



Tuesday's Tip

information provided by Adriance Memorial Library to make your life a little bit easier

Using "My Lists" in the OPAC

October 9, 2012

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.

Request Add to My Lists Add to Bag MARC Display Return to Browse Modify Search More Like This

Previous Record Next Record

Author [Tough, Paul.](#)
Title [How children succeed : grit, curiosity, and the hidden power of character / Paul Tough.](#)
Publisher Boston : Houghton Mifflin Harcourt, 2012.
Rate It

Book

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

Save Records to a List

[Select a list] Submit

[Select a list]
- Create a new list -

Then give the list a name, an optional description, and click “Submit”:

Save Records to a List

- Create a new list -

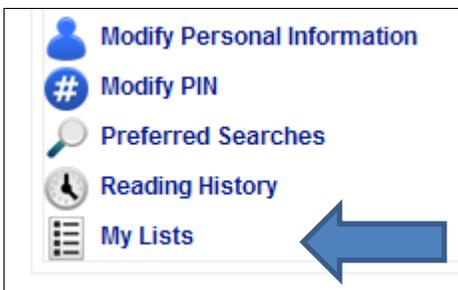
List Name: Nonfiction

Description:

Submit

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):



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:

Delete All Delete Marked

My Lists (2)			
Mark	List Name	Description	Date Updated
<input type="checkbox"/>	Nonfiction (3)		10-05-2012
<input type="checkbox"/>	Fiction (2)		10-05-2012

Delete All Delete Marked

From the list of items in the list, click “Request” for an item you want to request:



The screenshot shows a library interface with a list of books. At the top, there are several buttons: Delete All, Delete Marked, Export List, Remove Duplicates, Move Marked, Change Name/Description, and Back to My Lists. Below these buttons is a header for the list: "My Lists > Nonfiction (3)". The list has four columns: Mark, Title, Author, and Date Added. Each row represents a book and includes a checkbox in the Mark column and a "Request" button with a checkmark icon in the Date Added column.

Mark	Title	Author	Date Added	
<input type="checkbox"/>	The power of habit : why we do what we do in life and business / Charles Duhigg.	Duhigg, Charles.	10-05-2012	✓ Request
<input type="checkbox"/>	Wild : from lost to found on the Pacific Crest Trail / Cheryl Strayed.	Strayed, Cheryl, 1968-	10-05-2012	✓ Request
<input type="checkbox"/>	How children succeed : grit, curiosity, and the hidden power of character / Paul Tough.	Tough, Paul.	10-05-2012	✓ Request

At the bottom of the list, there are the same buttons as at the top: Delete All, Delete Marked, Export List, Remove Duplicates, Move Marked, Change Name/Description, and Back to My Lists.

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.