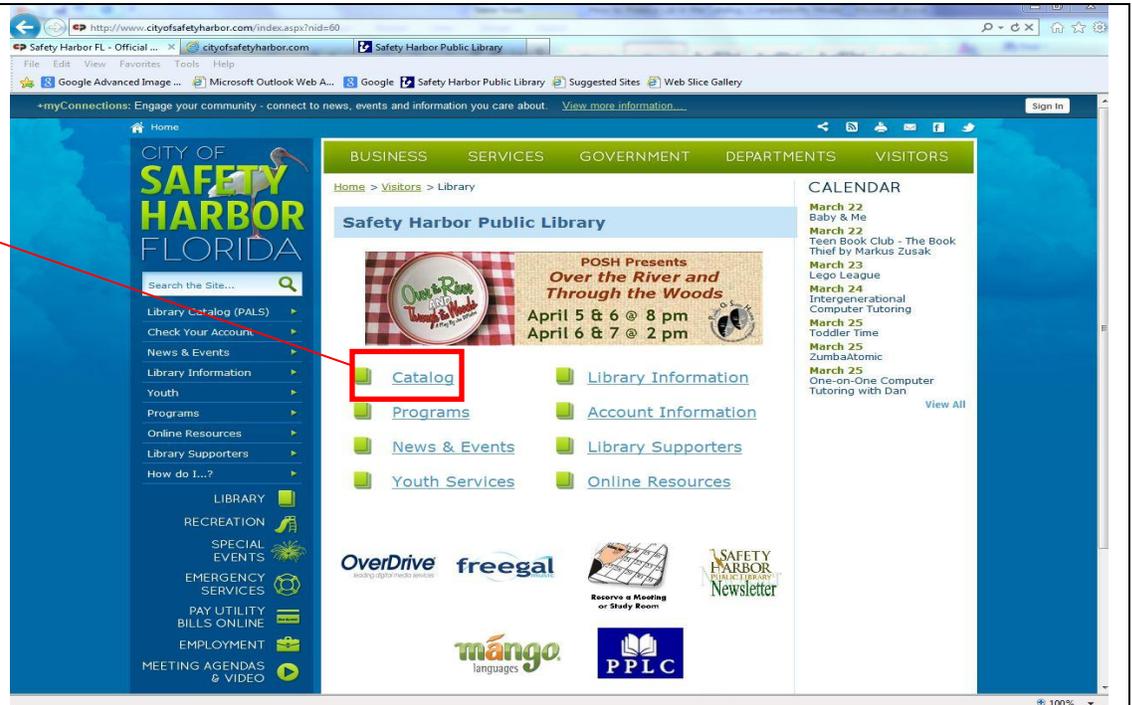


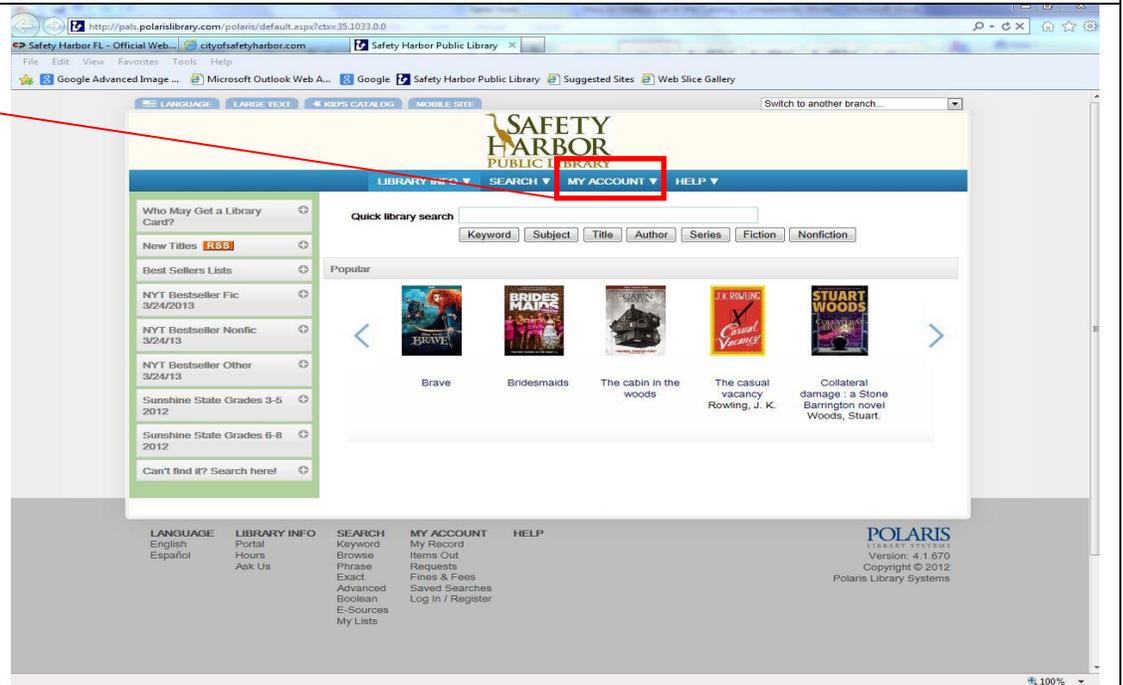
# How to Make a List in the Catalog

From <http://www.cityofsafetyharbor.com>

