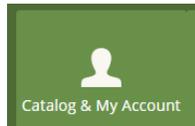


Adding Titles to the My List Feature in Enterprise

1. Go to the [online library catalog](#)

NOTE: You can also access the online library catalog on our main website (www.scottlib.org) by clicking the **Catalog & My Account** button



2. Click **Log In** (as shown by red arrow below)

3. In the box that pops up:

- Enter Library Card Number (without spaces)
- Enter 4 digit PIN Number
- Click Login



Log In | My Account | My Lists | Library Information | Select Language | |

COVID-19 UPDATE: ALL SCOTT COUNTY LIBRARIES WILL BE CLOSED EFFECTIVE MARCH 18 UNTIL AT LEAST APRIL 1. PLEASE CHECK OUR [WEBSITE](#) FOR MORE INFORMATION.



Everything

All Fields

SEARCH

Advanced Search

[Website](#) | [Suggest a Title](#) | [Event Calendar](#) | [Chat with Librarians](#)

Welcome to the
Scott County
Library catalog!

New Fiction



Title: **Shuggie Bain : a novel**
Author: Stuart, Douglas, 1976-

Need Help?
Contact your library during
open hours or use our Ask a
Librarian form for PIN, catalog
and other questions

4. Navigate to **My lists** (as shown by yellow arrow above)

NOTE: The system automatically defaults to the Temporary List. **Do NOT use this list as it will delete all information you added upon logging out of your account.**

5. Choose the **Add List** button (red arrow below)



Everything

All Fields

SEARCH

Advanced Search

[Website](#) | [Suggest a Title](#) | [Event Calendar](#) | [Chat with Librarians](#)

Lists



Arrange By:

Temporary List

0 list items

Select an Action

Arrange By:

Temporary List (0)

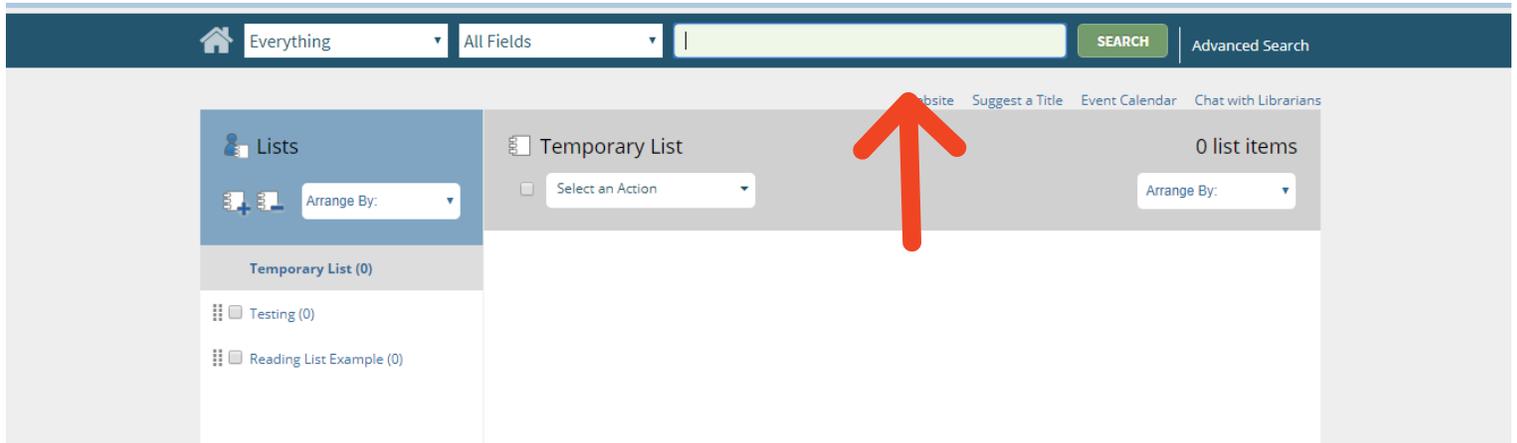
Testing (0)

6. A box will pop up asking you to provide a name for your new list

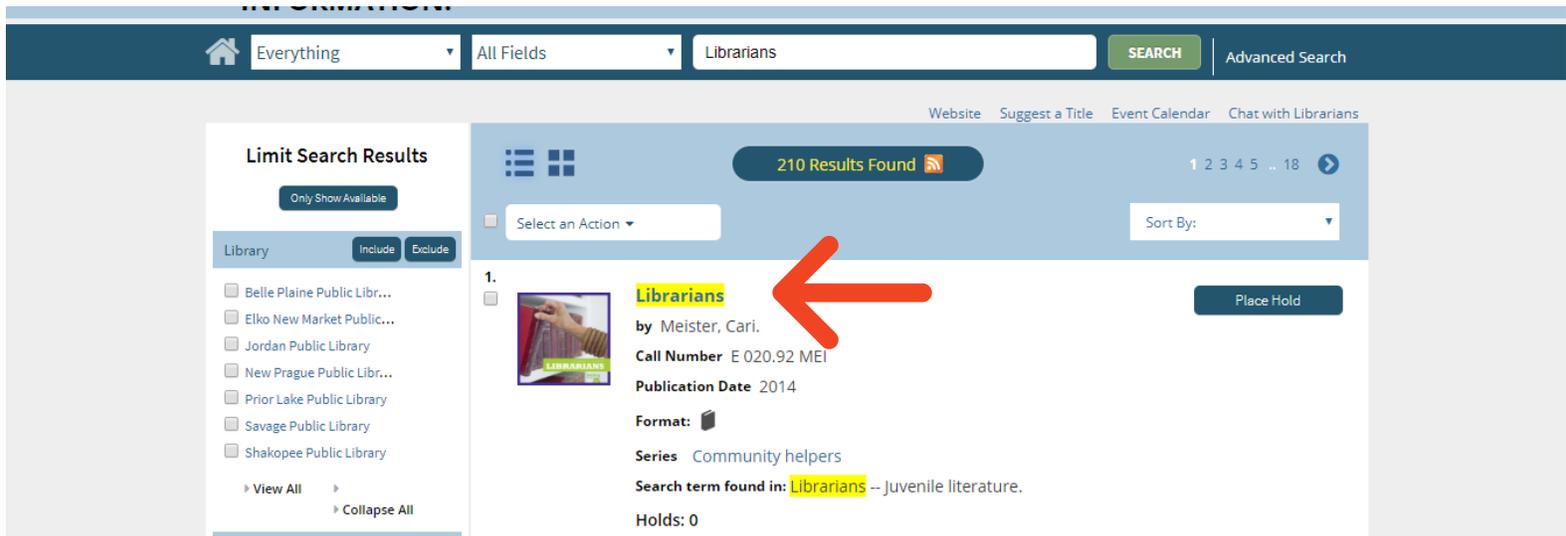
- Enter a name for your new list
- Click **Create**



