



Recreating Your Lists

THE BASICS

You will need:

- Active Vancouver Island Regional Library membership
- Library account PIN
- Internet access
- Smartphone, tablet or computer



In our new catalogue, you have the option of creating lists of books or other material you'd like to read some day or that you especially liked (or dislike). If you have these sorts of lists in our old catalogue you might want to make them accessible in the new one. Here is how to export your lists and recreate them in the new catalogue.

BEFORE Oct. 13: Export your lists.

Exporting lists from BiblioCommons (current catalogue)

1. Log into the catalogue and access your list.

When you log in to the old catalogue at virl.bibliocommons.com and click on the tab that says **My VIRL**, you will see the default lists **Completed**, **In Progress** and **For Later** and can access your custom lists under **My Lists**.

2. Print off your old list.

When you have your list open there is a small print icon to the upper right of the list. Click it and your list will open in a different display, asking you to click to print the items. This is a better format for printing or saving. If your list is very long you will have to print it in batches of 50, as instructed onscreen.



Exporting lists from HIP (traditional catalogue)

1. Log into the catalogue and access your list.

When you log in to the old catalogue at hip.virl.bc.ca and click on the icon that says **My List**, you will see any items in your list. If this is empty, you may have to click the **Manage Lists** button.

2. Email yourself your old list.

When you have your list open there is a small link saying **Email this list** at the bottom left of the screen. Click it and you will be presented with two fields for the email, a subject (which can be any text you want) and a destination email address, which should be yours. You can change the format but HTML should be fine. Click the **Send** button.



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AFTER Oct. 13: Create your list in the new catalogue.

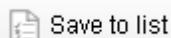
1. Log into the catalogue and search for titles.

Use the list that you printed off or emailed as a checklist to search for the same items. When you find a title you wish to add to a list, click the shopping cart icon next to it in the search results or the item's page to add it to your cart.



2. Move titles from your cart to your list.

Click on **My Cart** (at the top right of the page). When you see the list of titles you want to add to your list, click the **Save to List** button. There will be an option to save the items to an existing list (in a dropdown menu) or to a new list. Be sure to click the **Add** (or Create) button to finish the process.



3. Check on your list.

Your lists can be found under your account when you log in. Click on your **name** near the top right of the page. Then click **My Lists** in the left-hand column.

For more information on using the new catalogue please check virl.bc.ca/new-catalogue.

TIPS AND TRICKS

1. Instead of printing on paper, keep your old lists open in a file on your computer. You can select, then copy (CTRL-C) and paste (CTRL-V) titles into the new catalogue's search bar, rather than retyping everything.
2. Talk to a librarian about printing your old lists from a library computer for free.