On the library's website, click **Catalog**.

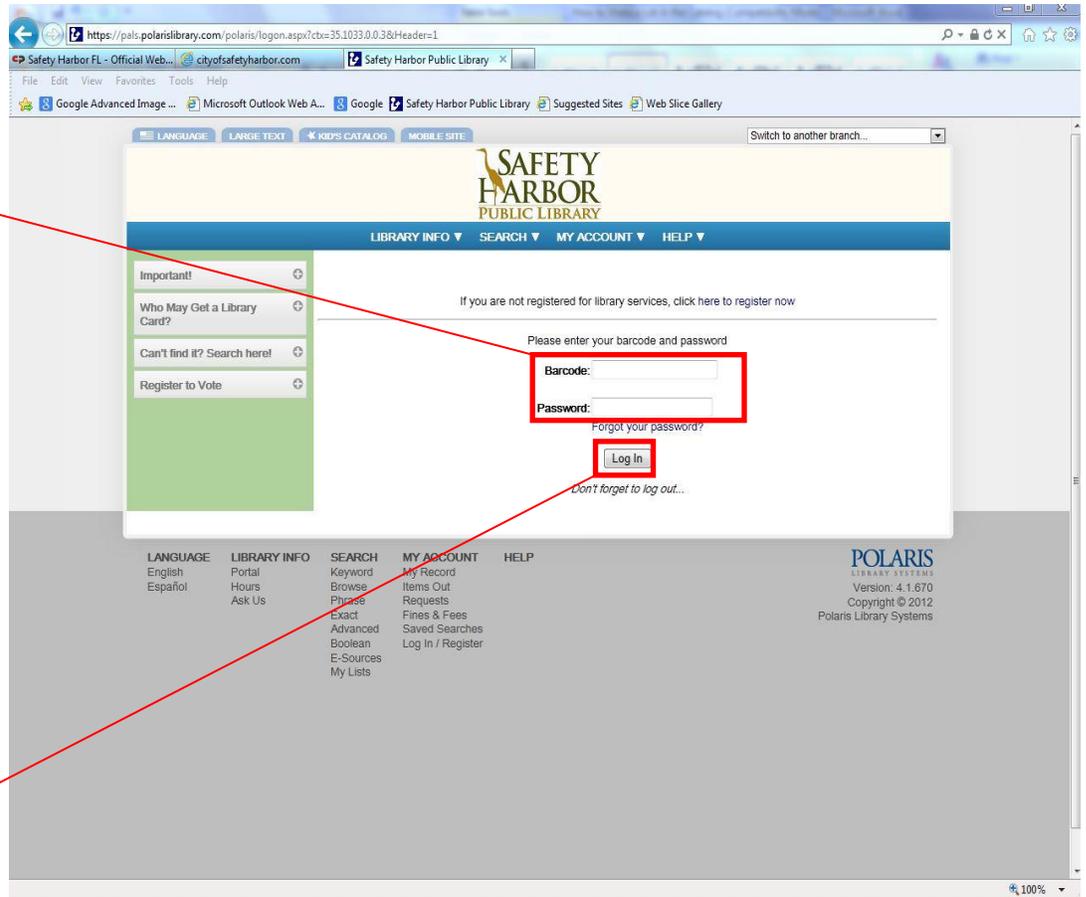


Click **My Account**, then **Log In/Register**.



