

Transcript:

How to save books and journals to 'saved records' in your Library Account.

In this video, I will show you how to save catalogue records of books and other items to your own personal account. This will make it easier for you to quickly access those records again at another time.

Begin on the Library homepage. Click the sign in link below the Catalogue Search box. You will be redirected to a sign-in page. Follow the instructions on the screen. Then you will be taken to your Library account page.

For this example, I am searching for the book, 'Handbook on sport and culture' written by Vassil Girginov, so I type the title and author's surname in the search box and then click the search button. The top result is the book I'm looking for but if you *can't* find a book title, refine your results by clicking the books option just below the search box.

Now to save the record of this book, click on the bookmark icon to the right of the search result. The bookmark then changes colour and a message appears stating 'Item added to your Saved Records'.

You also have the option to add an item to your 'Saved Records' from within its catalogue record. To enter the record, click on the title in its search result and you will see the bookmark icon on the top right. Again you can click the bookmark to save the item.

To *remove* a saved record, click on its bookmark icon for a 2nd time. A message then appears asking you to confirm whether you want to delete the record and if you do, click on the words 'remove this item'.

You can also save journals, individual articles and other items that you've found on the Library Catalogue - again you do this by just clicking on the bookmark icon next to the title of the item.

To see your list of 'saved records', click your initials in the top right menu bar and then select 'Saved records' from the list of options. Here we see the record of the book I saved. As it's an e-book, I can read the full book online by clicking on 'online access' link and then the link in the 'view online' section.

If you have any difficulties using your Library account, please ask a member of Library staff to help you, either by visiting an Information Point in the Library, or by emailing library@bath.ac.uk.

Brooklyn Halladay and Peter Bradley: 14 Jul 2026