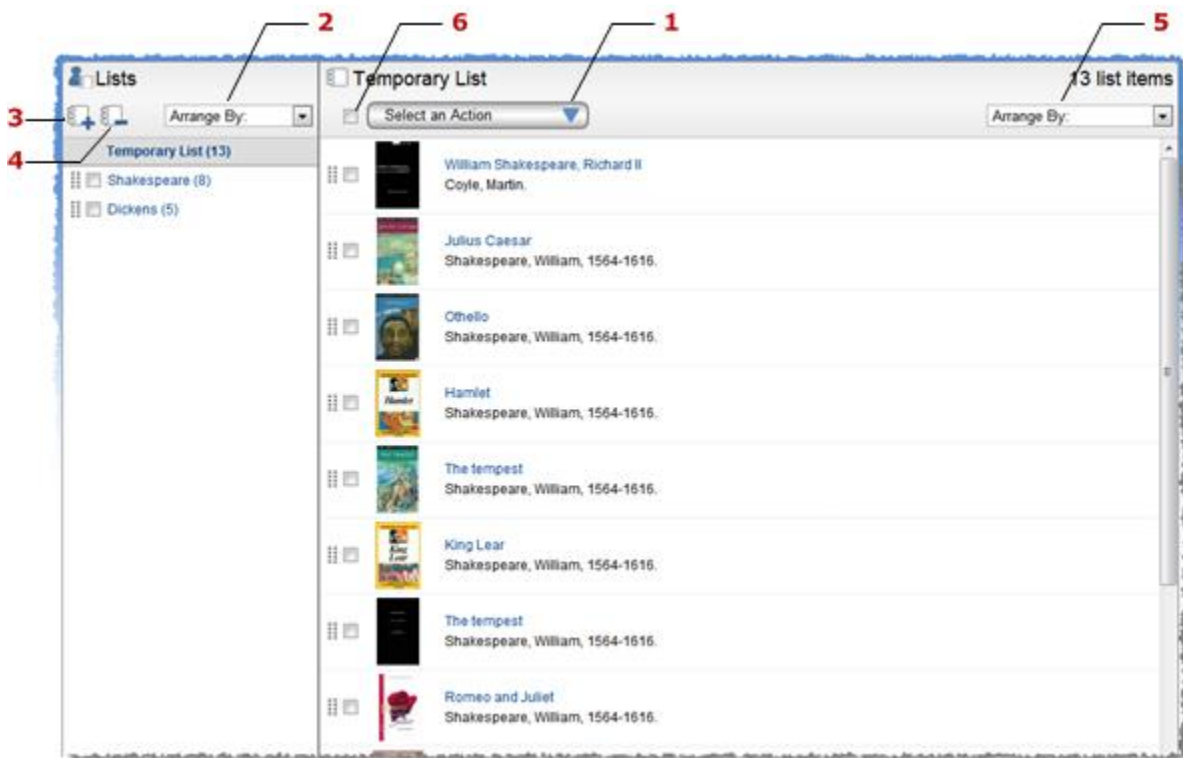# Using My Lists

When you find items in Searching that you want to keep and organize, you can save them in your My Lists. You can create and customize your lists, and you can print or email your lists. From My Lists, you can also place holds on items.

Adding items to My Lists

You can add items to your My Lists by using the "Select an Action" drop-down from either a

search results page or an item's detail display. (1)
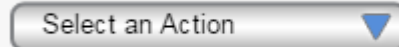
If you are logged in to the system, you will be prompted to select which of your lists you want to save items to.

If you are not already logged in to the system, any items you add to My Lists will be sent to a "Temporary List." To access your custom lists, you will need to first log in.
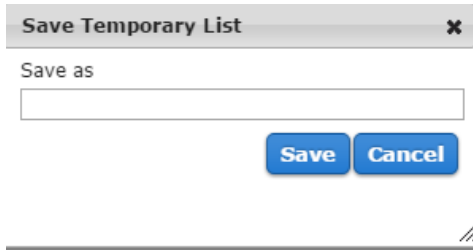
Using your Temporary List

If you are logged in to the system, you can move items into other lists, or you can save the entire list. In essence, you will be creating a new list out of the items in your Temporary List.

To save your Temporary List, select **Save Temporary List** from the "Select an Action menu" (1)
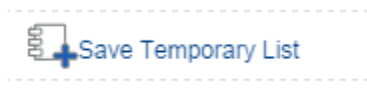

 A window will open and ask you to name the new list. Enter the name and click **Save** to save the list or **Cancel** to go back. If you log out without saving the list, the Temporary List will be cleared.

If you are not logged in, the list of titles will be cleared after your session has expired (about 10 minutes with no activity in the browser). You can log in after you have placed items in your Temporary List to move them to one of your saved lists.

Viewing and arranging My Lists

Your Temporary List and your saved lists are listed in the left-side window under the "Lists" heading.
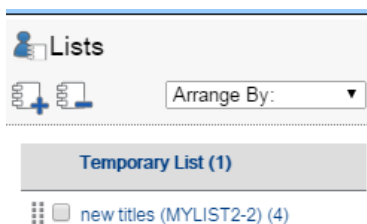
To view a list, click on it. It will open in the main window.

To arrange your saved lists, do one of the following:

• Use the (⁞⁞) icon to drag and drop your lists in the order you want them to appear.

• Use the **Arrange By** drop down (2) to arrange your lists by name or date (ascending or descending),

Adding/Deleting lists

To create a new list, click the **Add List** button (3).

A window will open and prompt you to name your new list. Enter the name and click **Create** to create the new list or **Cancel** to go back.

To delete lists, select the lists you want to remove and then click the **Delete Lists** button (4).

Viewing and arranging items in a list

You can click on the title or image of any item to view its detail page.

To arrange items in a list, do one of the following:

• Use the (⠿) icon to drag and drop your lists in the order you want them to appear.

• Use the **Arrange By** drop down (5) to arrange the items in your list by name or date.

Selecting an action

First, select the items you want to do an action on, or use the **Select All** check box (6) to select all items on the page.

Then choose the action you want to take from the "**Select an Action** menu" (1).