




Personal Lists and Public Lists


There are two different types of Resource Lists you can create: personal and private Lists. You can create multiple personal or private Lists if needed.

Personal Lists are for your use only; no one else can view or make changes to your personal List.

Public Lists are available for other users to see. If you create a public List, you are the only person who can edit or delete the List. If any of your Lists are available publicly, a  appears next to the List name.



Name	Public	Date Last Updated	
My Personal List		11/7/2006	 
Test List 1		11/2/2006	 


To add a new List, click .


To edit a personal List, click .


To delete a personal List, click .

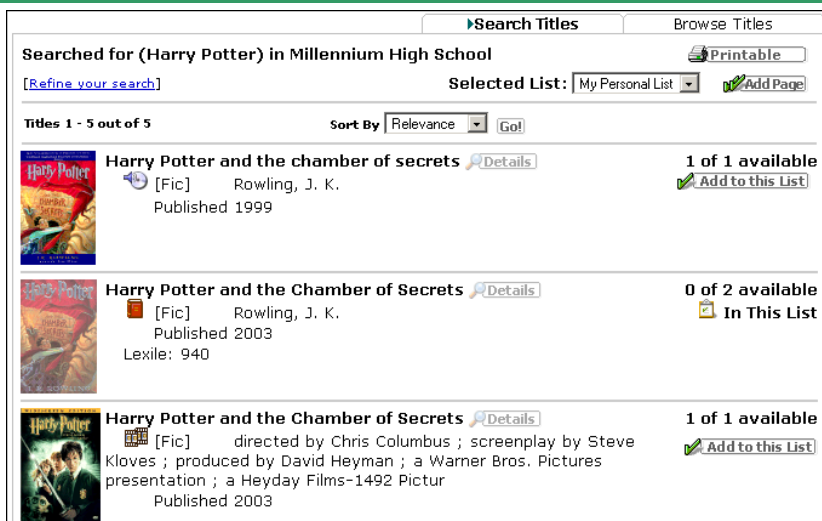
Adding Items to Resource Lists


Whether you are performing a **Library Search**, a **Textbook Search**, a **Media Search**, or an **Asset Search**, you can create a list of the titles that interest you.


From a search results list, when you find a title that interests you, select a List next to **Selected List** and click  to add the title to your List.

Titles you've already added to the selected List display  **In This List**.


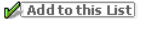




If you want to add *all* the search results on the page, click  at the top of the page.



Searched for (Harry Potter) in Millennium High School 


[Refine your search] Selected List: My Personal List 


Titles 1 - 5 out of 5 Sort By Relevance

	Harry Potter and the chamber of secrets Details [Fic] Rowling, J. K. Published 1999	1 of 1 available 
	Harry Potter and the Chamber of Secrets Details [Fic] Rowling, J. K. Published 2003 Lexile: 940	0 of 2 available  In This List
	Harry Potter and the Chamber of Secrets Details [Fic] directed by Chris Columbus ; screenplay by Steve Kloves ; produced by David Heyman ; a Warner Bros. Pictures presentation ; a Heyday Films-1492 Pictur Published 2003	1 of 1 available 

Using Resource Lists

Based on the products your district or school has purchased and the permissions granted, you might have tabs for **Library Materials**, **Textbooks**, **Assets**, and **Media** when you click **Resource Lists** on the side menu.


Sort the List any way you want and click .

To reverse the sort order, click  again.

These symbols show you what each title is: a book, a video, an audiotape, etc. (You can find descriptions for all of the symbols in the help topic.)

To empty your List, click .

In and **Out** indicate whether the title is available or not.

To delete a title from the List, click .

If you log in to Destiny, your List is saved when you log out.


This allows you to do some searching from the library search station, or your computer at home, and add all the titles to the same List.

⌋ If you're not logged in, make sure to print your List before leaving the **Catalog**. ⌋

Using Resource Lists for your research

When viewing your search results lists, add the titles that look promising to your List.

As you continue to do your research and find new materials, add them to your List, too.

To discover more information on a topic, click  next to a title in your List.


Here you can view information about the book and links to related information and resources.

Remove those titles that turn out to be less useful — too technical, too general, irrelevant, or out of date.


Creating a bibliography with your Library Materials or Media List

After adding library or media titles to your List, you can generate a bibliography from it:

At the bottom of your List, go to **Create** and select “Bibliography”.

Enter a name for the bibliography, choose the way you want your bibliography sorted, and click .

If you want the bibliography to show any notes recorded for each title (the book summary that appears at the top of the Title Details page), select the “Show notes” check box.

If you want a printer-friendly version of your List, make sure that the List is sorted the way you want it. Then, click .

If you want a more formal reading list, a bibliography formats the title information using MLA guidelines, but also includes the call number for the title, which makes it easier to find on the shelves.

Bibliography

Sorted by Author / Title


- [Fic] Rowling, J. K. Harry Potter and the chamber of secrets. Unabridged. New York : Listening Library/Random House, p1999.
Read by Jim Dale. When the Chamber of Secrets is opened again at the Hogwarts School of Witchcraft and Wizardry, second-year student Harry Potter finds himself in danger from a dark power that has once more been released on the school.


- [Fic] Rowling, J. K. Harry Potter and the sorcerer's stone. 1st American ed. New York : A.A. Levine Books, 1998.
Rescued from the outrageous neglect of his aunt and uncle, a young boy with a great destiny proves his worth while attending Hogwarts School of Witchcraft and Wizardry.



Check with your teacher to find out which bibliography style you should use.

Creating a citation list with your Library Materials or Media List

If you keep your List updated with all the materials that you used for a paper, you can generate a citation list with it. At the bottom of the List is a **Create** list. Select the Citation List option, type in a name for the list, and click .

If some of the entries aren't as complete as you would like, click  next to the title to update the information.

Don't forget to add entries for other sources like web pages, and journal and newspaper articles.

Citation List

- Cowley, Joy, and Nic Bishop. Red-eyed tree frog. New York: Scholastic Press, 1999.
- Rowling, J K., and Mary GrandPré. Harry Potter and the Chamber of Secrets. New York: Arthur A. Levine Books, 2003.
- The Oregon Trail. GoodTimes Home Video, 1997.
- The super-charged world of chemistry. Part 3. Cerebellum Corporation, 1997.
- Wagoner, Jean B., and James J. Ponter. Abigail Adams : girl of colonial days. New York: Aladdin Paperbacks, 1992.



Check with your teacher to find out which information your citations must contain.