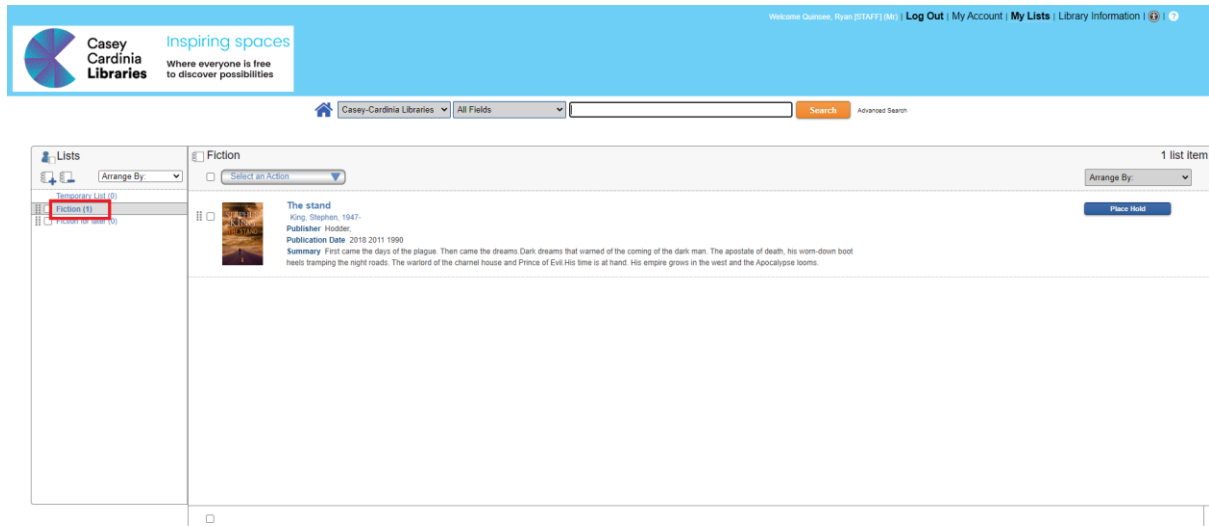
Placing a hold from your Lists

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

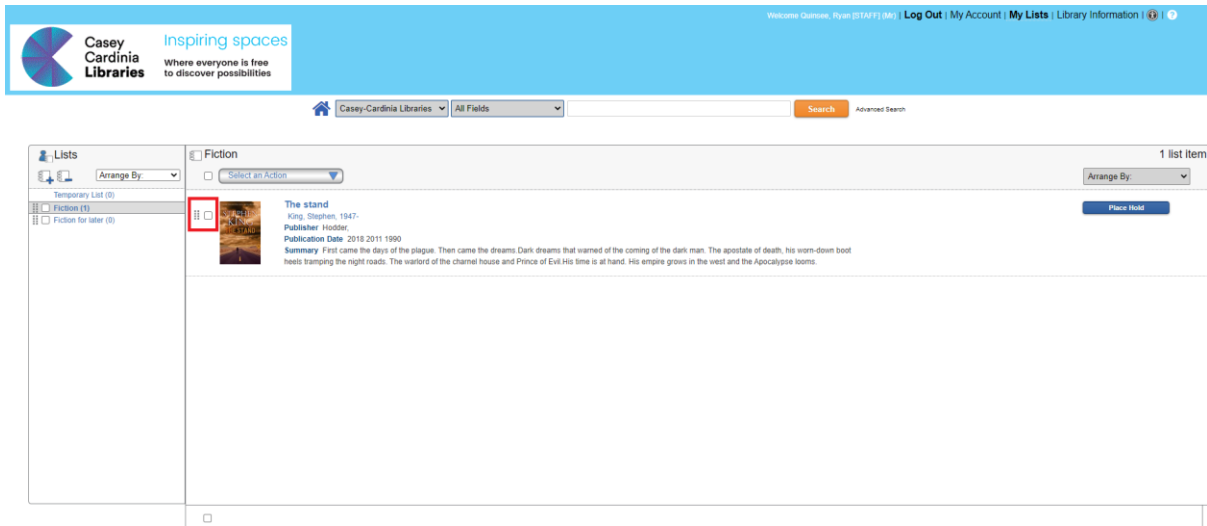
- From the library catalogue home-screen, click **My Lists**.



