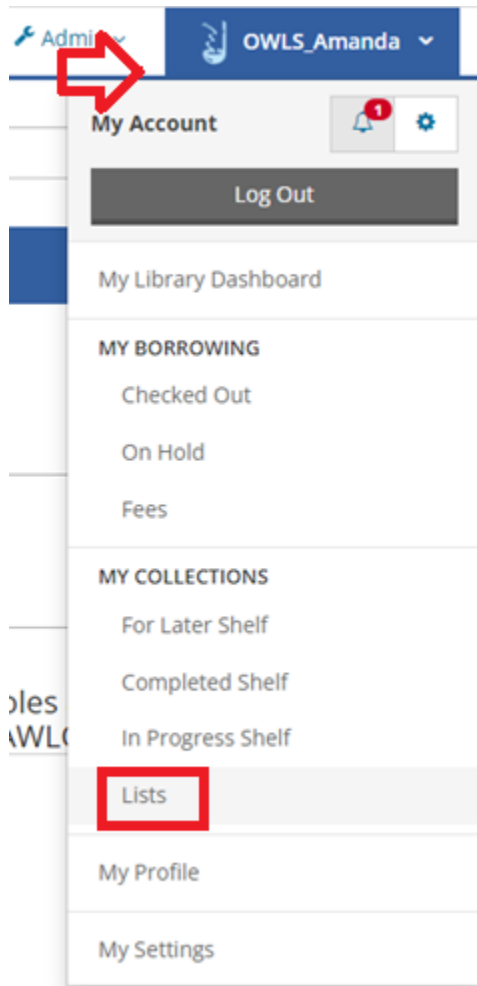


Creating Lists in BiblioCommons

1. Log in to your BiblioCommons as one of the library's staff accounts.
 - a. If you need to designate a certain account as Staff, please email OWLSnetHelp@owlsweb.org.
2. Navigate to the account's name in the upper-right and select it. Choose Lists.



3. Select Create a New List.

My Lists

Lists are a great way to share recommendations with people in your online library community.

[Create a New List](#)

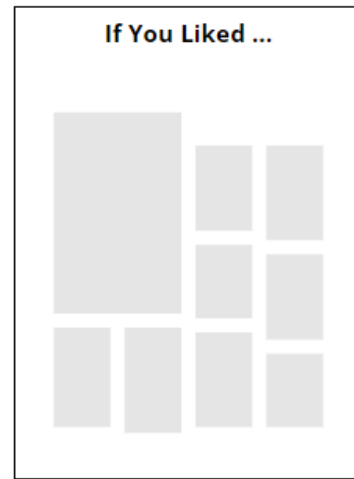
4. Select a List Category.
 - a. Choose "If You Liked..." for similar reads.
 - b. You can use any of the Guides and Recommendations except "Personal Recommendations" for staff lists.

Create a List

To get started, choose a list type category. When you're finished editing your list, you can choose who will see it.

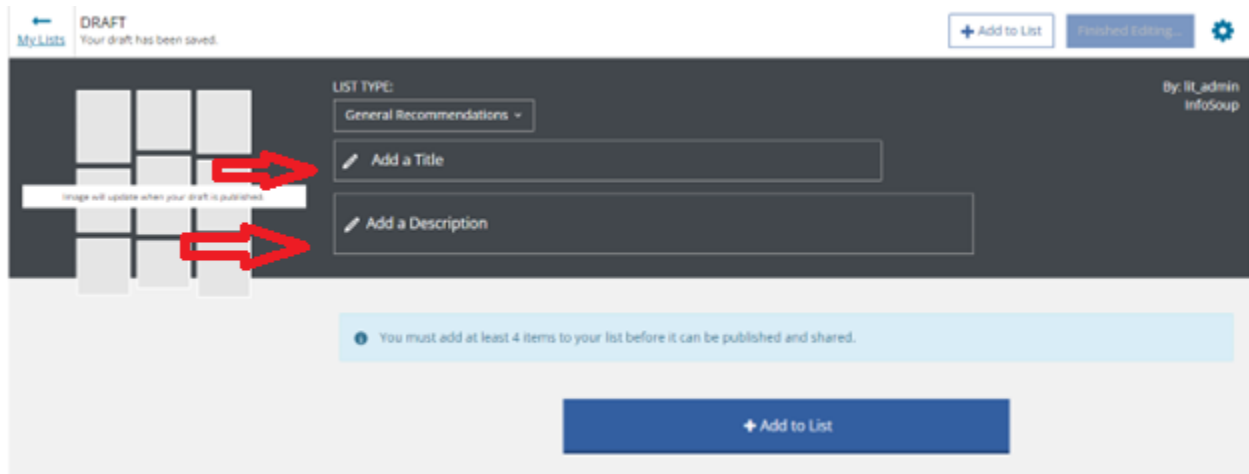


Choose this option if you have a general recommendation or if you have a list theme (such as Genre, Topic, K-12 Study Guide or Top Picks)

