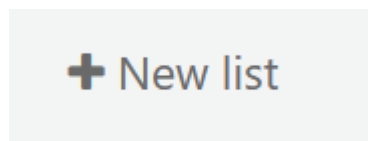# Lists and cart

Lists are a way to save a collection of bibliographic records on a specific topic or for a specific purpose. The cart is a session specific storage space for bibliographic records.
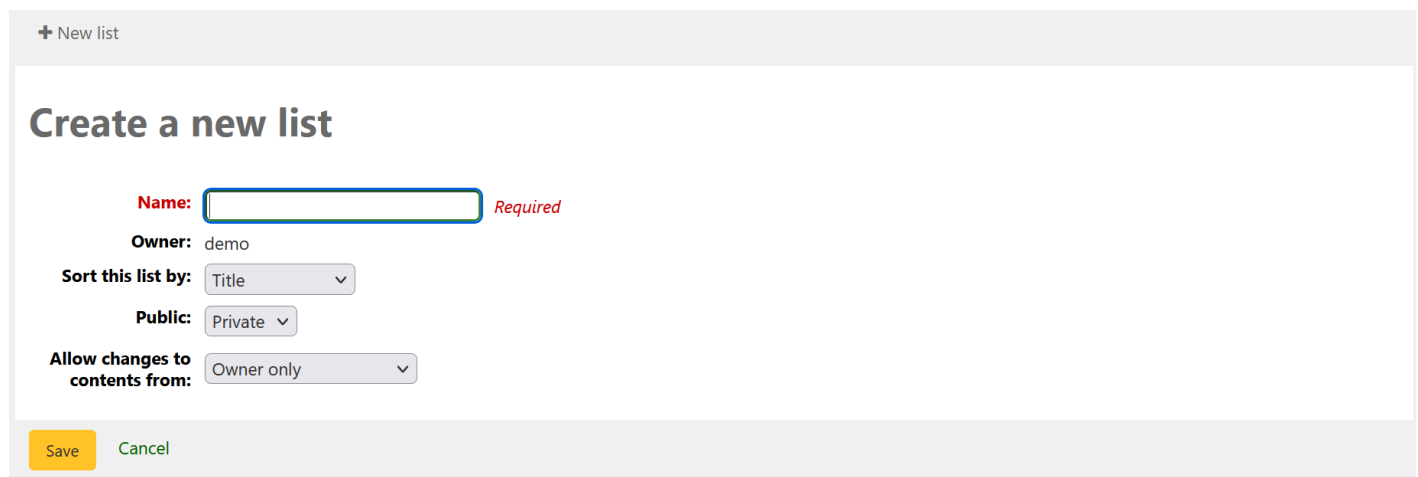
- *Get there:* More > Lists

Lists

Create a list

A list can be created by visiting the Lists page and clicking 'New list'

The new list form offers several options for creating your list:

- Name: the name is what will appear on the list of lists, it is the only required field
- Owner: this is the username of the owner of the list, the creator is the default owner, but that can be changed later
- Sort this list by: you can choose how to sort the list (by title, author, publication year, call number or date added to the list)
- Public: decide if the list is going to be private or public
    - A private list can be seen only by you
    - A public list can be seen by everybody, including OPAC users
- Allow changes to contents from: decide who has permission to add or remove titles from the list
    - Nobody: this will close the list to contributions
    - Owner only: only you will be able to add or remove items from the list. If the list is public or shared, the OPAC users or sharers will not be able to change the list contents.
    - Anyone seeing this list: everyone who has access to the list will be able to add or remove titles. If the list is public, this means everyone. If the list is private, only the owner will have the ability to change the contents. And if the list is shared, the owner and sharers will have this ability.
    - Permitted staff only: this option will make the list content editable by staff members with the edit_public_list_contents permission.
    - Staff only: this option will make the list editable by all staff members (users with the catalogue permission).

A list can also be created from the catalog search results

Search results

145 result(s) found for 'kw,wrdl: crime'.

Edit this search

Search within results [   ] Search

✔ Select all   ✖ Clear all | Unhighlight | 🛒 Add to cart   ☰ Add to list ▾   ☐ Place hold   🔍 Z39.50/SRU search   ✏ Edit ▾   Sort ▾

New list

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Next ❯ | Last ≫ |

Results	Location
☑ 1. **Jack Archer A Tale of the Crimea [electronic resource] / by G. A., 1832-1902 Henty** by Henty, G. A., 1832-1902 (George Alfred). Material type: 📘 Text; Format: electronic Series: Project Gutenberg ; 11058 Publication details: Project Gutenberg, 2004 Online access: Click here to access online | Rights No holds allowed | Add to cart | Edit record | Edit items	No items
☑ 2. **Karl Ludwig Sand Celebrated Crimes [electronic resource] / by Alexandre, 1802-1870 Dumas** by Dumas, Alexandre, 1802-1870. Material type: 📘 Text; Format: electronic Series: Project Gutenberg ; 2745 Publication details: Project Gutenberg, 2004	No items

- Check the box to the left of the titles you want to add to the new list

- Choose 'New list' from the 'Add to:' pull down menu

Add 3 items to a list:

- **Playing Shakespeare** / Barton, John,
- **Shakespeare's sonnets** / Shakespeare, William,
- **The Arden edition of the works of William Shakespeare.** Shakespeare, William,

Add to a new list:

List name: [   ]

Category: [Private ▾]

[Save] [Cancel]

- Name: the name is what will appear on the list of lists, it is the only required field
- Category: decide if the list is going to be private or public
  - A private list can be seen only by you
  - A public list can be seen by everybody, including OPAC users
- The list will have the default sort (title) and the default modification permissions (owner only).