- Click the list that has the item you want.

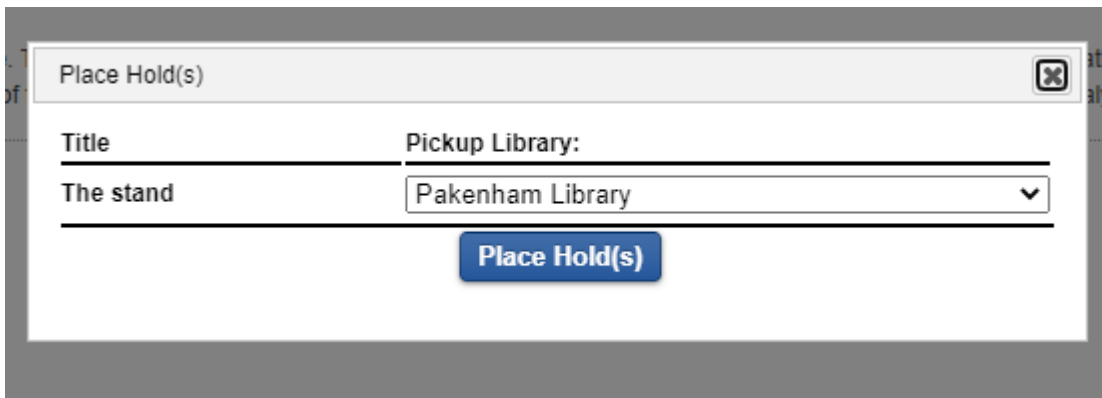


- Click the tick box next to the item you want.



- Next to the item you want, click **Place Hold**.

A menu will appear that will allow you to select the pickup library.

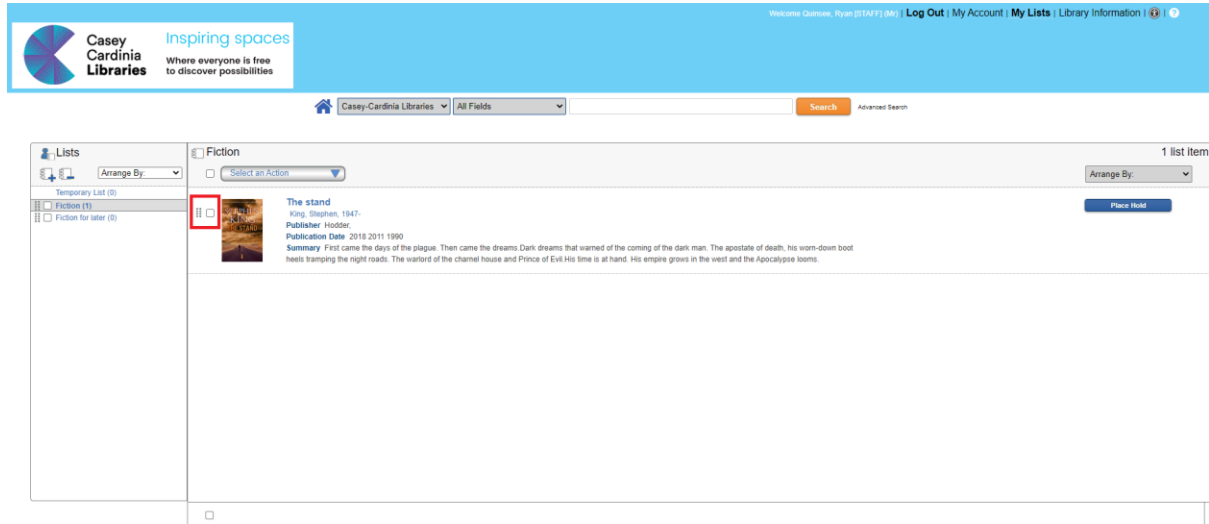


- Click **Place Holds** to finalise the hold request.

