


## Library Catalogue: My List

You can create a temporary list of library materials that will last for the length of your search session by clicking **Add to my list** next to any item.

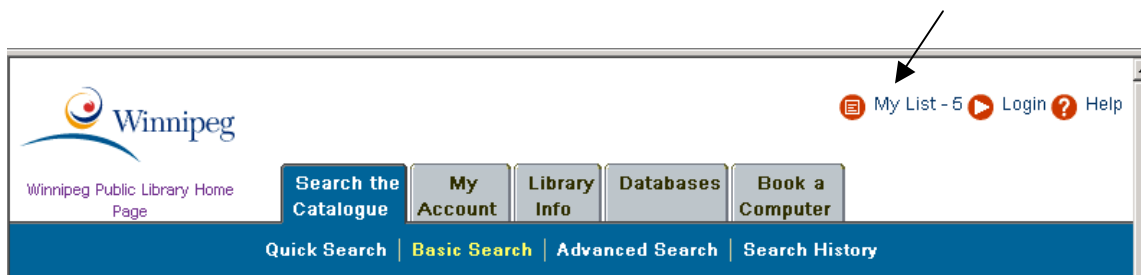


The screenshot shows the Winnipeg Public Library Catalogue interface. At the top, there is a navigation bar with links for 'Search the Catalogue', 'My Account', 'Library Info', 'Databases', and 'Book a Computer'. Below this is a search bar with a dropdown menu set to 'TITLES in alphabetical order' and a search input field containing 'Atonement/'. A 'GO' button and a 'Refine Search' link are also present. The search results for 'Atonement /' by McEwan, Ian. are displayed, including publication details like 'Toronto : Alfred A. Knopf Canada, 2001.' and 'Call #: FICTION MCEW'. On the right side of the results, there are two buttons: 'Add to my list' and 'Request Item'. An arrow points to the 'Add to my list' button. The left sidebar contains 'Item Information' with a 'Holdings' section and 'More by this author' links.

If you change your mind, click **Remove**.

To create a personal list that will be saved for future reference, you must log in to the Library Catalogue. Log in by clicking the **My Account** tab. Type the requested information into the white boxes. Click **Log in**.

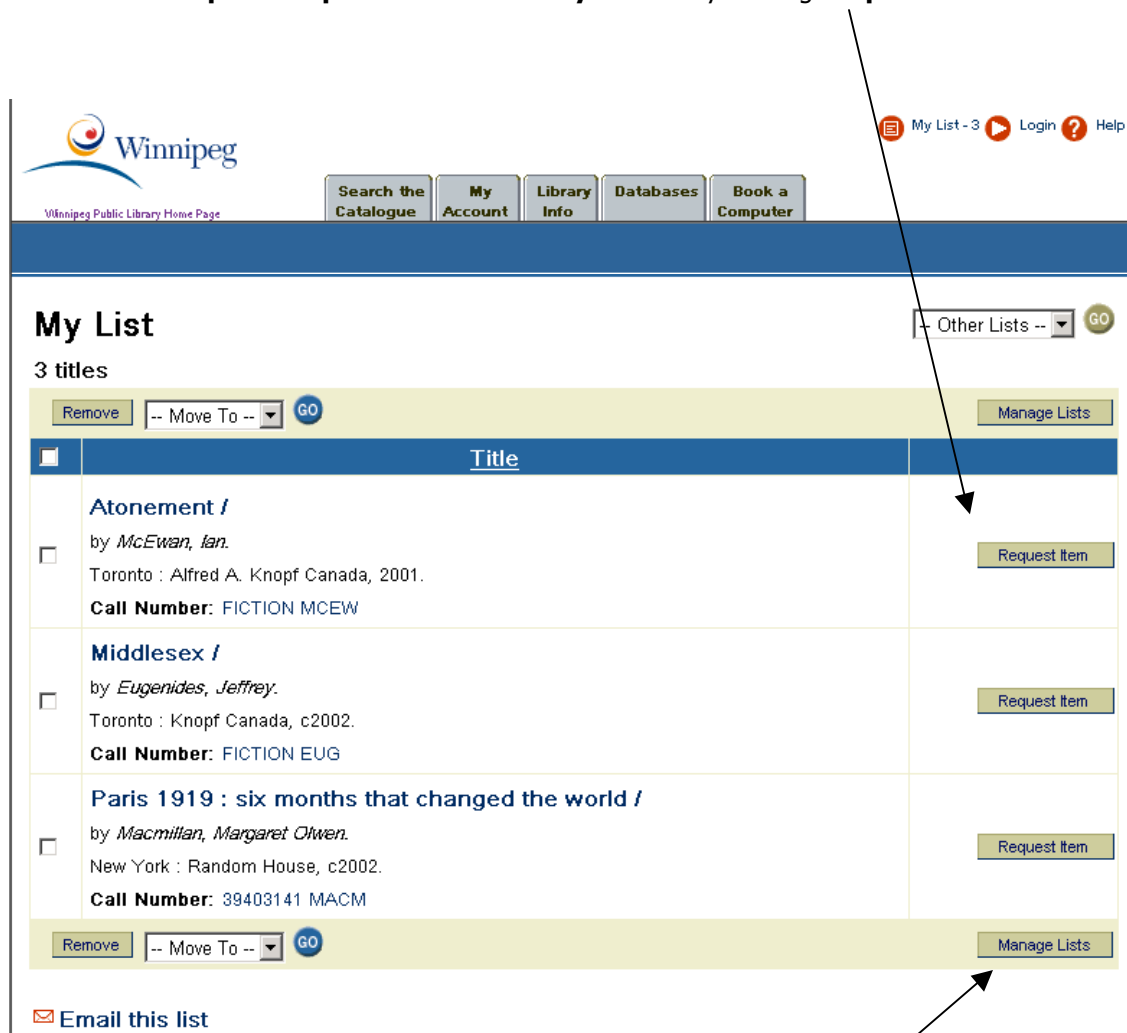
To view your list, click the **My List** link at the top of the screen. You must be logged in to view your existing list.



