

Catalog – Saving and Exporting Records



Slide 1

While researching using the UMich Law Library Catalog, it can be helpful to save records for later use. The Catalog has built-in resources to assist you. One option is to copy the “persistent URL’s” from each record that you want to access later, and paste them into an email message or a word processing document.



Slide 2-5

To copy the persistent URL, select it and choose Edit and then Copy from your browser’s menu, or press Control C.



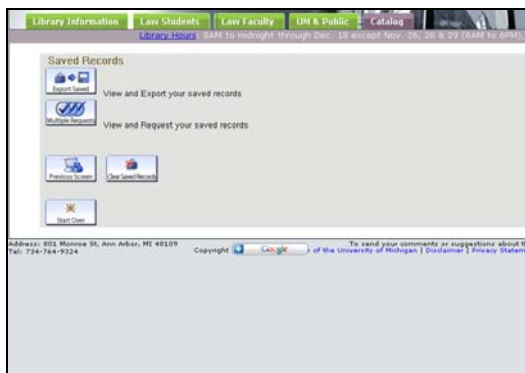
Slide 5

Another option for saving records is to click the “Save Record” button from the results list or full record view. This saves the record to a “Bookcart” which is similar to online shopping carts.



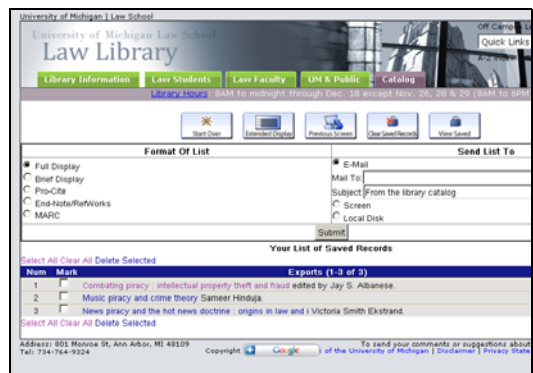
Slide 6-10

As you are researching, save as many records as needed to the Bookcart. When you are ready to retrieve all your saved records, click on the “View Saved” button at the top of the screen.



Slide 11

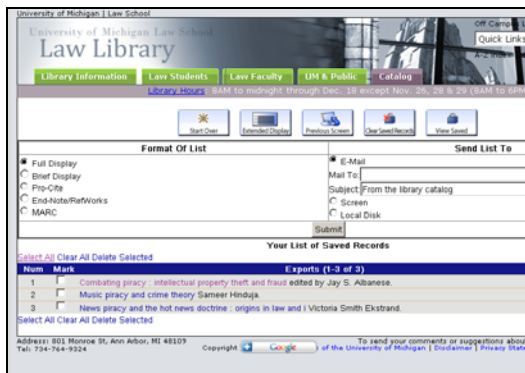
From the Saved Records screen, you have two basic options for dealing with your saved records-requesting or exporting. First let’s take a look at exporting. Click the “View and Export” button.



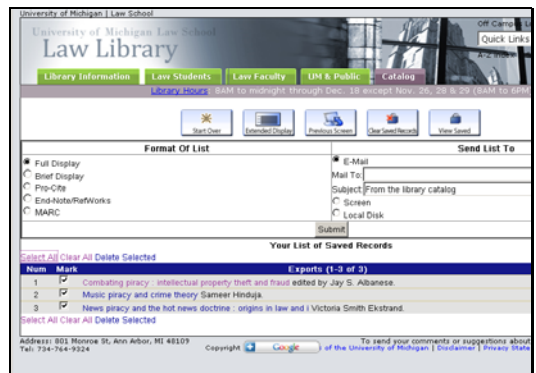
Slide 12-14

Now you are viewing a list of your saved records at the bottom of the screen. You can remove records from this list checking the box next to the title and clicking the “Delete Selected” above or below the saved records list.

