

YAVAPAI LIBRARY NETWORK CATALOG:

ADDING ITEMS TO MY LISTS

NOTE: If you had lists in the previous catalog, they will be imported the first time you log into the new catalog. If you go back to the old catalog and add to your lists there, the new titles will NOT transfer.

When you find items while searching that you want to organize, you can save them in My Lists. If you are logged in, the items will be saved in your default list (set in My Account). You can search and save items to a list without logging in first. The titles will be saved in a temporary list. Directions for saving a temporary list are on the following page.

1. Click the checkboxes next to the titles you want to save in a list.
2. Click on **Select an Action** to display the dropdown menu.
3. Click **Add to My Lists**.

The screenshot displays the Yavapai Library Network catalog search results for 'harry potter'. The interface includes a search bar, navigation links (Log In, My Account, My Lists, Library Information, Select Language), and a search results section. The results are sorted by '1 2 3 4 5 .. 15'. A dropdown menu is open for the first result, 'Exploring Harry Potter', with 'Add to My Lists' highlighted. The second result, 'Harry Potter film wizardry', is also checked. The right sidebar shows filter options for Library, Classification, Material Type, Audience, and Topic.

The screenshot shows a confirmation window titled 'Added to Temporary List'. The window contains a green exclamation mark icon and the text 'The following items were successfully added.' followed by three dots.

4. A window will appear confirming the titles were added to your list.



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SAVING TEMPORARY LISTS

After saving items to a Temporary List...

1. Log in and click **My Lists**.
2. Your temporary list will appear. Click on **Select an Action** to display the dropdown menu.
3. Click **Save Temporary List**.

The screenshot shows the Yavapai Library Network (YLN) catalog interface. At the top, there is a navigation bar with the YLN logo, a welcome message for 'LASTNAME, FIRSTNAME', and links for 'Log Out', 'My Account', and 'My Lists' (circled in red). Below this is a search bar with 'All Libraries' and 'All Fields' dropdowns, and 'Search' and 'Advanced Search' buttons. The main content area is titled 'Temporary List' and shows '3 list items'. A dropdown menu is open over the first item, with 'Select an Action' circled in red. The dropdown menu options are: 'Place Hold(s)', 'Save Temporary List' (circled in red), 'Delete Selected', 'Email', 'Text It To Me', 'Print', 'Move', and 'Copy'. The background shows a list of items, including 'Harry Potter' books, with 'Place Hold' and 'Text This To Me' buttons for each.

4. A window will pop-up. Name your list and click **Save**.

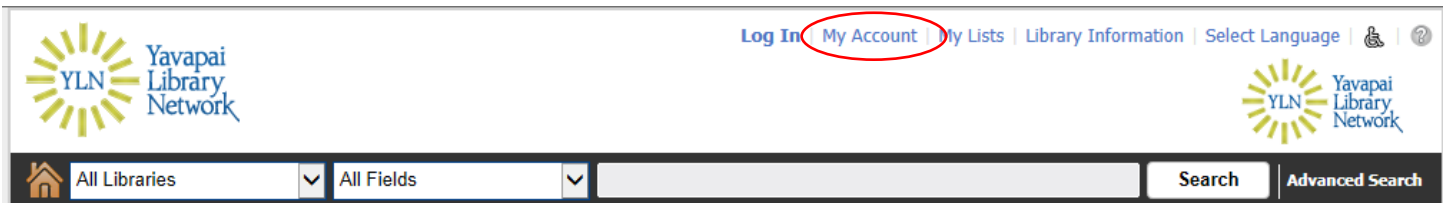
The screenshot shows a dialog box titled 'Save Temporary List'. It has a close button (X) in the top right corner. The text 'Save as' is followed by a text input field containing 'Harry Potter'. At the bottom right, there are two buttons: 'Save' (circled in red) and 'Cancel'.