Enter in your **Library Card Number and Password**. In Safety Harbor, we usually set the password to the last four digits of your phone number. If that does not work, please contact us for a new password.

Click **Log In**.



Welcome! You are now logged into your account.

Click **Create new saved list...** to get started.



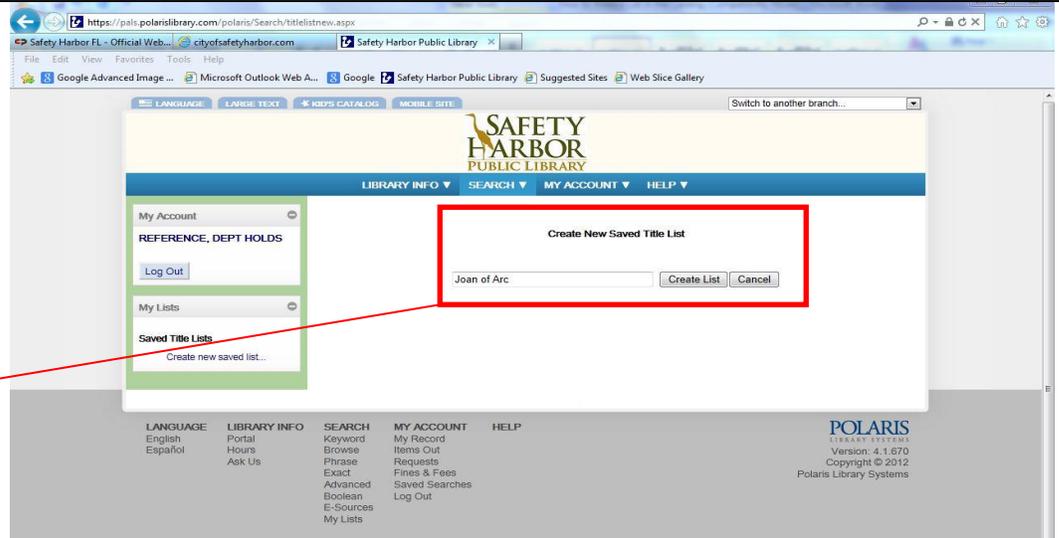
You will get a privacy warning message.

Click **OK** to proceed or **Cancel** to quit.



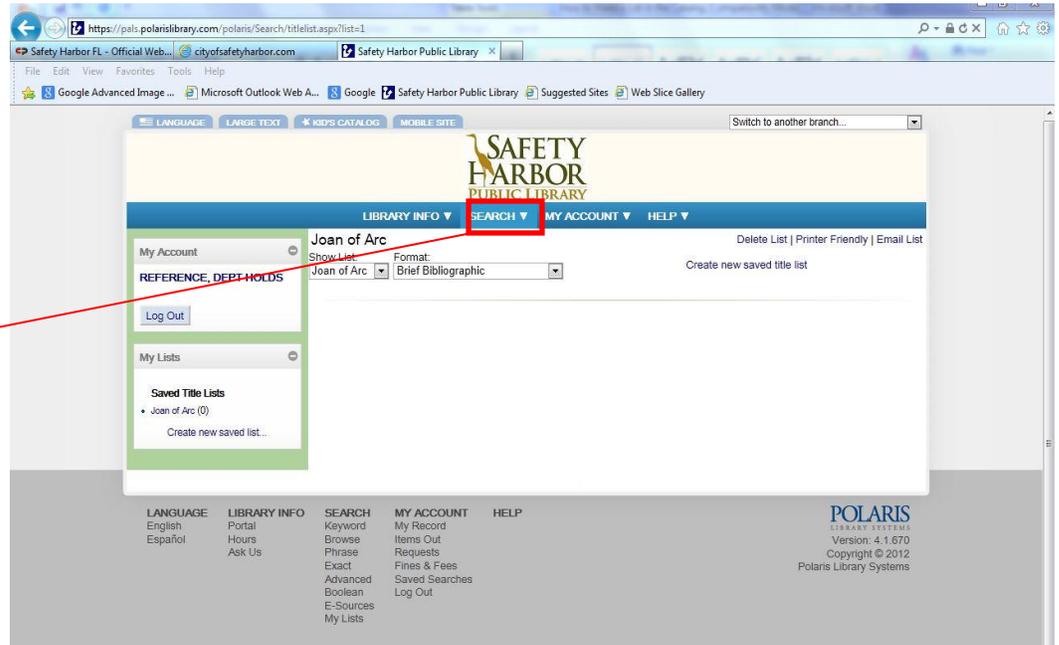
Choose a name for your list.  
You can make as many different lists as you like.

