

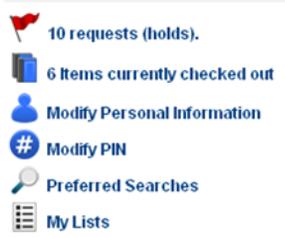
following window will display:

Save Records to a List

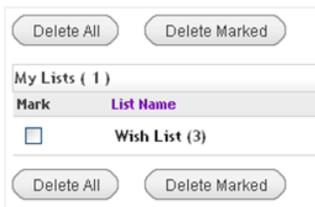


Give your list a name, and click **Submit**. The Description is optional.

You can access your lists at any time by going into **My Account** and selecting **My Lists**.



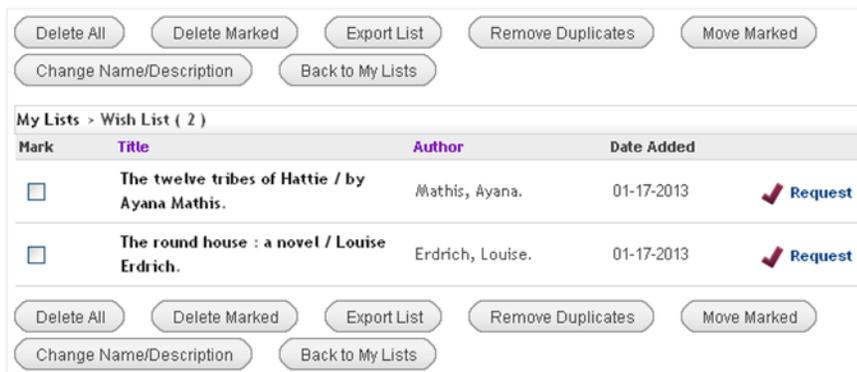
Clicking on **My Lists** will display all the lists you have created.



You can open the list by double clicking on it. Note you can delete one or more of your entire lists on this screen.



Items in a sample list:



Mark	Title	Author	Date Added	
<input type="checkbox"/>	The twelve tribes of Hattie / by Ayana Mathis.	Mathis, Ayana.	01-17-2013	 Request
<input type="checkbox"/>	The round house : a novel / Louise Erdrich.	Erdrich, Louise.	01-17-2013	 Request

Once you have displayed a particular list, you can perform multiple tasks:

- You can place a hold on one or more of the items by clicking on the **Request** to the right of the item.
- You can remove duplicates on the list.
- You can export the list to a file on your computer or device or email it to yourself
- You can mark items and move them to another list.
- You can change the name of the list.
- You can selectively delete items on the list or delete them all

Reading History and **Reading Lists** are very powerful tools that greatly enhance the usefulness of our new catalog.

We hope you enjoy exploring these features of our new Sierra catalog.

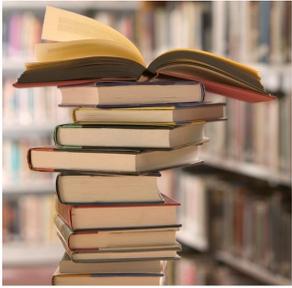
ANTIGO PUBLIC LIBRARY

CREATING READING LISTS AND RETAINING A READING HISTORY IN SIERRA





READING HISTORY AND READING LISTS: NEW FEATURES OF OUR ONLINE CATALOG



Patrons have long wanted to be able to keep lists of what they have already checked out

from the library, as well as lists of what they want to read. Now they can do just that!

This brochure introduces the **Reading History** option and creating **Reading Lists**.

Both are very useful tools, but they function quite differently.

To select these features, go to the library's web site at www.antigopl.org, and click on the V-Cat Catalog on the upper left side.

Reading History

Keeping a history of everything you check out in Sierra is not an option that every user wants. Because of the Patriot Act, all such reading histories can be subject to subpoena. However, users are given the option of *opting in* to this feature if they wish. Sierra will NOT keep a Reading History unless you tell it to do so.

Opting In to Reading History

Once you've connected to the V-Cat Catalog, select the **My Library** menu in the upper left corner of the catalog's home page. This reveals the option **My Account**.



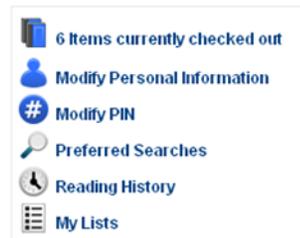
Click on this option.

A screen will appear which prompts you for your barcode and PIN.

Fill these in and click Submit.

Under your account, you will see a number of categories on the left side.

Select **Reading History**.



You will have to **Opt In** to this feature.



After you have opted in to this feature, the software will begin retaining a list of all items you check out.

At any time, you can **opt out** of this feature.

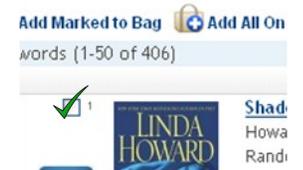


You can also remove any or all titles from your Reading History.

Reading Lists

You can create multiple **Reading Lists** at any time in the catalog if you are logged in.

Once you have found an item you want to add to a Reading List, check the box in front of the item.



Above the display of titles, you will see the option to **[Select a list]**. Clicking on the drop down gives the option to **Create a new list**,



or, if you have already created one, to select the list you want.

If you click on **Create a new list**, the

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