Deleting items from your Lists

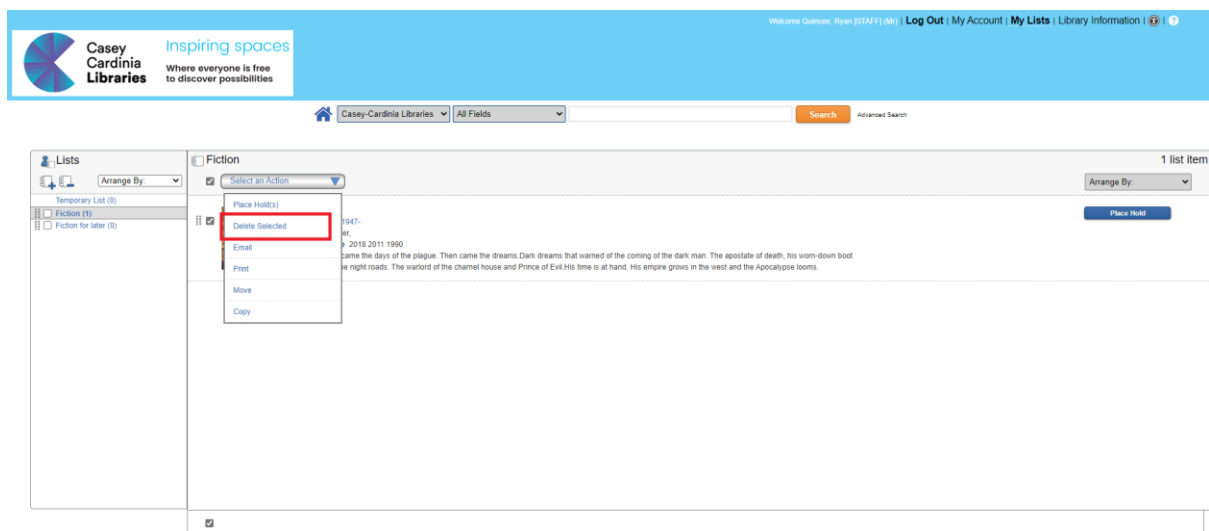
Now, if we decide we don't want an item on our list anymore, we can remove it.

- Click the tick box next to the item you want.



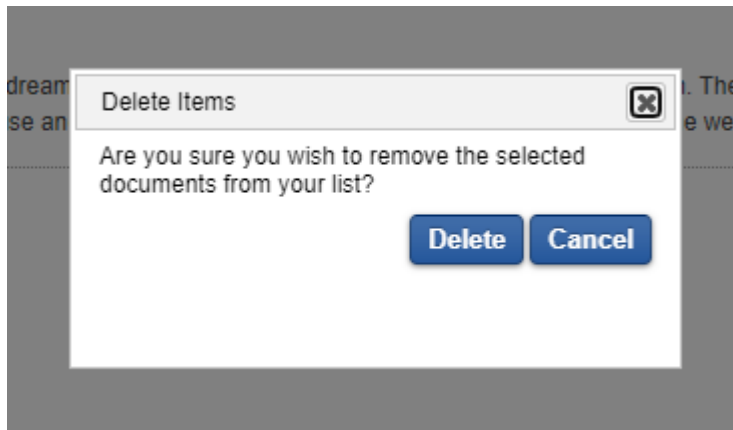
The screenshot shows the Casey-Cardinia Libraries website interface. At the top, there is a blue header with the library logo and the tagline "Inspiring spaces Where everyone is free to discover possibilities". Below the header, there is a navigation bar with "Casey-Cardinia Libraries" and "All Fields" dropdown menus, a search bar, and a "Search" button. The main content area is titled "Lists" and shows a "Fiction" list with one item, "The stand". The item is selected, and a "Place Hold" button is visible next to it. The item details include the title "The stand", author "King, Stephen, 1947-", publisher "Hodder", and publication date "2018 2011 1990". A summary of the book is also provided.