The screenshot shows the Winnipeg Public Library Catalogue home page. The navigation bar at the top includes 'Search the Catalogue', 'My Account', 'Library Info', 'Databases', and 'Book a Computer'. In the top right corner, there is a 'My List - 5' link with a list icon, a 'Login' button, and a 'Help' link. An arrow points to the 'My List - 5' link. Below the navigation bar is a search bar with options for 'Quick Search', 'Basic Search', 'Advanced Search', and 'Search History'.

**My List** displays all of the items you have selected. There is a maximum of 100 titles per list.

- To **Remove items** from your list, check the box to the left of the title and click **Remove**.
- To **remove all the titles in your list**, click the white box in the blue bar and click **Remove**.
- You can **place requests from within your list** by clicking **Request Item**.



The screenshot shows the 'My List' interface with the following elements:

- Header: Winnipeg logo, 'Winnipeg Public Library Home Page', and navigation buttons: 'Search the Catalogue', 'My Account', 'Library Info', 'Databases', 'Book a Computer'.
- User area: 'My List - 3', 'Login', and 'Help'.
- Section: 'My List' with a dropdown menu 'Other Lists --' and a 'GO' button.
- Content: '3 titles' section with a table of items. Each item has a checkbox, title, author, publisher, and call number. A 'Request Item' button is present for each item.
- Footer: 'Remove', 'Move To --', and 'GO' buttons, along with a 'Manage Lists' button.
- Additional: 'Email this list' link.

- To find out **the date your list will expire**, click **Manage Lists**. If you do not add anything to a list, it will expire in 999 days and disappear. If you add a new item to the list, then the new expiration date is 999 days from the date you added the new item.

**Lists**

List	Titles	Created	Expires
My List	13	04 Dec 2009	28 Aug 2012

Note the Expiration Date:

To return to your list from the **Manage List** screen, click on **My List** in the upper right corner of the screen.

You can **email the list** by clicking the **Email this list** link found at the bottom of the list.

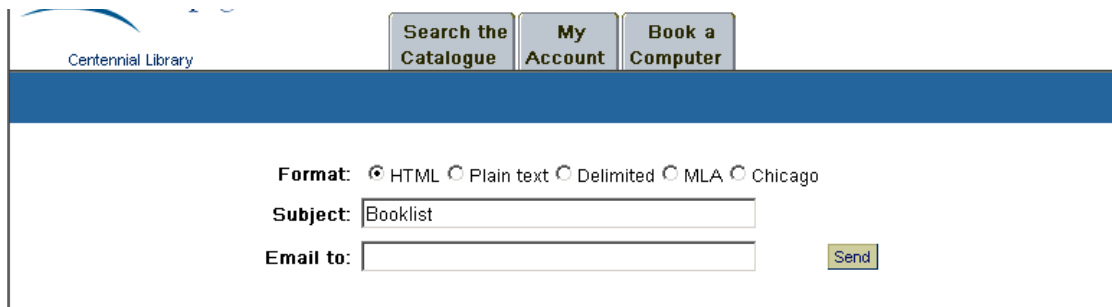


by *Macmillan, Margaret Owen*.  
New York : Random House, c2002.  
**Call Number:** 39403141 MACM

Remove -- Move To -- GO Manage Lists Request Item

Email this list

The following screen displays:



Centennial Library Search the Catalogue My Account Book a Computer

Format:  HTML  Plain text  Delimited  MLA  Chicago

Subject: Booklist

Email to:  Send

You can select the **Format** of the list to be emailed: HTML (sent with active links to the catalogue), Plain Text, Delimiter, MLA citation style or Chicago citation style.

You can change the **Subject** from the default 'Booklist' to something more descriptive, if desired.

**Email to:** Type in the email address where you want to send the list. Click **Send**.

Click on the **Help** link to access online Library Catalogue assistance. For further help, ask library staff at any information desk.

Other Library Catalogue guides are available:

Basic Search | Requests | My Account | Renewals