Click **Create List**.



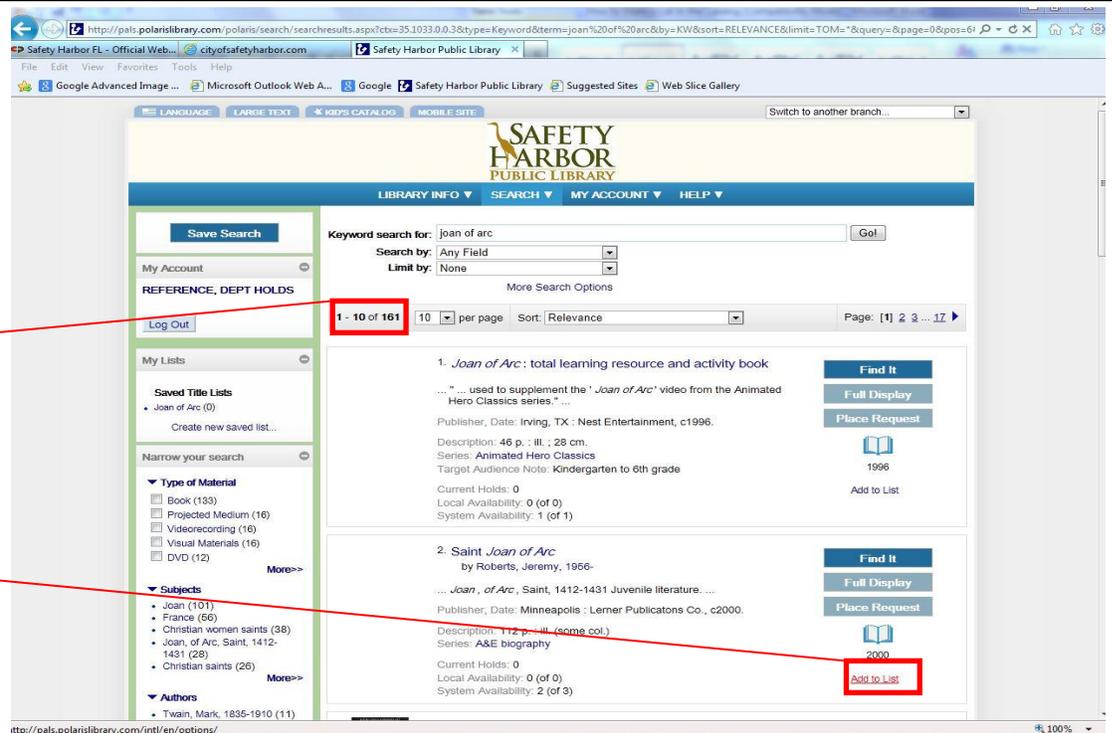
Here is our list.  
As you can see,  
our list is blank.  
Let's add some  
titles!

Click **Search**  
then **Keyword** to  
find some titles  
(you can also  
**Browse** by  
author, title, or  
subject).