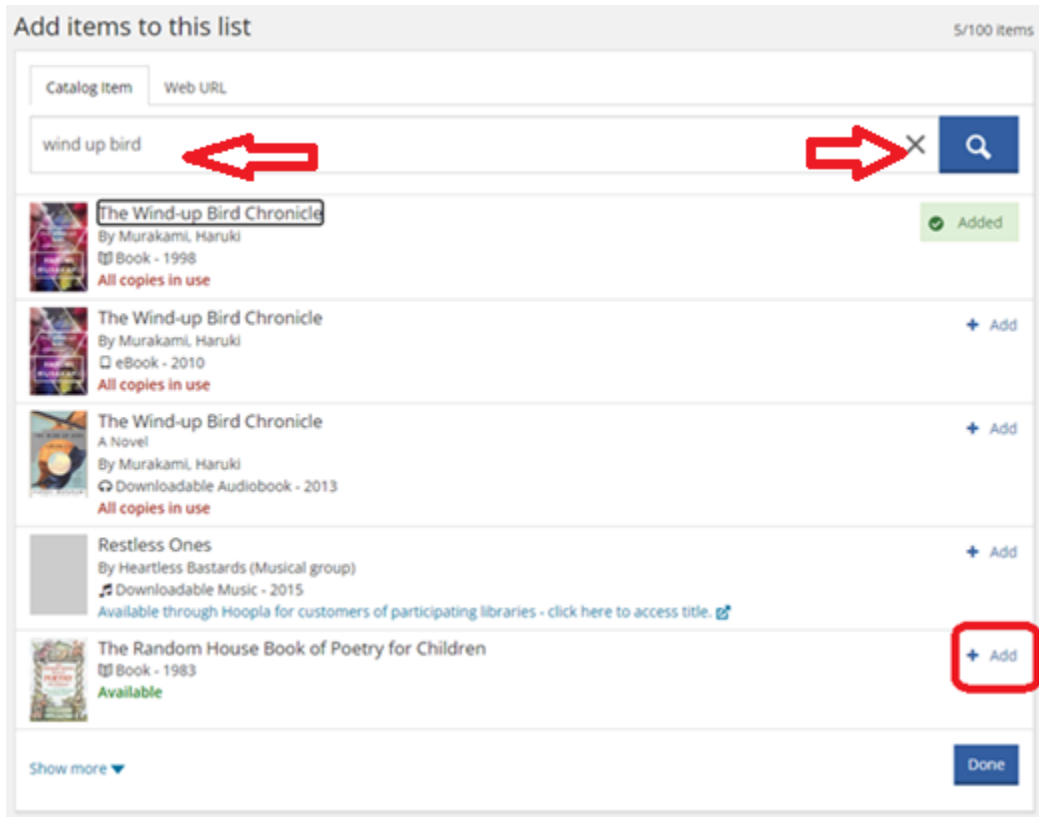


Choose an If You Liked list if you want to create a list of recommendations based on a similar or related title

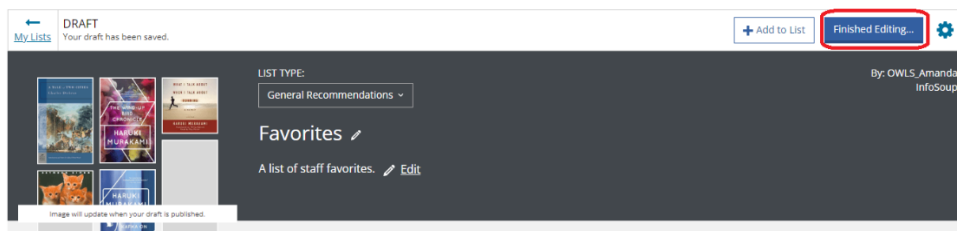
5. Enter a title and description. You can use the pencil to edit after the fact.

A screenshot of a web form for creating a list. At the top left, it says "MyLists" and "DRAFT Your draft has been saved." At the top right, there are buttons for "+ Add to List", "Finished Editing...", and a gear icon. The main form area has a dark background. On the left, there are nine gray rectangular placeholders for book covers, with a white bar below them that says "Images will update when your draft is published." Two red arrows point from the text "Add a Title" and "Add a Description" to the corresponding input fields. The "LIST TYPE:" dropdown is set to "General Recommendations". At the bottom, there is a light blue banner with an information icon and the text "You must add at least 4 items to your list before it can be published and shared." Below that is a large blue button with "+ Add to List".

6. Click Add to List to start adding items. Search for items in the search box and press the blue search button. Click the “+ Add” button next to the item you wish to add to your list. Select Done when you have finished adding items to your list.



7. Make sure your list is ready to be published. Some useful guidelines include:
 - a. Lists require at least 4 items, but it's best to have at least 10.
 - b. Use the Add Annotation next to each item to tell your audience why you added the title to the list.
 - c. Use the arrows to move your items up and down the list. The trash can will delete the item from the list.
8. Click “Finished Editing...”



9. Select who can see the list and click Publish.

READY TO PUBLISH!

Who can see your list?

- Everyone
- People in a specific location
- Anyone with the link
- Only me





Cancel

Publish

Making Changes to Your List

1. Navigate to your lists the same way you did above.
2. Select Edit next to the list to make changes or the trash can to delete a list.

List Name	List Type	Date Updated	List Size	
Favorites	General Recommendations	Oct 11, 2022	5	 

3. Use the
4. Follow the steps above as if you were adding a new item.