

SAVING SEARCHES and SAVING RECORDS TO “MY LISTS”

If you have a favorite author or subject for which you often search when using the catalog, you can save the search with one quick click! This will prevent you from having to do the search each time and it lets you place holds on new materials more quickly.

To save a search:

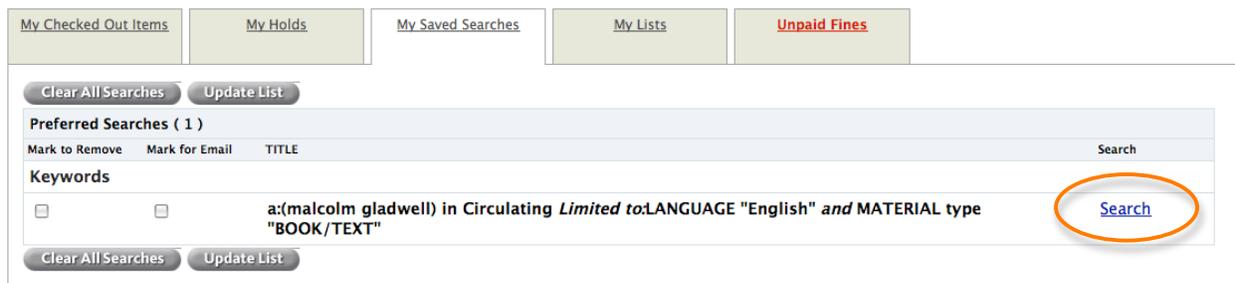
1. Sign in to your account.
2. Search for your favorite author, subject, title, etc. or create an advanced keyword search including limits to material type, language, publication year, etc.
3. When your results are displayed, click the button marked **Add to Saved Searches**.



The screenshot shows the search interface with the following elements:

- Buttons: "Catalog results" and "New! Quick Search"
- Keyword field: "a:(malcolm gladwell)"
- Material type dropdown: "Circulating"
- Buttons: "Search" and "Add to Saved Searches" (circled in orange)
- Checkbox: "Limit search to available items"

4. The next time that you login to your account, you can click **My Saved Searches** to see a list of your saved searches.
5. Click on the **Search** link to quickly do your search.



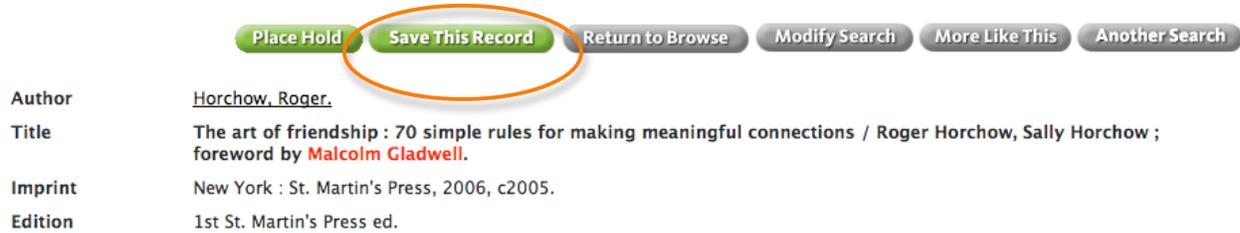
The screenshot shows the "My Saved Searches" page with the following elements:

- Navigation tabs: "My Checked Out Items", "My Holds", "My Saved Searches", "My Lists", "Unpaid Fines"
- Buttons: "Clear All Searches" and "Update List"
- Section: "Preferred Searches (1)"
- Table header: "Mark to Remove", "Mark for Email", "TITLE", "Search"
- Table row: "a:(malcolm gladwell) in Circulating Limited to:LANGUAGE "English" and MATERIAL type "BOOK/TEXT" (with a "Search" link circled in orange)
- Buttons: "Clear All Searches" and "Update List"

6. You can receive an e-mail when the library adds new materials to the library collection which match your searches. Just check the **Mark for Email** box. Make sure that your patron record information includes your current email address.