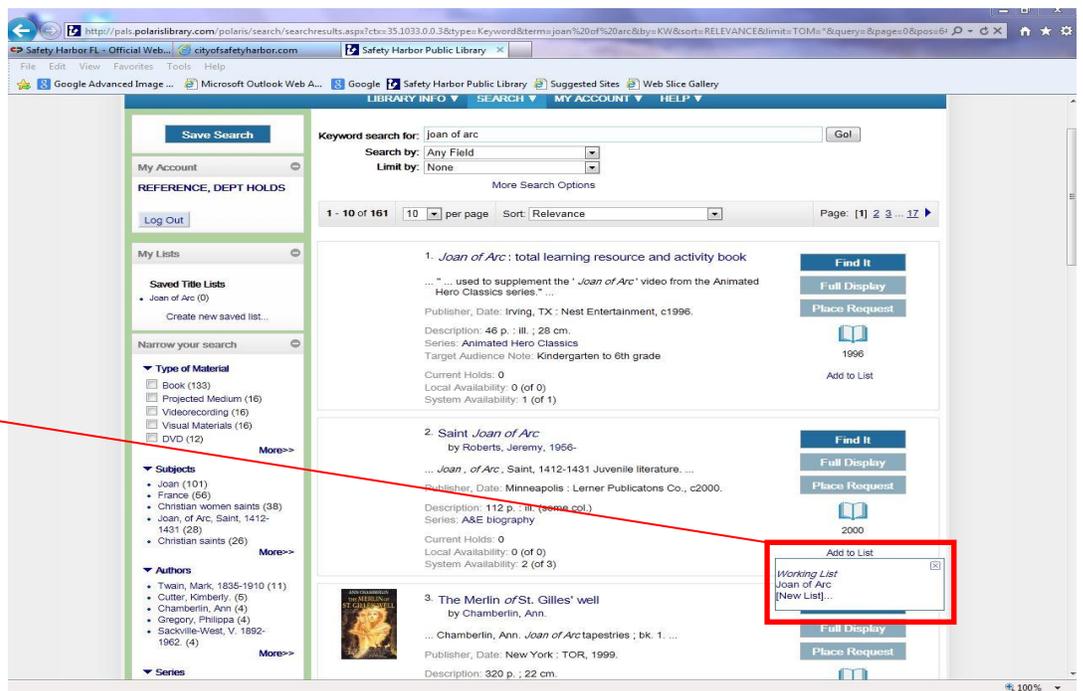


A **Keyword**  
search for Joan  
of Arc gives us  
161 titles in the  
catalog.

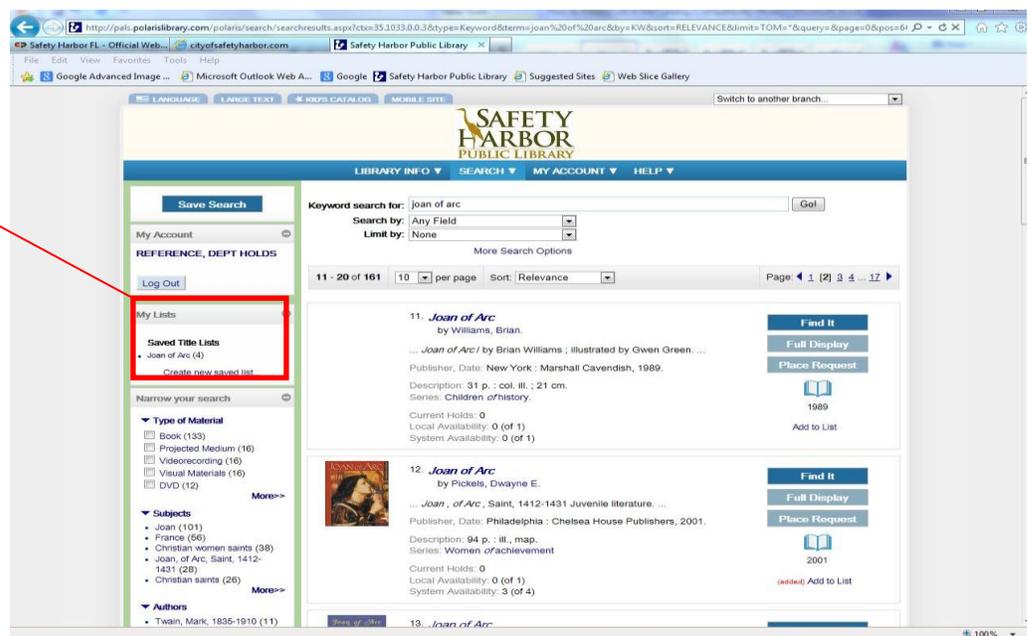
#2 looks  
interesting, so  
click **Add to**  
**List**.