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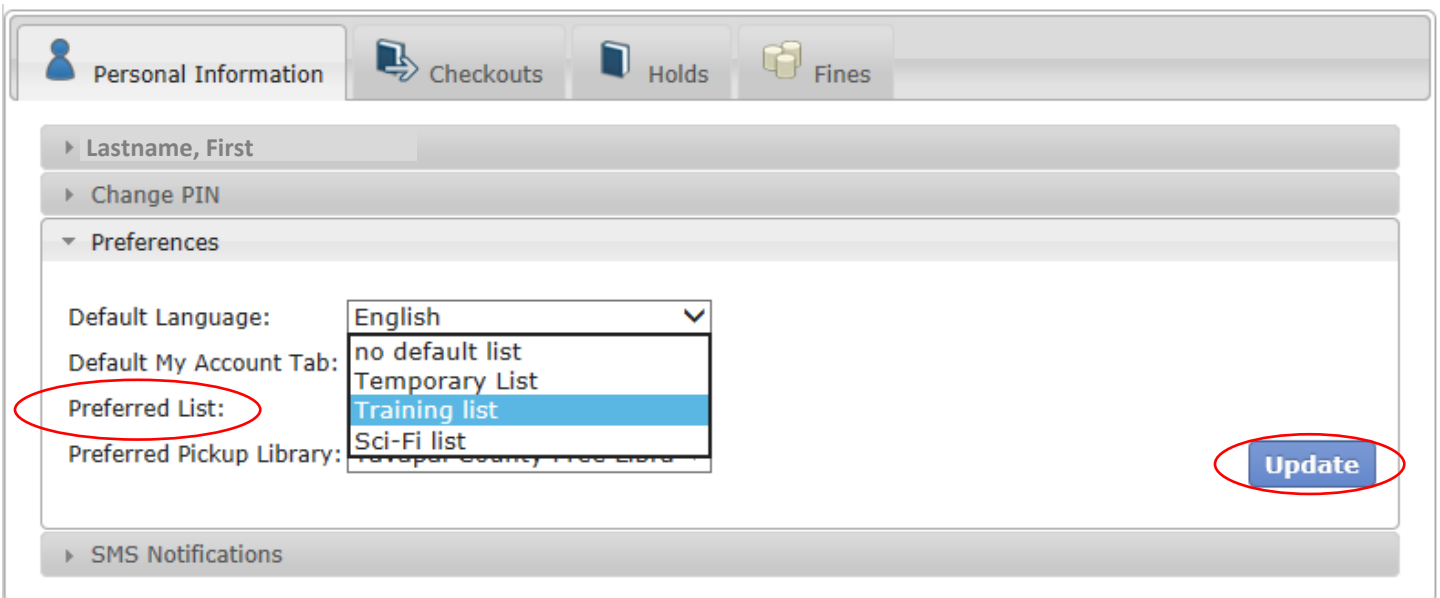
CHANGING YOUR DEFAULT LIST

NOTE: If you had lists in the previous catalog, they will be imported the first time you log into the new catalog. If you go back to the old catalog and add to your lists there, the new titles will NOT transfer.

1. Log in and click on **My Account**.



2. Under the **Personal Information** tab, click on **Preferences** to expand the options.
3. Choose your preferred list from the drop down menu (it defaults to the temporary list).



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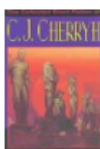
MANAGING LISTS

1. Log In and select **My Lists** (if you do not log in first, a temporary list will be created that can be saved later).

The screenshot shows the top navigation bar of the Yavapai Library Network catalog. The 'My Lists' link is circled in red. Other links include 'Log In', 'My Account', 'Library Information', and 'Select Language'. The search bar contains 'All Libraries' and 'All Fields' dropdowns, and 'Search' and 'Advanced Search' buttons.

2. The Temporary List is the default display. Click on a list name to view the contents. From here, you can place holds, or text the information. You can also use the **Select an Action** dropdown menu to email, copy, or delete the list, or move items from one list to another.

The screenshot shows the 'Sci-Fi list' page with 2 list items. The 'Select an Action' dropdown menu is circled in red. The list items are:

Item	Author	Year	Actions
	Pournelle, Jerry	1933-	Place Hold, Text This To Me
	Cherryh, C. J.		Place Hold, Text This To Me

The left sidebar shows a list of lists: 'Temporary List (0)', 'Sci-Fi list (2)', and 'Training list (3)'. The 'Sci-Fi list' is selected.

3. You can add or delete lists by clicking on the icons.



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