



Using My List in the library catalogue

About the My List function in the catalogue

This function enables you to create, save and email a list of resources which you have found while searching the catalogue.

Accessing the library catalogue

The library catalogue is on the web at:
www.swin.edu.au/lib/catalogue

Select the campus library you usually use.

Click on the *Login* button in the top right hand corner of the screen and type your library barcode and PIN, then click on *Login*. Your name is now displayed at the top of the screen.

Conducting a search

Select a search option from the dropdown menu. Type one or more words to search for, then click *Search*.

See the *Searching the library catalogue* guide at:
www.swin.edu.au/lib/catalogue for more tips on searching.

Creating a List

After completing a search, you can create a book list at either the *Search results* page or from within an individual record.

Click on the *Add To My List* button to add an item to the book list. Once you have done this, the button changes to *Remove*. Continue to add as many items as you wish. If you wish to remove the item from your list, click on the button again and it will change back to *Add To My List*.

In the top right hand corner of the screen, the number next to *My List* shows how many item/s you have selected.

Saving a List

Click on the *My List* button and select the box to the left of each item; a tick will appear in the box. From the *Move To* drop-down menu, select *New List* and click *Go*. Type a name for your list and click *OK*.

You have now removed your item/s from the temporary *My List* and saved them with a new name.

The book list is now saved and will stay on the library catalogue system for two weeks before it is automatically deleted.

Viewing a List

By selecting your list from the *Other Lists* drop-down menu, you will see your saved list.

Adding items to an existing List

Click on *Search* to search for more item/s to add to the list. Click on the *Add To My List* button to add item/s.

Click on *My List* and select the title/s you wish to add to an existing list by clicking in the box beside each item. From the *Move To* drop-down menu, choose the name of the list that you want to add item/s to and click on *Go*.

Creating another List

Follow the instructions for *Creating a List*. When the list is created, follow the instructions for *Saving a List*.

Merging two Lists

Click on *Manage Lists*. Click on the title of the list you wish to merge. Select the titles, and from the *Move To* drop-down list, select the list you wish to merge them with. Click *Go*.

Renaming a List

Click on *Manage Lists* then click on *Rename*. You are prompted to enter a new name. Type the new name and click *OK* and the list will be renamed.

Deleting a List

Click on *Manage Lists* then click on *Delete*. There are no further prompts - the list will be deleted immediately.

Contact the Library

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Emailing a List

When you have the list displayed on the screen, scroll to the bottom of the screen and click on the *Email this list* button. Select plain text, enter your email address and then select *Send*.

The default Subject for the email is "Booklist" – you may wish to change this to something more meaningful.

Plain text format includes title, author, publication details, the campus and call number.

Printing a List

When you have the list displayed on the screen, click on the *Print* icon, or, choose *File* from the drop-down menu and then *Print*.

The List will print exactly as shown on the screen. If you want to format the list, you should email the list to yourself as plain text and then copy and paste the List into Word to format it before printing.

Logout

Remember to click on *Logout* when you have finished your catalogue session.

Problems with My List

You may encounter the following difficulties with *My List*:

1. You click on *Add To My List* and the button does not turn to *Remove* and the screen freezes

Solution: Try clicking on *Search*. If this doesn't work, you may need to close the catalogue session and start a new one.

2. You have clicked on *Add To My List* and *My List* displays the correct number of item/s you have added, but when you click on *My List* there are no item/s or another list is displayed

Solution A: Check that you are still logged in. After several minutes of inactivity a time-out function is enabled and you may need to log in again.

If you are logged in your name should appear at the top right hand corner of the screen under the *My List*, *Login* and *Help* icons.

Solution B: You may have used the browser *Back* button and items that you have just added to *My List* are no longer available. Do not use the *Back* button while using *My List*.

3. You have finished working with *My List* and click on the *Search* tab to do another search, but the screen looks a bit different from usual (e.g. the *Search* tab is now green).

Solution: It is best to close the catalogue session and start a new one to avoid further problems.