



## Using Lists

Staff and students can create one or more lists in eLibrary.

Creating a list is a great way to:

- Keep a list of books that you want to read
- Keep a list of your favorite books that you have read
- Share a list of your favorite books with others
- Make a list of items that would be great to use for your next project

## Types of Lists

Two types of lists can be created in eLibrary. We recommend logging in and using a **permanent list**.

Keep List	Permanent List (+My List)
Not recommended	<b>Recommended</b>
Temporary list goes away when you close eLibrary goes away if your session times out	Permanent list can go back to this list anytime until you choose to delete it
Appears in eLibrary as “Keep”	Appears in eLibrary as “My List”
Only one Keep List	Can have multiple Permanent Lists Only one Permanent List can be active at a time
Keep List is the default list no set up required	Must create a Permanent List and must make it active before you can use it
Do not have to be logged into eLibrary	Must be logged into eLibrary to use
Can’t name/ rename the Keep List	Each Permanent List can be named/ renamed The Permanent List that is active will always show up as “My List”
Can email the list	Can email the list

## Permanent Lists (+My List)

### How do I create a permanent list?

1. Log into eLibrary using your CBE username/ Student ID and password
2. At the top of the page click “permanent lists”



3. Under “New List”, type in the name of your list, then click “Add list”.

New List

4. Click “Make list active” so you can use it.



### How do I switch lists?

1. At the top of the page click “permanent lists”
2. Under “current lists”, use the dropdown arrow to select a list.
3. Click “Make list active”. Your list is now active.

Current Lists



### How do I add books to my list?

1. Search eLibrary.
2. Click “My List” to add the item to your active permanent list.

<input type="checkbox"/> +My List	<b>Dog loves books</b>
<input type="checkbox"/> Keep	Yates, Louise.
	PN1009.5 L3 Y3.7 I
	2010
	1 copy available at

### How do I print or email my list

1. Select the “current list” that you want to print or email.

Current Lists

2. Click “Make list active”.  
(Be sure there are items in your list to continue)
3. The “Options” area gives you the ability to do 3 helpful tasks:
  - sort your list before printing/ emailing
  - choose a brief or full record view before printing/ emailing
  - print or email your list

## Options

**sort by:**  ▼

**library:**  ▼

**view of records:**  ▼

Email

### How do I delete a permanent list?

1. Select the “current list” that you want to delete.
2. Click “Remove list”.

Current Lists

3. Click “Ok” in the popup window to delete the list. Once you delete it, you will not be able to recover it.

### How do I rename a permanent list?

1. Select the “current list” that you want to rename.
2. Click “Rename list”.

Current Lists

3. In the popup window type in the new name of the list, and click “ok”