

Creating and saving a list of text resources in the LINCC catalog:

1. Log in to your library account. (It is important that you log in first so that your list is properly saved.)
2. Choose *My Lists* from the top right of the screen. On the left you will see an icon that looks like a notebook with a plus sign. This icon creates a new list. Name your list and click *Create*.
3. Search for texts you'd like. Use filters as needed.
4. From the search results screen check the box beside the texts you'd like to add to a list.
5. You will see a drop-down menu above the first title; choose *Add to My Lists*.
6. Select your list from the drop down menu and click *Add*.
7. Things to note:
 - a. You can also add things to a list from the details screen of an item, and not just the search results page. The process is the same, except the drop-down menu is over on the right.
 - b. If an item is no longer in the system (i.e. the last copy was lost or discarded), it will show you the title in small black font and it won't be linked to a record. This will tell you that the item was on your list but is no longer available. It is possible a newer edition is available, so try searching the title.