Library Catalog: My Book Bag

See materials you want to read or watch in our library catalog, but don’t want to place a hold just yet? Don’t have pen and paper with you, but want a way to send yourself a list of library books or movies you’re interested in? No problem! The “My Book Bag” feature allows users to add interested materials into one centralized area so you may conduct certain actions all at once!* 

*Please note that users must first be logged in to conduct the following actions.

Adding Library Material to your Book Bag

1. After conducting a search in our catalog, in each search result, there will be an area called “Additional actions”. Here you will find a series of icons. Click on the basket icon to add the title to your “My Book Bag” area.

2. Once you have completed your searches in the library catalog, Click on “View Bookbag” (option available after clicking on the basket icon) or “My Book Bag” to see the items you added.
Writing a Review

1. Users may write a review from the search results page or from “My Book Bag” after it has been added.

2. To start writing your review, under “Additional actions”, click on the star icon.

3. You may begin to write your review:

Please note the review guidelines: “All reviews are moderated. Any reviews containing profanity or that are deemed threatening or harassing will not be approved.”

4. Click on “Create review” to submit.

Placing Holds

Users may place holds on all or specific items in their book bag.

1. If you would like to place holds on all eligible items** in “My Book Bag”, select “All” if your check boxes have not already been checked. If you would only like to place holds on selected items, use the check boxes to select the items.

2. Click on “Place a Hold”
3. A pop up window will appear to “Place a Hold”. A list of your included items will also be displayed within that window. Once your hold location has been selected, click on “Submit”.

4. The following window will appear. Click “OK”.

5. To confirm, please click on the “My Account” tab and “Holds” located on the left side of your screen.

**Holds may not be placed on the following items: reference materials, some electronic materials.**
Tagging Items

1. Users may tag an item from the search results page or from “My Book Bag” after it has been added.

2. To tag an item with key words or phrases, click on the tag icon located under “Additional actions”.

3. Insert key words or phrases in supplied box. If using multiple tags, separate by commas.
Library Catalog: My Book Bag

E-mail your “My Book Bag”

When using this feature, the following information about a book/media will be sent to your inbox: Title, Author, Call Number, Item Availability/Non- Availability, Description, Summary, and Subject information.

1. Users may e-mail an item record from the search results page or from “My Book Bag” after it has been added.

2. Users may e-mail all or specific item records at once.

3. Users will be prompted to type in the e-mail address where the item record should be delivered to. Click “Send”.