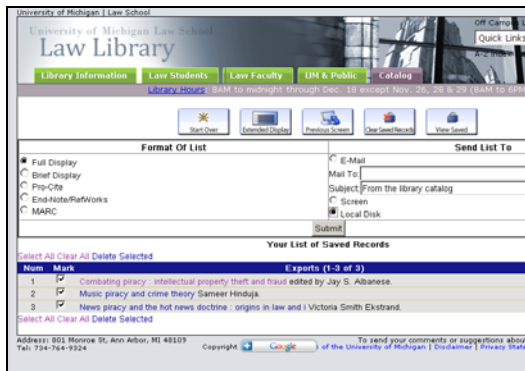
Catalog – Saving and Exporting Records



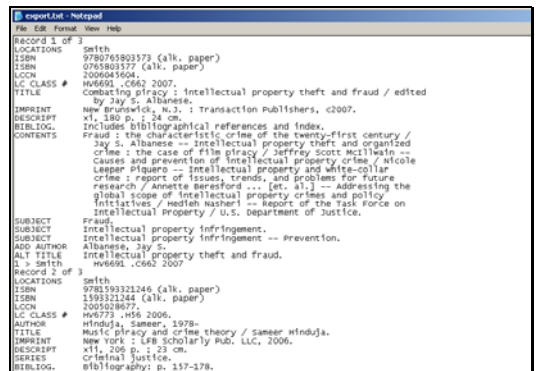
Slide 15
There are three options for where the list should be sent-email, screen, and local disk.



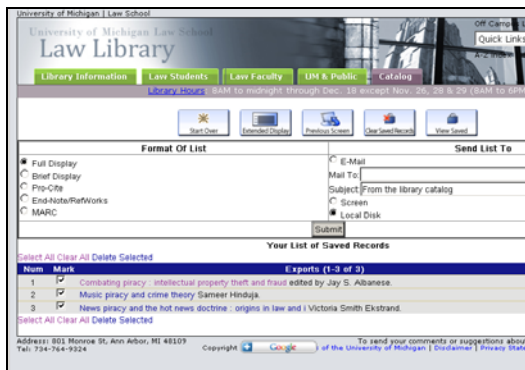
Slide 16-17
The "screen" option will display your list in your web browser. This is a good option to choose if you simply want to print out all your records at once.



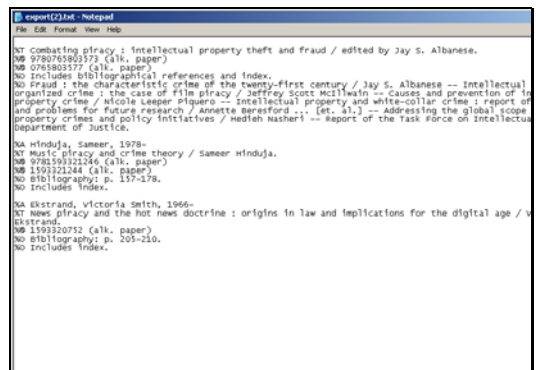
Slide 18-19
The "local disk" option will create a text file that you can save on your computer.



Slide 20-21
This may be the best option to use with bibliographic software.

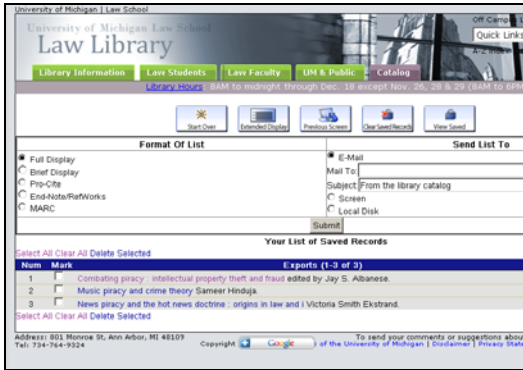


Slide 23-25
You can export the saved records to bibliographic software such as Endnote or Refworks.