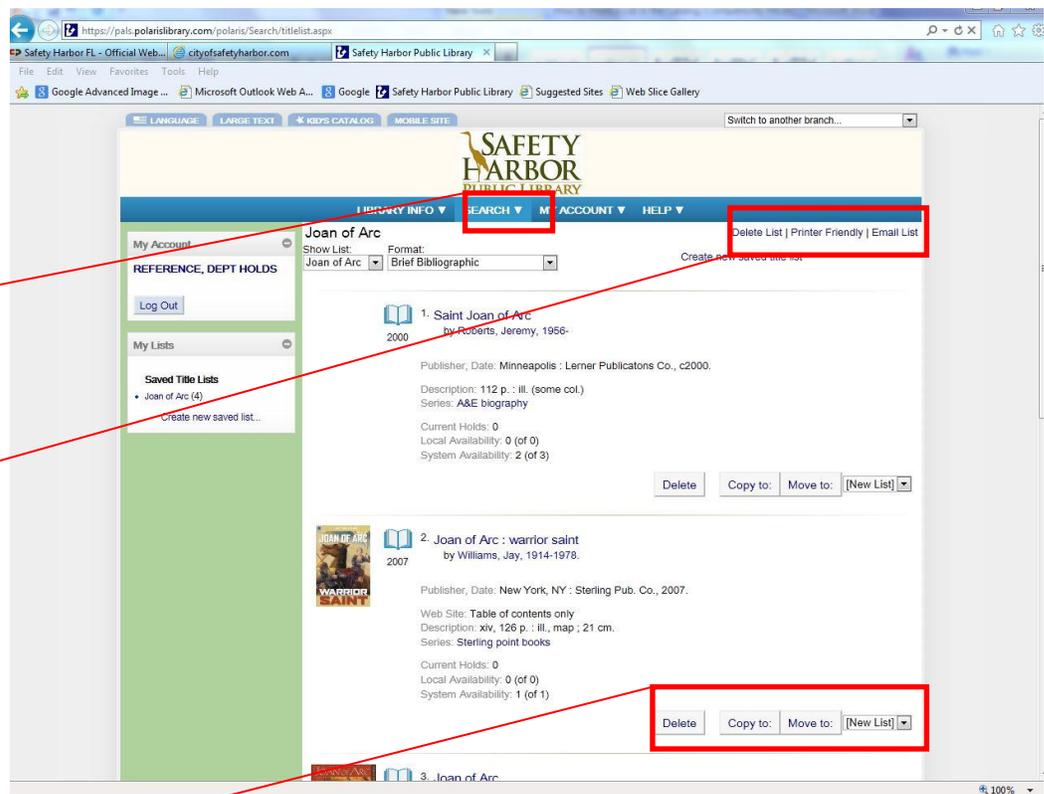
After you click **Add to List**, a box pops up with the lists you've created. You can add the item to the temporary **Working List**, the **Joan of Arc** list we just made, or a **New List**.



Okay, we have added 4 titles to the list. Let's click **Joan of Arc** to see what we have made.



Voila!  
Whenever you log in to your account, your saved lists will be visible by clicking **My Lists** under the **Search** tab. You can also get a **Printer Friendly** view of your list or **Email** the list to yourself or a friend. Over time, you can delete items as you read them or move them to a new list.



For additional assistance, please call the reference staff at (727) 724-1525 x. 112 or email us at [shpref@pplc.us](mailto:shpref@pplc.us).