Using “My Lists” in the OPAC

Sometimes you want to keep track of items to order in the future: you don’t want to order the items now because you already have too much checked out, or you are going away, or some other reason. One solution to this situation is to place the items on hold and then freeze them.

But a better solution (especially with the 50-item limit on holds) is to use the “My Lists” feature of the OPAC. Basically, “My Lists” allows you to create one or more wish lists of items, from which you can later put the items on hold. You can group items in a meaningful manner, such as by item type (nonfiction, DVD, etc.), or subject (“biography”, “mysteries”, etc.), or whatever makes sense to you.

To start using “My Lists”, you must first find an item in the OPAC that you want to save. On the item display screen, instead of requesting the item, click “Add to My Lists”. At this point, if you are not already logged into your record, you will be asked to enter your barcode and PIN.

When you are prompted to “Select a List”, first select “Create a new list”:

Save Records to a List

For more information or other reference and collection development assistance, call the Reference & Information Desk at Adriance Memorial Library at (845) 485-3445 or (800) 804-0092, extension 3702.
Then give the list a name, an optional description, and click "Submit":

![Save Records to a List form](Image)

You will receive a message that the record was saved.

To see your lists, log into your record and select "My Lists" (note that if you don’t have any items on hold, your lists will be displayed automatically):

![My Lists section](Image)

When you want to request something from a list, click the name of the list to open it: for example, click “Nonfiction” in the example below:

![My Lists table](Image)
From the list of items in the list, click “Request” for an item you want to request:

You will be presented with the Request Verification screen, just as when placing a hold from the results of a search in the OPAC, and the item will be removed from your list.

Additional tips for using “My Lists”:

- The only way to create a new list is to select an item first and then create a new list.
- Once you have selected an item, you can create multiple lists at the same time, but if you do, the selected item will be added to all the lists.
- You can move an item from one list to another using “Move Marked” when you are viewing the list.
- But if you want to move an item from your holds to a list, there is no way to move the item directly. Instead, click the item in your holds to open the item record, then add the item to a list, and finally delete the item from your holds.
- If you remove everything from a list, the list itself will be deleted. So if you want to keep the list around, always maintain at least one item in the list.