

create one.

#### Save Records in Bookcart to a List

[Select a list]

[Select a list]  
Wish List  
- Create a new list -

Num	Mark	Title Begins with (1-1 of 1)
1	<input checked="" type="checkbox"/>	Roll me up and smoke me when I die Willie,

If the list already exists, select it from the drop-down menu and click **Submit**.

The system will confirm that your item(s) was placed on the list for later:

1 record saved to "Wish List" for later.

Wish List

Num	Mark	Title Begins with (1-1 of 1)
1	<input checked="" type="checkbox"/>	Roll me up and smoke me when I die Willie,

If you want to first create the list the items in your bag will be placed in, click on **Create a New List** from the drop-down menu.

#### Save Records in Bookcart to a List

- Create a new list -

List Name:

Description:

Num	Mark	Titles (1-2 of 2)
1	<input type="checkbox"/>	Mrs. Lincoln's Dressmaker : Chie
2	<input checked="" type="checkbox"/>	Shiver Karen Robards. : Robard:

You can then name your list and click Submit; then add the items you wish to that list.



## Book Bag Feature

Placing items in a book bag allows you to collect all the items you wish to request, and perform that action just once. It also allows you to collect items you wish to add to a list.

Using the book bag will enable you to save time and effort doing both of these things. Remember, however, not to leave items in a bag before you have either requested them or moved them to a list. They won't be sitting in a bag waiting for you when you log in the next time!

We hope you enjoy exploring these features of our new Sierra catalog.



# BAGGING WHAT YOU WANT IN THE SIERRA CATALOG



# USING A BOOK BAG: A NEW FEATURE OF THE ONLINE CATALOG



The book bag is a handy tool when you want to request more than one item at a time or add more than one item to a reading list.

Just as in an online store, you can collect items that you want to do something with so that you can save time and effort in performing a single transaction rather than a multitude of individual ones.

The book bag, or simply **Bag**, as it is referred to, *disappears* when you log out of the online catalog. So you will want to be sure to do something with the items in your book bag before you leave the site.

The following explains how to:

- Move a number of items you want into the bag and request them all at one time
- Move a multitude of items onto a reading list at one time



## Moving Items into the Book Bag

While you are searching the online catalog in Sierra, you will find items that you want to either request or place on a reading list.



Click in the box to the left of the item you want to “bag” and then click on **Add Marked to Bag**. Near the top center of the screen, you will now see the options to either **View Bag** or **Empty Bag**.

Continue to add items to your bag as you find them until you’re ready to either request the items or place them on a reading list. Then click on **View Bag**.

The contents of the bag will appear, and you can place requests on one or more of the items, or place one or more items on a list.

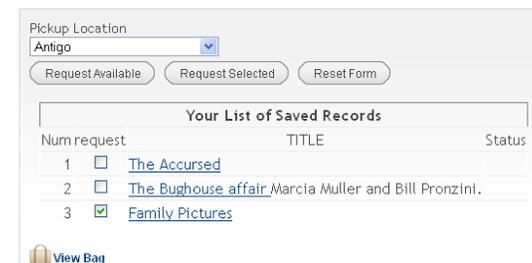


## Requesting Items in Your Bag

Place a check mark in front of the items in your bag you wish to request, and click on **Request Saved**. A screen will then appear where you can confirm or change the pickup location, and request the selected items. Requesting the item(s) will place them on the list of holds under your account.



### Request Saved Records



## Putting Bag Items on a List

Instead of immediately requesting the items you’ve collected in a bag, you may choose to keep them on a list instead. When you view the bag, place a check mark in front of the items you wish to move to a list, and click on **Add to My Lists**.



If you have already created a reading list, you will be able to select it from a drop-down menu. If a list doesn’t yet exist, you can

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