To save your search results:

You can save records to a temporary list, your Saved Records. To save one or more records from your search results, checkmark the records you want to save and click on Save Marked Records. Or, click on Save All Records. When you are viewing a single record, click on **Save This Record** to add it to your Saved Records.



The screenshot shows a record page with a navigation bar at the top containing buttons: Place Hold, Save This Record (circled in orange), Return to Browse, Modify Search, More Like This, and Another Search. Below the navigation bar, the record details are listed:

Author [Horchow, Roger.](#)
Title [The art of friendship : 70 simple rules for making meaningful connections / Roger Horchow, Sally Horchow ; foreword by Malcolm Gladwell.](#)
Imprint New York : St. Martin's Press, 2006, c2005.
Edition 1st St. Martin's Press ed.

Select **View Saved Records** to export records, place multiple hold requests, or add records to a permanent list (My Lists).

Saved Records

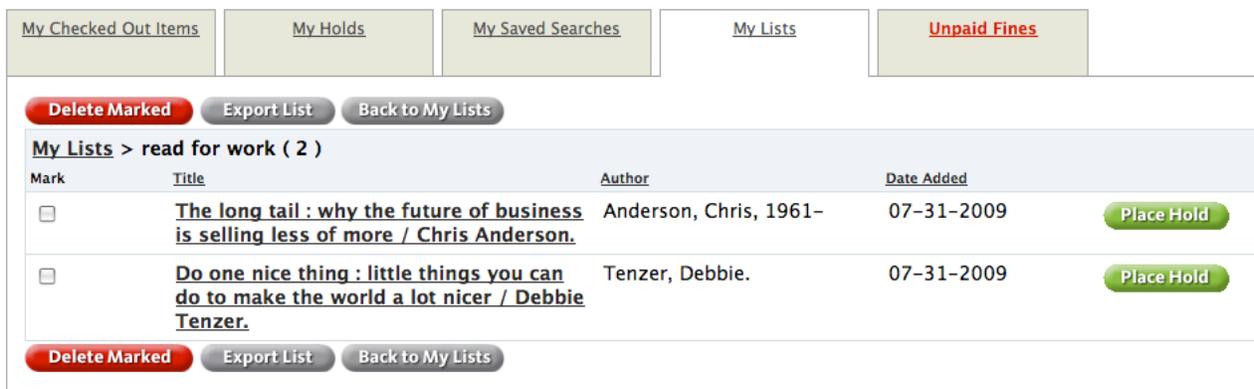
- [Export Saved](#) View and Export your saved records
- [Multiple Requests](#) View and Request your saved records
- [Save to My Lists](#) View and Save your records to your Lists

Exporting records. Click on **Export Saved**. On the left side, choose a format for your exported records. On the right side, choose to export to Email, to Screen (to print), or Local Disk (to save to your hard drive or a flash drive).

Requesting multiple records. Click on **Multiple Requests** and login using your library card number. A list will show you which titles may be requested. You must choose a pickup location. You may request all available items or only selected ones.

Create lists of saved records. Select **Save to My Lists** and login using your library card. If you have not saved a list before, you must create a new list now. Save one or more selected records, or save all the records to the list. Click on Previous Screen to return the Book Cart, your temporary list of records. Your lists will be saved for you until you delete them.

View and manage lists. Once you are logged in to your account, select **My Lists**. You may export a list to email, print, or save. You may also place holds directly from your list.



The screenshot shows the 'My Lists' page with navigation tabs: My Checked Out Items, My Holds, My Saved Searches, My Lists (selected), and Unpaid Fines. Below the tabs, there are buttons: Delete Marked, Export List, and Back to My Lists. The main content area shows a list of saved records:

My Lists > read for work (2)

Mark	Title	Author	Date Added	
<input type="checkbox"/>	The long tail : why the future of business is selling less of more / Chris Anderson.	Anderson, Chris, 1961-	07-31-2009	Place Hold
<input type="checkbox"/>	Do one nice thing : little things you can do to make the world a lot nicer / Debbie Tenzer.	Tenzer, Debbie.	07-31-2009	Place Hold

At the bottom of the list, there are buttons: Delete Marked, Export List, and Back to My Lists.