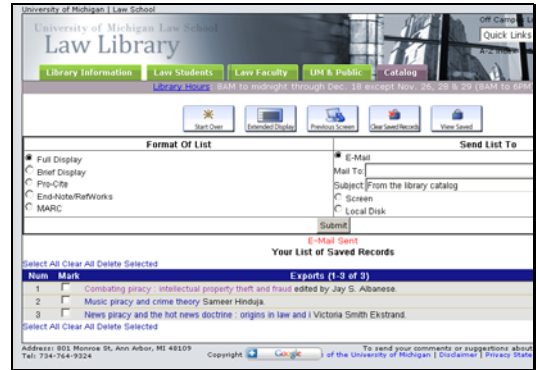


Slide 26

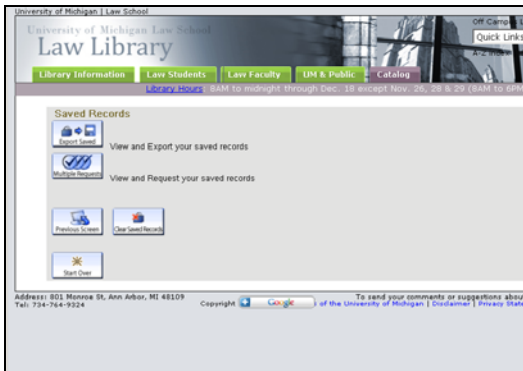
Catalog – Saving and Exporting Records



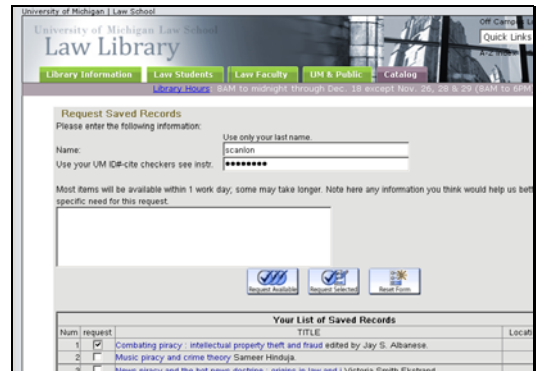
Slide 27
Finally, you can export your saved records



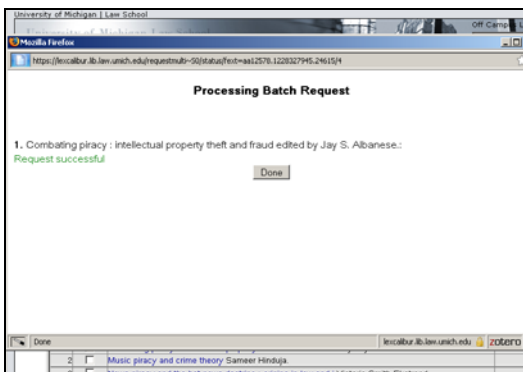
Slide 28
to an email message.



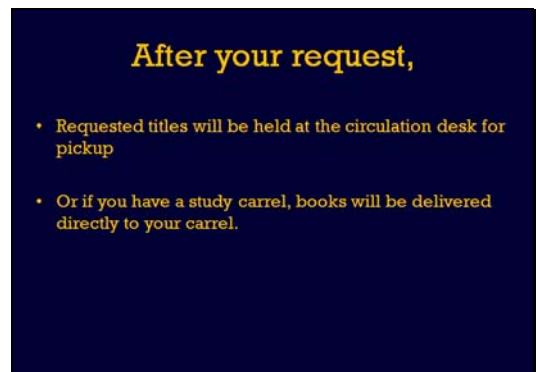
Slide 29
Now let's turn to the option of requesting your saved items. From the View Saved Records screen, click the "View and Request" button.



Slide 30-32
In this case, you are asked to enter your name and UMID Number. Check the box next to any items on this list that you would like to request and click the "Request Selected" button.



Slide 33
Now you should see a pop-up window that confirms that your request was successfully submitted. Click "Done" to close this window.



Slide 34
Requested titles will be held at the circulation desk for pickup, or if you have a study carrel, books will be delivered directly to your carrel.