



## Cart and Lists

### Cart

The **Cart** feature allows you to create a list of items as you browse the catalog. A **cart** isn't connected to your library account and will be deleted after you leave LINKcat.

#### Adding Items

To add items to your Cart from the search results list:

- Click the **Add to Cart** link found under each item **OR**
- Select multiple items, choose **Cart** from the **Add To** drop down menu, and click the **Save** button **OR**
- Click on a title to view the item's record, then click the **Add to Your Cart** link in the upper right corner

#### View your cart

Click on the **Cart** button to the right of the search box. A new browser window will open with your cart information.

From there you can:

- email ("send"), print or empty the contents of your cart
- select individual items by clicking the box in front of the title or click **Select All**
  - click **Remove** to delete selected items from your cart
  - click **Place Hold** to request selected items (requires login and password to continue)

Carts are deleted when LINKcat is closed or when you log out of your account.



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# Lists

Create lists of your favorite items, items you want to check out later, or any other type of list you want to keep when you use LINKcat's Lists feature. You must be logged into your library account\* to create and access your lists.

## Add items to a list

From the search results list:

- Click the **Save to Lists** link found under each item **OR**
- Select item(s), and from the "Add to" drop down menu select a list or create a **New List** and then click the **Save** button **OR**
- Click a title to view the item's record, then click the **Save to Your Lists** link in the upper right corner

In all cases you will be asked to confirm the addition(s) to an existing list or to create a new one. Click **Save** to continue.

- Multiple lists can be created.
- All lists must be set to private. **Public lists will be deleted.**

## View and Modify Lists

To view or modify a list, click on the **Lists** button to the right of the search box and select a list or choose **Manage Lists**. From within your library account, select the **My Lists** tab. Then:

- Choose the **Your Lists** tab, then select the name of your list
- Click **Edit** to change the name or sorting options
- Open a list by clicking its title, then place holds by selecting item(s) from your list and clicking the **Place Hold** link
- Click **Print** to send your list to the printer
- Select **Delete List** to remove entire list

*\*Note: the login is your library barcode number and the password is your PIN*

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