Lists

Lists are a way for you to group library-owned items you have found while using WorldCat. Lists let you keep track of items of interest and return to them whenever you want to. You can also share your lists with friends and colleagues. List invitations can be sent to anyone with an e-mail address regardless of whether they maintain a WorldCat account. See To share a list, below.

You can have up to 500 library items on a list. Keep in mind that you can create as many lists as you need. After you have added 500 items to a list, any additional items you try to add will not appear on the list. You can delete items to make room, move some items to another list you've created, or start a new list.

Accessing lists

Lists are saved to your My WorldCat profile. You must be signed in to your WorldCat accounts to save a list.

Note: You can also access your lists by clicking My Lists from the My WorldCat drop-down menu at the top of the screen.

To save items to a default or existing list

Step 1: Click the check box next to one or more items in your results. To save all items in the result set, click Select All.

Note: Depending on your library’s subscription, not all results can be saved to a list.

Step 2: Select the down arrow at the right of the Save to list and choose a default or existing list. For an example, see the image below.

Step 3: Click Save. Result: A confirmation message appears, and any checked boxes are cleared.

To save items to a new list

Step 1: Select the check box next to one or more items in your results. To save all items in the result set, click Select All.

Step 2: Select the down arrow at the right of the Save to list and choose [New List].

Step 3: Click Save. Result: The Create New List screen appears.

Step 4: Type a name for your list in the List Name box (up to 75 characters).

Step 5: Select one of the List Privacy radio buttons.

...Continued...
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To save items to a new list

Step | Action
--- | ---
1 | Select the check box next to one or more items in your results.
2 | Select the down arrow at the right of the Save to list and choose [New List].
3 | Click Save.
   Result: The Create New List screen appears.
4 | Type a name for your list in the List Name: box (up to 15 characters).
5 | Select one of the List Privacy radio buttons.
6 | Click Create New List.
   Result: You return to your search results, a confirmation message is displayed, and any checked boxes are cleared.

To rename a list

Step | Action
--- | ---
1 | From My Lists, click the list name.
2 | Click the Settings link near the top of the page.
3 | Change the name under List Name.
4 | If desired, check a list Privacy setting.
5 | Click Save List Settings.

To share a list

Step | Action
--- | ---
1 | From My Lists, click the list name.
2 | Click the Share link near the top of the page.
3 | In the left column, type a name and e-mail address for up to five friends.
4 | Type your name, if it does not already appear, in the Your Name box in the right column.
5 | Edit the suggested message, if desired.

To share a list

Step | Action
--- | ---
1 | From My Lists, click the list name.
2 | Click the Share link near the top of the page.
3 | In the left column, type a name and e-mail address for up to five friends.
4 | Type your name, if it does not already appear, in the Your Name box in the right column.
5 | Edit the suggested message, if desired.
6 | Click Send Invitation.
   Result: A confirmation page confirms the message was sent. This invitation will be sent from the e-mail address you have provided in your profile.

To save a list to your computer

Step | Action
--- | ---
1 | From My Lists, click the list name.
2 | Click the Export to CSV link near the top of the page.
3 | From the dialog box launched by your PC, select the destination folder for the CSV file, and adjust the file name if desired.
   Note: The resulting CSV file includes basic information about each library item on your list (such as title, author and publisher) as well as the date you added the item to your list and any notes you have entered.

To delete a list

Step | Action
--- | ---
1 | From My Lists, click the list name.
2 | Click the Delete link near the top of the page.
3 | On the resulting screen, confirm the deletion by clicking the button.

To print a list

Step | Action
--- | ---
1 | From My Lists, click the list name.
2 | In the Details and Notes View, make sure the desired sort method is currently applied to your list.
3 | Click the Print link near the top of the page.
   Result: A new pop-up window will appear displaying your complete list in simplified form. (If the window does not open, make sure it is not being blocked by your browser or toolbar software.) Any...
...Continued...

**To print a list**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From My Lists, click the list name.</td>
</tr>
<tr>
<td>2.</td>
<td>In the Details and Notes View, make sure the desired sort method is currently applied to your list.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the Print link near the top of the page.</td>
</tr>
<tr>
<td>Result:</td>
<td>A new pop-up window will appear displaying your complete list in simplified form. (If the window does not open, make sure list is not being blocked by your browser or toolbar software.) Any notes you have added for list items, as well as the date each item was added to your list, will also be displayed. Depending on where you are using WorldCat.org, a print dialog box for your PC or workstation may also appear simultaneously.</td>
</tr>
<tr>
<td>4.</td>
<td>From the dialog box launched by your PC, select the printer and click Print.</td>
</tr>
<tr>
<td>Notes:</td>
<td>You can also print your list as Bibliographic citation by clicking Citations View, selecting the desired citation style and sort method, and then clicking the Print link at the top of your list.</td>
</tr>
</tbody>
</table>

**To copy/move items from one list to another**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From My Lists, click the list name that contains the item.</td>
</tr>
<tr>
<td>2.</td>
<td>In the Details and Notes View, mark the check box next to the item (and any others) you wish to copy or move to another list.</td>
</tr>
<tr>
<td>3.</td>
<td>Click Copy or Move near the top of the list.</td>
</tr>
<tr>
<td>4.</td>
<td>On the resulting screen, choose a destination list from the drop-down list.</td>
</tr>
<tr>
<td>5.</td>
<td>Click Copy or Move.</td>
</tr>
<tr>
<td>6.</td>
<td>The list receiving the item is displayed as a confirmation.</td>
</tr>
</tbody>
</table>

**To delete items from a list**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From My Lists, click the list name that contains the item.</td>
</tr>
<tr>
<td>2.</td>
<td>In the Details and Notes View, click the check box next to the item (and any others) you wish to delete.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the Delete button near the top of the list.</td>
</tr>
<tr>
<td>4.</td>
<td>On the resulting screen, confirm the deletion by clicking the button.</td>
</tr>
</tbody>
</table>

**Watching lists**

You can watch lists and save any lists you are watching to your My WorldCat profile.

*Note: You can also access lists you are watching by clicking Lists I am Watching from the My WorldCat drop-down menu at the top of the screen.*

**To watch a list:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the check box next to a list you would like to watch.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the Watch Selected button after performing a search for a list.</td>
</tr>
<tr>
<td>Result:</td>
<td>A confirmation message appears (see the image below).</td>
</tr>
</tbody>
</table>

**Notes**

You can add a brief (up to 255 characters) note about an item by using the My Note feature. You can use this note for many purposes:

- On a private list, you might use it to help you remember why you included the item in your list.
- On a public list, you might use it to briefly describe why another person should read, view, or listen to that item. Remember that notes you save on your public list can be read by anyone who views the list.

To add or edit a note:

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