Script: How to save books and journals to 'My Favorites'.

This short video will show you how to save books and journals to 'My Favorites' in the Library catalogue. 'My Favorites' is a feature of your Library account that allows you to save books and other search results. Your Library account is free to use and there is no need to register as you are automatically given one when you become a member of the University.

To use the 'My Favorites' feature you need to sign-in to your Library account. This will also allow you to see more search results when you use the Library catalogue.

On the Library homepage click on the 'Sign in' link below the catalogue search box and you will see a 'Login using' box prompting you to sign in using your University username and password. Click on 'University username and password' and you will either be automatically signed in or asked to enter your sign in details. You will then go through to the Library catalogue interface and you will know you are signed in when your name appears on the top right-hand corner of the page.

You can now search the Library catalogue to find a book, journal or article that you'd like to read. I would like to search for the journal Chronicle of Higher Education, so I select 'Journals' from the list of filters directly beneath the single search box at the top of the page and then type the journal title in the search box. Then click search or hit enter to see the list of search results.

The Chronicle of Higher Education is at the top of my results list. To read it straight away I would click the result to get through to the full record which has full text links in the 'View Online' section. But if I would like to store it in 'My Favorites' for quick access in the future then I need to click on the pin icon to the right of the search result. Once selected the pin goes up to the larger pin icon on the top menu, and the added item's pin icon now has a diagonal line running through it, both of which signal that the selected item has been successfully saved to your Library account. You can also add to 'My Favourites' in your Library account from the full record of an item by clicking on the pin icon on the top right. Clicking on an added item's pin again will remove it from 'My Favorites'.

If I want to add another item, for example a book, I can clear the old search and start a new one by clicking on 'New Search' in the top bar menu. This time I'm going to search for a book by Philip Kotler called Marketing Management. I select the Books filter from underneath the single search box at the top of the page and type 'Kotler marketing management' into the search box and click search or hit enter. I now have a list of results and, scrolling down, I can see that the fourth result is the one I want. It's a multiple versions result, which means I need to click on the result to see all the available edition and format options. The one I'd like to store for reading another time is the first listed because it's the latest edition and is available as an e-book, as indicated by the linked text 'Online access' in the result. So I'm going to click on the pin for that result and add it to my collection of favourited items.

Now if I go to the top menu and click on the pin icon there you can see that I've got the two items I have pinned, The chronicle of higher education and Marketing management in 'My Favourites'. If I want to read either of these another time, I simply sign-in to my Library account and access 'My Favorites' by clicking on the pin icon on the top menu. I can then click through to the full record and click on a full text link in the 'View Online' section, which brings me to a platform on which I can read the book or journal. In some instances you may be prompted for your University username and password before you get through to the content you wish to read.

If you're having difficulty using your Library account, please ask a member of Library staff to help you. For this or any other help you might need, speak to a member of staff in the Library, or contact the Library team online. You can email Library@bath.ac.uk or use the 'Need help?' button on the Library homepage.