Library Search

Using the e-Shelf

Adding to your e-Shelf

The e-Shelf lets you to create and organise lists of books, journals and other materials you find in the Library Search. You can then organise these lists into folders and print, email or export to Endnote or Del.icio.us.
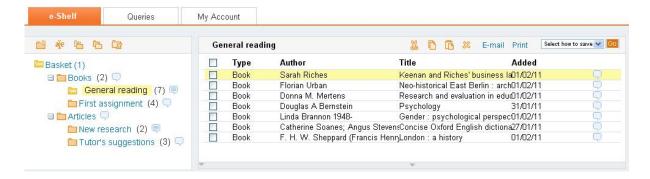
Adding items to your e-Shelf is very simple. First, make sure you are signed in to the Search. Next, start searching on the Search. When you find an item you would like to add to your e-Shelf, click on the white star next to the title. The star will turn gold once added to your e-Shelf.

Organising your e-Shelf

You can view your e-Shelf at any time by clicking on the 'e-Shelf' link in the Library Search. So long as you are signed in, you should see a basket of all the items you have added to your e-shelf. To the left of your basket are your folders, which can be used to organise your items.

Click on to create a new folder, and give it a name. To add items to your new folder, go back to your basket and tick the box next to each item you want to move. Click on (or if you want to keep a copy in your basket), click on the folder you want to move the items to, and then click to paste. To delete an item, tick the box next to it and then click .

If you want to add notes about an item or a folder, then click on the speech bubble icon next to it.

Making use of your e-Shelf

To print or email the details of items in your e-Shelf, tick the box next to the items you want included and then click E-mail or Print. You can also export items to your Endnote, RefWorks, Connotea or Del.icio.us accounts, if you have one. To do this, select the items you want included and then choose where you want to export them to from the Select how to save drop down menu, then click Go.