

## Creating and Accessing Lists of Records

### Saving Records

In Quicksearch you can create and save lists of records for use later.

**Tip: Login first before saving records.**

To create and save lists of records you will

- Login
- Search and choose a set of records until you have a result list with check boxes.
- Check the box next to records you wish to save.
- Once you have selected records, save them for use later. Add to My Saved List and other options for exporting to Endnote or email are listed under Selected items pulldown menu.

Format: Books

ONLINE RESULTS (2,065)

Show Online Results Only

LIMIT YOUR SEARCH

Item Status

Format

Books 5,025

Dissertations & Theses 17

Microforms 14

Online 2,065

Video & Film 1

Publication Date

Author/Creator

Recently Added

Library

Language

Subject

1. Baseball : 100 years of the modern era, 1901-2000

Published St. Louis, Mo. : Sporting News, c2001.

Location ✓ Sterling Memorial Library - SML Long Term Storage >> GV863 A1 B3755 2001 (LC)

Format Books

2. Baseball

Author Seymour, Harold, 1910-1992

Published New York : Oxford University Press, 1960-<1971>

Location ✓ Sterling Memorial Library - General Collections >> GV863 S49 (LC)

Format Books

3. Baseball

Author Crane, Newton

Published London : G. Bell, 1891.

Location ✓ Library Shelving Facility - Request for use at any Yale library >> NJ20 891c

Format Books

4. Baseball

Author Clark, Tom, 1941-

Published Berkeley, Calif. : The Figures : Distributed by Serendipity Books, c1976.

Location ✓ Library Shelving Facility - Request for use in Beinecke Library >> Zab C549 +976B

Send to Email

Export to EndNote

Export to RefWorks

Add to My Saved List

Select All Items

Clear All Items

### Accessing the Bookbag and Other Lists

The bookbag and other lists are available under Saved Lists in the top level menu in the white bar at the top of the screen. You must login first to access saved lists.

Once you've gone to the Saved Lists, you'll see your Bookbag and other lists you may have created.

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Published on Yale University Library (<https://web.library.yale.edu>)

To make a new list from Bookbag items. Select items again using the check boxes.

The screenshot displays the 'SAVED LISTS FOR:' section on the left, listing various categories like 'Bookbag (170)', 'choral music (3)', 'cold war (1)', 'composers (21)', 'constitution day (22)', 'LibGuides (3)', 'lift ev'ry voice (4)', 'MUS560 (1)', 'music lib archives (2)', 'music to play (1)', 'piano and singing (14)', 'qs online button (1)', 'reading (21)', 'scotland (2)', 'vocal music (3)', 'vocal technique (24)', 'voting (1)', and 'ww1 african ameri... (6)'. Each item has a 'private' label. A yellow arrow points from the 'private' label of 'MUS560 (1)' to a modal window.

The modal window is titled 'List Name: Bookbag' and 'URL: https://search.library.yale.edu/lists/suzanne\_lovejoy\_yale\_edu/bookbag'. It has a 'private' label and a 'COPY SELECTED ITEMS...' button. Below this, there are two sections: 'To existing list:' and 'To new list:'. The 'To existing list:' section has a dropdown menu with options: 'choral music', 'cold war', 'composers', 'constitution day', 'LibGuides', 'lift ev'ry voice', 'MUS560', 'music lib archives', 'music to play', 'piano and singing', 'qs online button', 'reading', 'scotland', 'vocal music', 'vocal technique', 'voting', and 'ww1 african americans'. The 'To new list:' section has a text input field and a 'Submit' button. A yellow arrow points from the 'private' label of 'MUS560 (1)' to the 'To new list:' section.

Save them to a new list by using the Copy Selected Items pulldown menu.

Give the list a new name and click on Submit.

Source URL: <https://web.library.yale.edu/quicksearch/tips/creating-and-accessing-lists-records>