

To Make Lists in Bibliocommons

1. Log in with your staff account
2. Click the blue box with your username, in the upper righthand corner of the screen
3. Click “Lists,” from the menu that pops up
4. Click “Create a New List” button
 1. There are three types of lists
 1. Guides and Recommendations
 1. These lists are centered around a topic of your choosing. Some ideas are bestsellers, best of a certain genre, superhero books, books about camping, books for Halloween, etc. The sky’s the limit!
 2. If You Liked...
 1. These lists are used to curate readalike lists - if you liked book A, then you will also like all of these books.
 3. Lib Admin Page Content
 1. These lists are what shows up on the Staff picks page for your library. Only certain admins have access to create these lists. Any LLC Admin can give or take away the permission to create this list.
5. Select the type of list you would like to create
6. Begin adding items using the search bar
 1. Note that the search bar will bring up all different formats, so be mindful when you are adding items to your list
7. When you’re finished adding items, click the “Done” button at the bottom of the page
8. **Optional:** Back at the top, in the dark gray box, you can edit the list description and title
9. **Optional:** You can also click the gear at the top of the page to make the list ranked or choose to have new items added to the top
10. Click the blue “Finished Editing...” button at the top of the page to publish your list
 1. A new screen will pop up asking you to define your audience
 1. Everyone means all Bibliocommons users
 2. People in a specific location will limit the audience by what you choose: only in the USA, only in MI, only at Herrick, or only at your library
 3. Anyone with the link means only those who you give the link to will have access to the list
 4. Only you means only you will be able to see your list
11. Once you click Publish, your list will go live. It may take a few minutes for it to be available, but that’s all you need to do!