- With the item selected, click the menu button on top of the list to display more options.



The screenshot shows the same Casey-Cardinia Libraries website interface as the previous one. The "Fiction" list is still visible, and the "The stand" item is selected. A dropdown menu is open, showing several options: "Place Hold(s)", "Delete Selected", "Email", "Print", "Move", and "Copy". The "Delete Selected" option is highlighted with a red box, indicating it is the next step in the process.

- Click **Delete Selected**.
- Confirm your decision by clicking Delete.

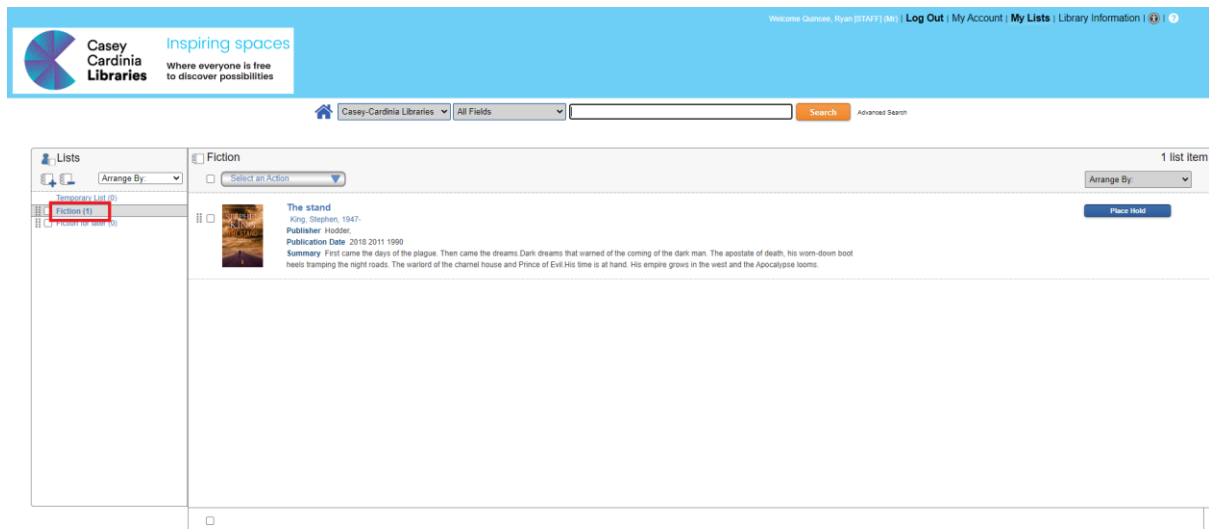


Your item will now be removed from that list!

Deleting Lists

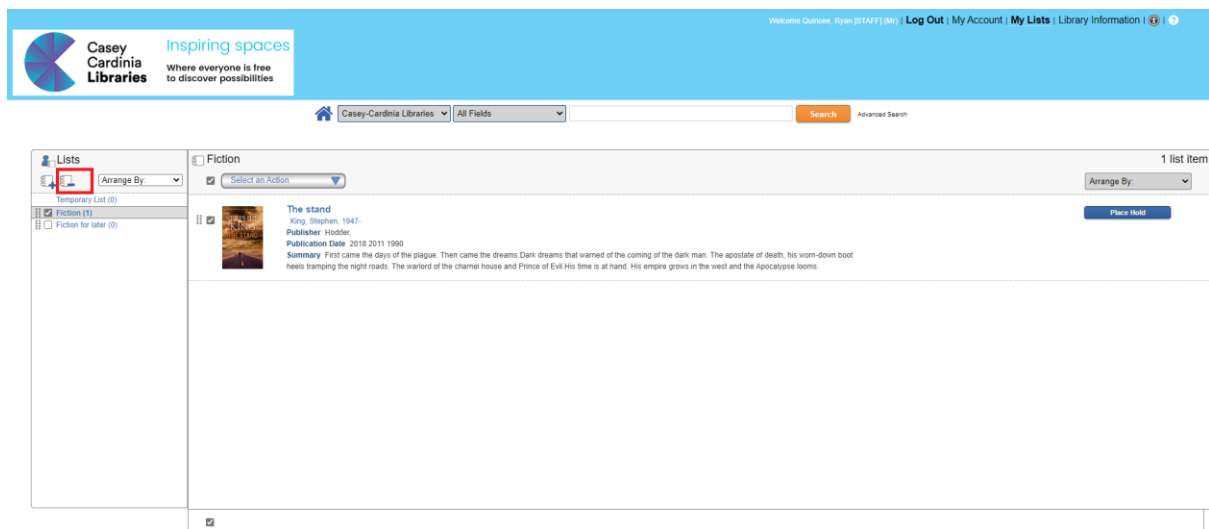
If we decide we no longer want a specific list, we can of course delete the whole list too.

