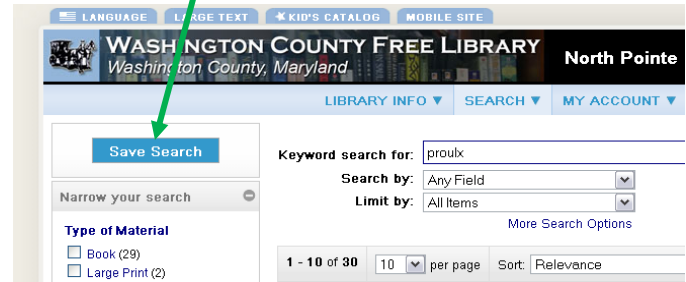


## Catalog Extras

After you search, click here to save the search.

### Saving Searches

You can save a search and have it run automatically every week or every month — for example, to alert you to new books by a favorite author.



On the next screen, give your search a name, and add a note if you wish.

Search name:

Note:

Search command: FIND AU={freetext}laurie king{/freetext}

Email results to: ref@washcolibrary.org

Email format: HTML

Email if no results:

Search frequency: Monthly

Number of times to run: 99

Save Search    Reset

Choose where to have new results sent.

Choose how often to run the search.

When you're done, click Save Search.

The search will show up under Patron Account / Saved Searches. There you can modify or delete it.

## Keeping Lists

► To keep a list of everything you check out - click My Account / My Record / Contact Information etc. — then check the box for “Maintain reading list” and click “Submit ...”

► To make lists of books you find in a search, make sure you're signed in, run your search, then ...



Next to any item, click Add to List.

Choose which list to add this item to, or create a new list.

# Catalog Extras

## Working With Lists

► To see your lists, make sure you're signed in, then click **My Account / My Record**

Then click the list you want to view.

The screenshot shows the Washington County Free Library website interface. At the top, the header includes the library name and location: "WASHINGTON COUNTY FREE LIBRARY North Pointe - Hagerstown". Below the header is a navigation bar with "LIBRARY INFO", "SEARCH", "MY ACCOUNT", and "HELP". The "MY ACCOUNT" menu is open, showing options like "My Record", "Items Out", "Requests", "Fines & Fees", "Saved Searches", and "Log Out".

On the left side, there is a "My Account" section for "Customer, Library" with a "Log Out" button. Below that is a "My Lists" section with "Saved Title Lists" including "Books to read soon (0)" and "DVDs to try (4)".

The main content area displays a list titled "DVDs to try". The first item is "1. Band of brother" (2002), with details: "Publisher, Date: New York : HBO Video, 2002." and "Description: 6 videodiscs (ca. 705 min.) : sd., col. ; 4 3/4 in. Target Audience Note: Not rated." Below the description are "Local Availability: 1 (of 1)" and "System Availability: 1 (of 1)". At the bottom of this item's details are buttons for "Delete", "Copy to:", "Move to:", and a dropdown menu currently set to "Books to read soon".

The second item is "2. The great Buck Howard (DVD)" (2008), with details: "Publisher, Date: [United States] : Magnolia Home Entertainment, 2009." and "Description: 1 videodisc (ca. 90 min.) : sd., col. ; 4 3/4 in. Target Audience Note: MPAA rating: PG".

You can print or email the list.

Choose what info to see about each item.

Use these buttons to delete an item from the list or to copy or move it onto another list.