Once the list is saved it will accessible from the Lists page and from the 'Add to' menu at the top of the search results.

Add to a list

To add titles to an existing list click on the list name from the page of lists

To open a list, click the list name.

From that page, click 'Add items' to add titles by scanning barcodes into the box, or entering biblionumbers.

A title can also be added to a list by selecting titles on the search results page and choosing the list from the 'Add to' menu

Viewing lists

To see the contents of a list, visit the Lists page in the staff interface

From this page, you can perform some actions on the lists.

- Edit: will allow you to edit the description and permissions for this list

  Note

  For public lists, this option will only appear to staff members with the edit_public_lists permission.

- Delete: will delete the list

  Note

  For public lists, this option will only appear to staff members with the delete_public_lists permission.

- Transfer: will allow you to change the owner of the list

  Note

  This option is only possible on public lists.

  This option will only appear to staff members with the edit_public_lists permission.

Clicking on the 'List name' will show the contents of the list

From this list of items you can perform several actions

- New list: will allow you to create another list

- Add items: will allow you to add items to the list with barcodes or biblionumbers

- Edit: will allow you to edit the description and permissions for this list, or delete this list

- Download list: will allow you to download the list using one of 3 default formats or your CSV profiles

- Send list: will send the list to the email address you enter

  Note

  The message sent when emailing the list is LIST, which can be customized in the Notices and slips tool.

- Print list: will present you with a printable version of the list

You can sort the columns by clicking on the column header.

Cart

The cart is a temporary holding place for items in the OPAC and/or staff client. The cart will be emptied once the session is ended (by closing the browser or logging out). The cart is best used for performing batch operations (holds, printing, emailing) or for getting a list of items to be printed or emailed to yourself or a patron.

The cart feature can be turned off in the OPAC using the opacbookbag system preference.

If you would like to enable the cart in the staff interface, you need to set the intranetbookbag system preference to 'Show.' To add things to the cart, search the catalog and select the items you would like added to your cart and click on the 'Add to cart' button.

Search results

126 result(s) found for 'kw,wrdl: cooking'.

Edit this search

Search within results [   ] [Search]

✔ Select all   ✖ Clear all | Unhighlight | [🛒 Add to cart]   [☰ Add to list ▾]   [☐ Place hold]   [🔍 Z39.50/SRU search]   [✎ Edit ▾]   [Sort ▾]

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | Next › | Last » |

Results	Location
☑ **1. Quantity Cookery Menu Planning and Cooking for Large Numbers [electronic resource] / by Nola Treat and Lenore Richards** by Treat, Nola | Richards, Lenore. Material type: 📄 Text; Format: electronic Series: Project Gutenberg ; 38615 Publication details: Project Gutenberg, 2012 Online access: Click here to access online | Rights No holds allowed | Add to cart | Edit record | Edit items	No items
☑ **2. The Story of Crisco [electronic resource] / by Marion Harris Neil** by Neil, Marion Harris. Material type: 📄 Text; Format: electronic Series: Project Gutenberg ; 13286 Publication details: Project Gutenberg, 2004 Online access: Click here to access online | Rights No holds allowed | Add to cart | Edit record | Edit items	No items

A confirmation will appear below the cart button at the top of the staff client
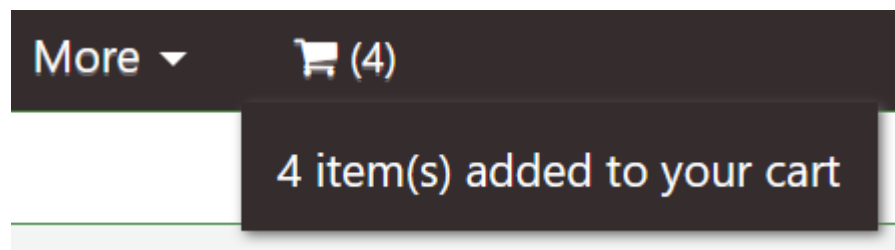
Clicking on the cart icon will provide you with the contents of the cart

From this list of items you can perform several actions

- 'More details' will show more information about the items in the cart

- 'Send' will send the list to the email address you enter

  Note

  The message sent when emailing the cart is CART, which can be customized in the [Notices and slips tool](#).

- 'Download' will allow you to download the cart using one of 3 default formats or your [CSV profiles](#)

- 'Print' will present you with a printable version of the cart

- 'Empty and close' will empty the list and close the window

- 'Hide window' will close the window

Modifying bibliographic records via the cart

Bibliographic records can be modified in batch from the records added to a cart. Select the records in the cart you wish to modify and click 'Batch modify'.

You will be taken to the 'Batch record modification tool' and from there the process to modify the bibliographic records is the same as if you had chosen to [modify via Cataloging](#).