- Click the list that you want to delete.



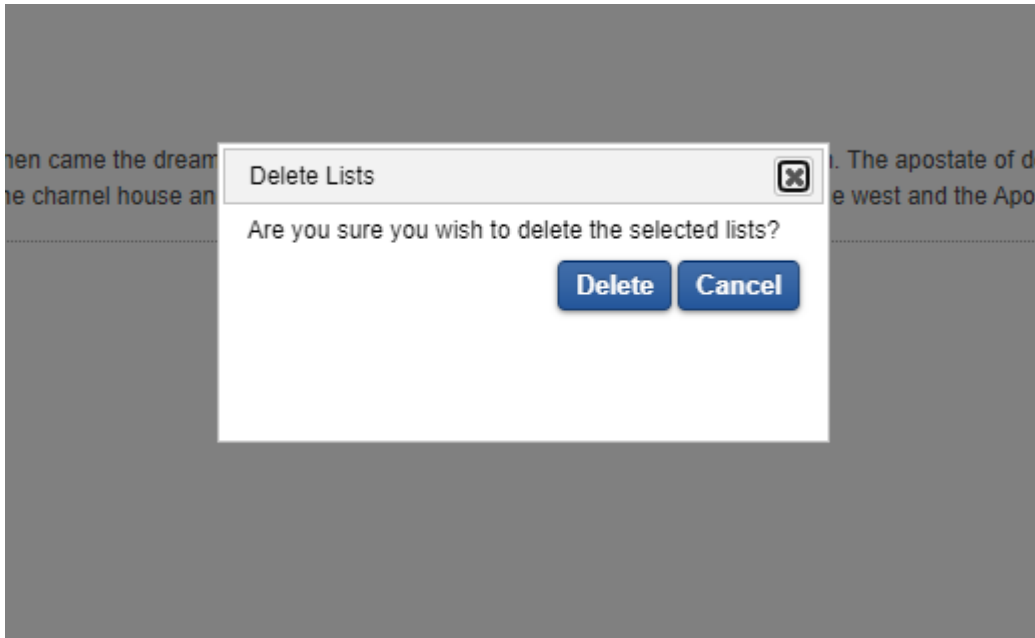
The screenshot shows the Casey Cardinia Libraries website interface. The header includes the library logo and navigation links. The main content area is divided into two sections: 'Lists' on the left and 'Fiction' on the right. In the 'Lists' section, a dropdown menu is open, and the 'Fiction (1)' option is highlighted with a red box. In the 'Fiction' section, a book titled 'The stand' is displayed with its cover image and details. A 'remove' button is visible in the top right corner of the 'Fiction' section.

- With the item selected, click the 'remove' button on top of the Lists menu to display more options.



The screenshot shows the Casey Cardinia Libraries website interface. The header includes the library logo and navigation links. The main content area is divided into two sections: 'Lists' on the left and 'Fiction' on the right. In the 'Lists' section, a dropdown menu is open, and the 'remove' button is highlighted with a red box. In the 'Fiction' section, a book titled 'The stand' is displayed with its cover image and details. A 'Delete' button is visible in the top right corner of the 'Fiction' section.

- Confirm your decision by clicking Delete.



The list will now be removed deleted!