

# 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.

The screenshot shows the 'e-Shelf' interface. On the left, there is a 'Basket (1)' containing folders: 'Books (2)', 'General reading (7)', 'First assignment (4)', 'Articles', 'New research (2)', and 'Tutor's suggestions (3)'. The main area displays a table of items under the heading 'General reading'. The table has columns for 'Type', 'Author', 'Title', and 'Added'. The first row is highlighted in yellow.

<input type="checkbox"/>	Type	Author	Title	Added	<input type="checkbox"/>
<input type="checkbox"/>	Book	Sarah Riches	Keenan and Riches' business la	01/02/11	<input type="checkbox"/>
<input type="checkbox"/>	Book	Florian Urban	Neo-historical East Berlin : arch	01/02/11	<input type="checkbox"/>
<input type="checkbox"/>	Book	Donna M. Mertens	Research and evaluation in edu	01/02/11	<input type="checkbox"/>
<input type="checkbox"/>	Book	Douglas A. Bernstein	Psychology	31/01/11	<input type="checkbox"/>
<input type="checkbox"/>	Book	Linda Brannon 1948-	Gender : psychological perspec	01/02/11	<input type="checkbox"/>
<input type="checkbox"/>	Book	Catherine Soanes; Angus Stevens	Concise Oxford English dictiona	27/01/11	<input type="checkbox"/>
<input type="checkbox"/>	Book	F. H. W. Sheppard (Francis Henry	London : a history	01/02/11	<input type="checkbox"/>

### 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.