

Creating and Using a Bookbag



You can use Bookbags, with your patron account, to create a list of items that are of interest to you as you search through the online catalog.

To create a Bookbag for your account, click "My Items" at the top of the "[On Line Catalog](#)" screen. Please follow these steps to set up or access your Bookbag:

1. Sign on to your account by entering your account number and password. Please make sure you click on "log in."
2. If you're creating your Bookbag, scroll down to the bottom of the screen and click on "Create "New Bookbag."
3. On the next screen, provide a name for your Bookbag and click on "Save."

After creating your Bookbag, you may add items to it as you scroll through our catalog. When you see a book that interests you, but you want to check out at a future time, just do the following:

- Click on the book's title
- When the next screen appears, click on "Add to Bookbag." This caption is to the right of the item's title.
- You will then see a display of the various items in you Bookbag.

Once you set up a Bookbag you can add items to it as you're browsing the on line catalog. If you decide to place an item on reserve, you would just click on the title and follow the instructions on our "[Reserving Items](#)" page.

Source URL (retrieved on 2012-05-09 07:58): <http://www.cityofkyle.com/library/creating-and-using-bookbag>