7. To add items to your new list (or any lists you have previously created) use the search bar at top of screen and **enter a search query for a title, author or subject**. (red arrow below) Click **Search** button

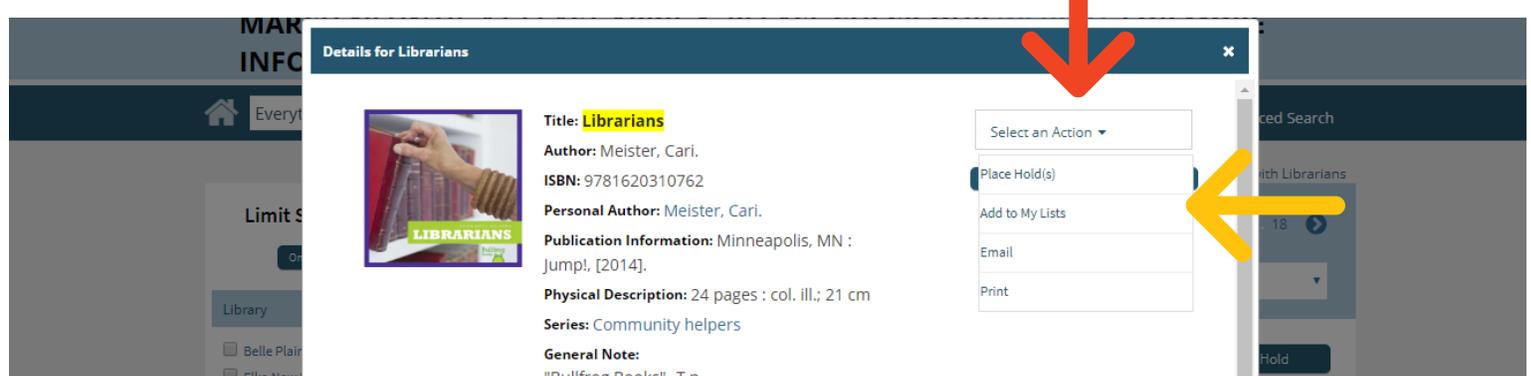


8. Results for your search will load. Click **on the title** of the item you are interested in previewing (red arrow below).



9. If you wish to add this item to a list:

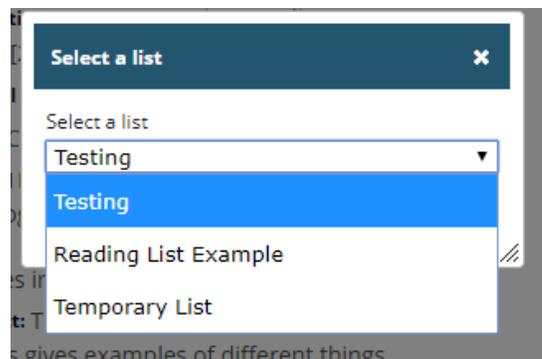
- Navigate to and click the **Select an Action** drop down (red arrow below)
- A menu drops down. From the drop down menu choices, choose **Add to My Lists** (yellow arrow below)



10. A box will pop up asking you to select which reading list you want to add the title to for the item you are previewing. Choose **which list you'd like to add to** and Click **add**.

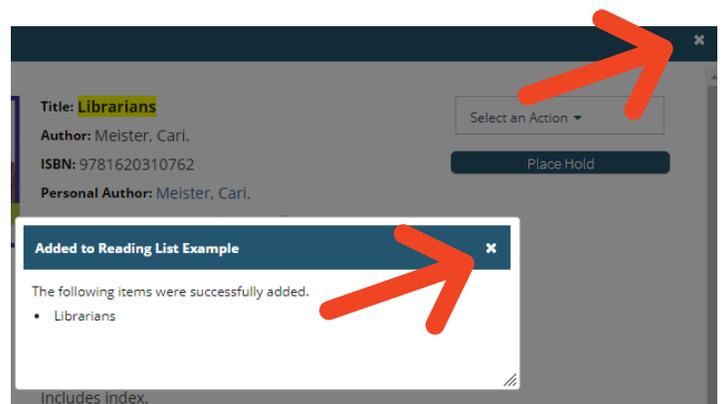
Note: Your reading lists will be unique to you and not match the example below

Remember, don't add to the temporary list or all information you add will be deleted upon logging out of your account.



11. A confirmation box will pop up confirming your title has been added to your list.

12. Close out of boxes using **X** in upper right corners



13. Items are now under your **My Lists** area and will be saved for future reference.