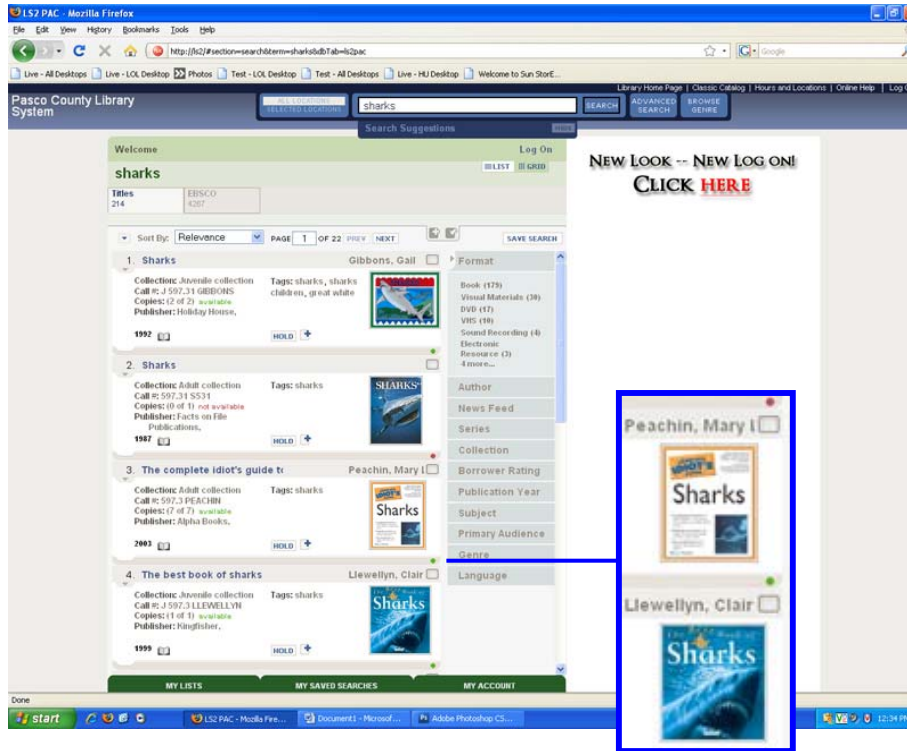


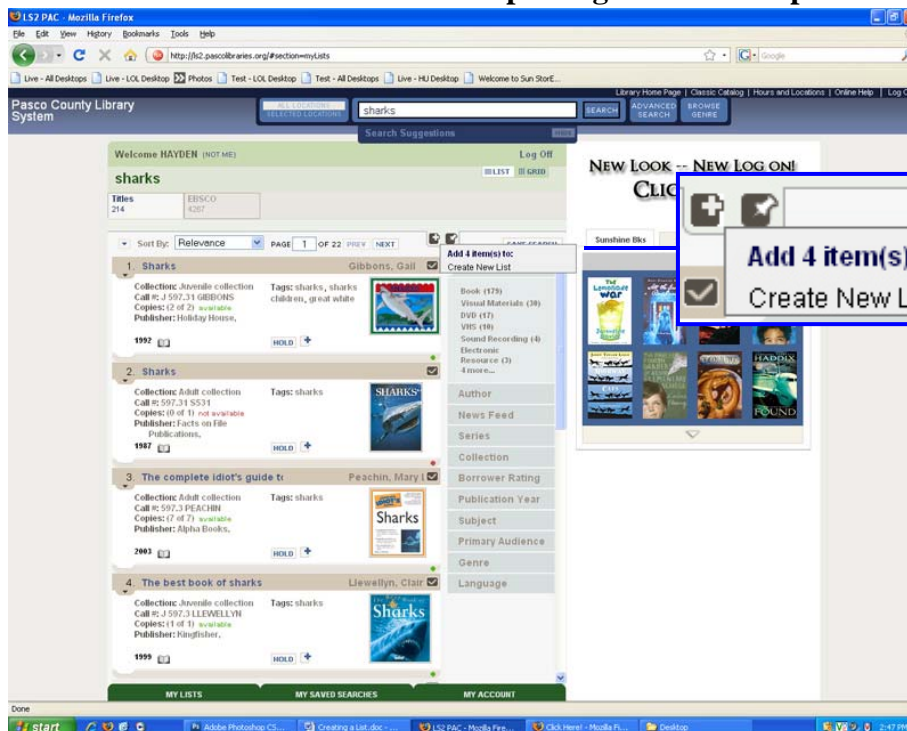
Creating and Adding Items to a List

Creating a List

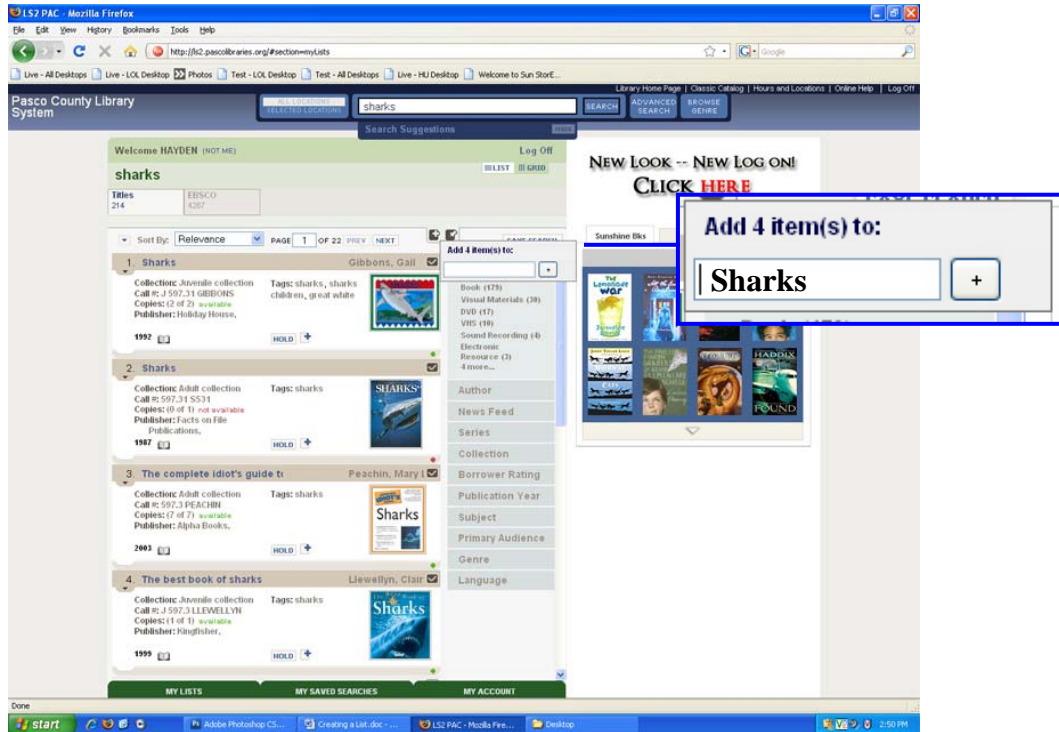
1. You need to be logged into your Pasco County Library System account.
2. To create a list, you must first perform a search. For example, we will perform a search on “sharks”.
3. Click in the box on the right side of the title bar of the item you wish to request. In most instances, there will be an author’s name to the immediate left of it. This will highlight that title bar.



4. After clicking the boxes of titles you want on your list, assign them to a list. Under the first clicked title bar see the box with a plus sign (+) next to the HOLD BOX. This box with a plus sign in it is the “Save to a list” box. Click the box with a plus sign over it and pick “Create a New List”.



5. Another window will appear with a blank box. Type in the name of your new list and click the plus sign to the right of it. For our example, we will name the list “Sharks”.



6. Repeat steps 2. through 4. assigning any titles to any list. Each time you add items to a list you will get the message “Item(s) have been added to the list”. So you have created a list and have added items to it.

