

Using the My List function in Encore

The **My List** function in Encore - our online catalog - allows you to save lists of titles in our collection you've already read/viewed, titles you want to explore, or other lists as you choose.

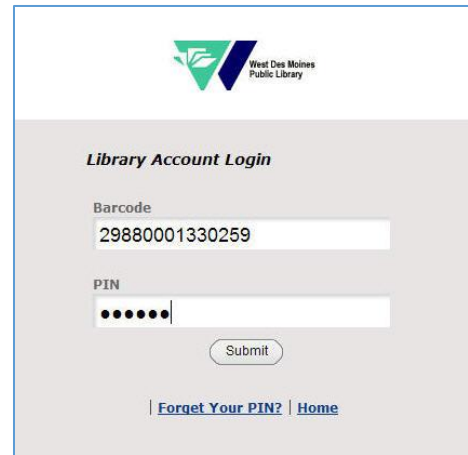
Go to our catalog - you can bookmark this link to get to it quickly: <http://encore.wdm.iowa.gov>

Then **Login**. Click on Login in the top right of the page.



You will login with your **library barcode and your PIN**. >>

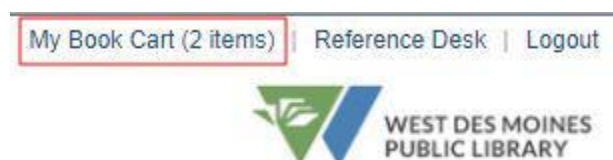
If you don't know your PIN, call the Library at 222-3400 and we can help you with that.



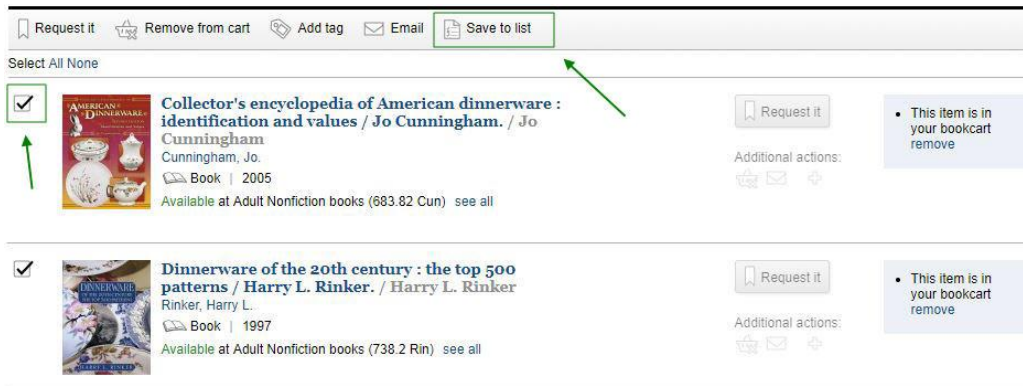
When you find books you want to save, click on **Add to Cart**. You can do this for one title or several.



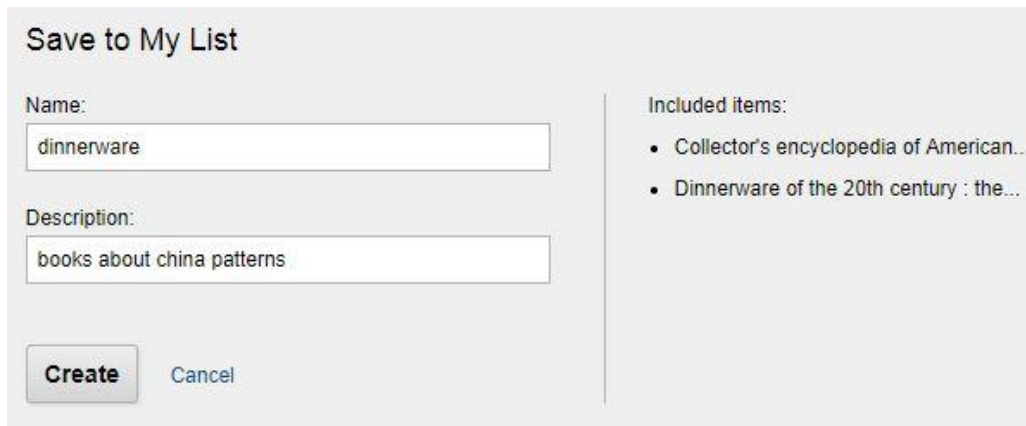
Once you have what you want in the Cart, click on **My Book Cart**



In the Book Cart, select some or all of the items using the checkboxes at the left, then **Save to List**.



A screen will popup (make sure you aren't blocking popups in your browser). You will **Name** the list and (optional) describe it. Then click **Create**. At the next popup, click **OK**.



You will return to the Cart screen. You can now **remove these from your cart** if you want, as they're now saved to your List. Otherwise they'll stay in there and be available to save to other lists or put on hold. **To access My Lists**, look for the menu on the left side when logged in to your account in Encore.

