



Your Online Catalogue

List Import Instructions

Moving Lists from Our Old Catalogue into Our New Catalogue

If you created lists in our old catalogue that you would like to keep and have access to in our new catalogue, you have two options:

- 1 Export your list from our old catalogue into a PDF document that you can save to your computer or print out as a reference.
- 2 Recreate some or all of your lists using the Shelves and Lists features in our new catalogue.

If you don't need your old lists anymore, you don't need to take any action.

To Export Your List into a PDF Document:

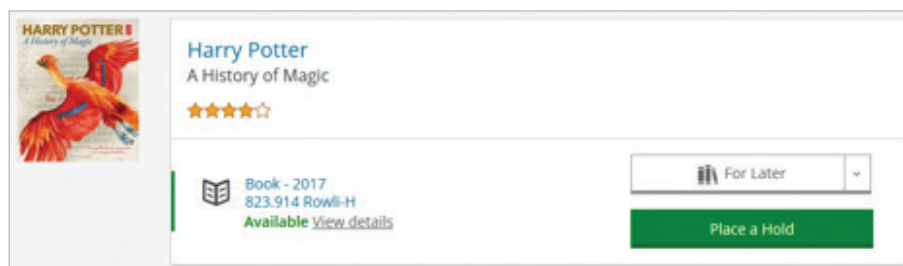
- From our old catalogue, log in to your account.
- From the top menu bar, click on My Lists.
- From the column on the left-hand side, select the list you want to export.
- To the left of Select an Action drop-down menu, you can select the check box if you want to export all of the items on the list. If you only want to select certain items, check the box beside each item you want to export from your list.
- Click on the Select an Action drop-down menu.
 - You can send this list via an email to yourself, or;
 - Select Print. Your list will be moved into a new web browser tab in a printer-friendly version.
 - Select Print from your Internet Browser.
 - Instead of selecting a printer to send the list to, select Microsoft Print to PDF (or another PDF option depending on your computer).
 - Save the PDF file to your computer.



To Recreate Your lists:

This is a manual process. Unfortunately there is no way to directly import your lists from the old catalogue into the new catalogue. Our staff would be happy to help show you how this process works if you'd like.

- In the new catalogue, there are two features that you can use as a replacement for your lists:
 - Shelves – mark items as Completed, In Progress, or For Later. If you just want a way to track what you want to borrow at a later date, use your For Later shelf.
 - Lists – create custom lists of favourite books or movies that you can share with other library users, or create private lists that only you can see.



Shelves

- Search for any item in the catalogue that you want to add to a shelf. From the search results page, you can easily click on For Later if you want to add it to your For Later shelf.
 - If you want to add it to your Completed or In Progress shelves, just click on the drop-down arrow beside For Later and select which Shelf you'd like to add it to.
- You can review everything you have Shelved from your Library Dashboard.

Lists

- From your Library Dashboard, click on the Lists located at the bottom of the left-hand column:

My Collections	
On my shelves	
For Later	31
In Progress	0
Completed	11
Lists	2

- Click on Create a New List.
- Most patrons will want to use the Guides and Recommendations template.
- Add a title for your list and a description if you'd like to.
- Add titles to your list by using the Add to List button

+ Add to List

- You'll be asked to decide who can see your list: Everyone, People in a Specific Location, Anyone with the link, or Only Me. If you want your list to be private, be sure to select Only Me.
- You can now review your lists at any time by going back to your Lists page.

- When you're done adding items to your list, click on the Finished Editing button at the top of the page.

