

Vega - The Next Generation Catalog

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Our catalog is designed to help you discover everything that our libraries have to offer, and it includes many new tools that will empower you to manage your library experience more successfully.

Contents:

1. [What's New](#) – summary of view changes
2. [Features](#) - Learn where you can find information about resources and related titles, concepts, and people
3. [How do I?](#)- Find out how to search for resources, create and manage your own personal lists, place holds, and more

What's New?

The homepage

The customizable homepage includes: opportunities to discover new material in all formats, reading lists, author spotlights, and more! Use the toolbar at the top of the screen to change the display language, get help, find library information and hours, jump to saved bookmarks, and login.

[homepage image]

The Record View

When an item is available in multiple formats, the records are “rolled up” into a single view, showing the title formats in tabs. If there are multiple editions of a title within the format, the editions can be viewed separately for lookup and requesting.

The Patron Experience

Once logged in, view checked out items, holds, fines, bookmarked lists, saved searches and reading history (if opted in). You can even share lists.

Features

The Concept Page

The Concept page provides resources, contributors, and topics related to a given concept. It also provides icons to save the concept to [My Bookshelf] and send a link to the concept using email.



The following image shows the Concept page. [screenshot]

The following table identifies Concept page icons

1. Save the concept to My Bookshelf for later use
2. Send a link to the concept using email
3. See all related resources
4. See all related contributors.

5. See all related topics.

To use a Concept page

1. Search for a concept, or select a concept link from a [Person page] or a [Resource page]
2. Select from the available resources, related persons, and related concepts
3. Do one or more of the following:
 - a. To save the concept to My Bookshelf, select For Later 
 - b. To send a link to the concept using email, select Options 

To go back to the previous page, select Back.

The Location Drawer

Check the availability of resources at different locations and place holds. You can also search for serial publications by volume and call number.

The following image shows the Location drawer. [screenshot]

1. Select a location
2. Place a hold
3. Search for serial publications by call number and volume
4. Publication date
5. Call number and shelf location
6. Physical characteristics of the resource and language

To use the Location drawer

1. Select an available location from either the Search Results page or a Resource page
2. (Optional) Search for a serial publication by call number and volume
3. Do one of the following:
 - a. Note the call number, and retrieve the item from the shelf.
 - b. Select **Place Hold**.

The My Account Window

Includes summary information about your checkouts, holds, fines, and fees. It also lists your home library and your account expiration date. You must sign in to use the My Account window.

The image to the right shows the My Account window. [screenshot]

To use the My Account window

1. In the upper-right section of any page, select your name.
2. On the My Account window, select your name to go to your profile on My Bookshelf.
3. Select one of the following values to go to the corresponding tab on My Bookshelf:
 - a. Checkouts
 - b. Holds
 - c. Fines/Fees

My Bookshelf

Save search queries, resource records, person records, and concept records to My Bookshelf for later use. Create and edit lists to organize your saved items. Opt in to view your reading history.

If you sign in, you can view your account information, saved lists, checkouts, holds, fines, and fees.

The following image shows My Bookshelf. [screenshot]

1. Vega personalizes My Bookshelf when you sign in. Select this tab to see your account information
2. Save resource records, person records, and concept records
3. Save search terms for later use
4. View your reading history

To use My Bookshelf

1. To open My Bookshelf, do one of the following:
 - a. Select the up arrow in the lower-right section of any page
 - b. Select the tab that you want to use
 - c. Select the **Bookmark** icon in the upper-right section of the page. (You can also select the **Bookmark** icon again to close My Bookshelf.)
2. If desired, drag the top border to adjust the height of My Bookshelf
3. On the Search Results page, a Person page, or a Concept page, select the For Later icon to save an item to My Bookshelf.
4. Do one or more of the following:

Tab	Task
My Bookshelf	<ul style="list-style-type: none"> ● Cancel a hold request ● Freeze or unfreeze holds ● Pay fines and fees ● Renew a checkout ● View or edit your profile
Bookmarks	<ul style="list-style-type: none"> ● Export citations ● Manage lists ● Share a resource, person, or concept
Saved Searches	<ul style="list-style-type: none"> ● Save a search ● Run a saved search ● Update a saved search ● Share a saved search ● Edit the name of a saved search ● Delete a saved search
Reading History	View your reading history

To close My Bookshelf, select either the down arrow or the **Bookmark** icon in the upper-right section of the page.

The Person Page

Provides a description of an author, editor, fictional character, or other person who has a relationship to a resource. Check related resources, people, and topics.

The Person page provides icons to save the person record to My Bookshelf and send a link to the person record using email.

The following image shows the Person page. [screenshot]

The following table identifies Person page icons

1. Save the person record to My Bookshelf for later use
2. Send a link to the Person page using email

3. See all related resources
4. See all related topics
5. See all related people

To use a Person page

1. Search for a person, or select a Person link from search results, a Resource page, or a Concept page
2. Select from the available resources, related persons, and related topics
3. Do one or more of the following:
 - a. To save the person to My Bookshelf, select For Later
 - b. To send a link to the Person page using email, select Options
 - c. To go back to the previous page, select Back

The Resource page

The Resource page provides a description of a resource. You can check the following items:

- Availability
- Location
- Format
- Bibliographic information
- Related resources
- Related people
- Related topic

Vega displays related resources, people, and topics for all available formats, not just the selected format. The Resource page also provides icons to save the resource to My Bookshelf, export a citation, and send a link to the resource using email.

More Information

You can see expanded information about a resource. Examples include the following:

- Other books in a series
- Reading level
- Reader reviews
- Professional reviews
- Awards
- Suggested authors and titles
- Book profiles
- Author profiles
- Excerpt previews
- Ratings

The following image shows the Resource page. **[screenshot]**

1. Go to the Person page
2. Years published and language of the work
3. Search the series
4. Save the resource to MyBookshelf for later use
5. Export a citation or send a link to the resource using email
6. Find at a partner library
7. Select from the available formats

8. The green bar indicates your holds and checkouts on specific titles. To see all your holds and checkouts, go to My Bookshelf
9. Check availability
10. See edition information
11. See publication details
12. Search for serial publications by call number and volume
13. Place a hold on an edition

To use a Resource page

1. From your search results, select the name of a resource
2. Select from the available formats
3. (Optional) Expand the Edition Information section and search for a serial publication by call number and volume
4. Do one or more of the following:
 - a. To save the resource to My Bookshelf, select For Later
 - b. To send a link to the resource using email, or to export a citation, select Options
 - c. To request a hold, select Place Hold. For electronic resources, the system displays a link to the resource
 - d. To go back to the previous page, select Back

The Search Results page

Displays resources that match your search criteria. You can perform the following tasks:

- Search for resources
- Refine search criteria
- Save search criteria
- Access Resource pages
- Place holds
- Save resources to My Bookshelf
- Check available editions and formats
- Check related resources, persons, and topics
- Sort the search results
- Send a link to an item using email
- Export a citation

To see the resources that most closely match your search at the top of the list, sort by **relevancy**. To see the most recent resources at the top of the list, sort by **newest**.

The following image shows the Search Results page[**screenshot**]

The following table identifies Search Results page elements

1. Enter search terms
2. Include everything or limit your search to author, concept, or title
3. Save the current search criteria
4. Find at a partner library
5. Sort the search results by relevancy (default), date: newest, date: oldest, or new materials. See Sort search results
6. Switch between list view and grid view
7. Select a title to go to the Resource page
8. Years published and language of the work

9. Search the series
10. Save the resource to My Bookshelf for later use
11. Export a citation or send a link to the resource using email
12. Select from the available formats
13. The green bar indicates your holds and checkouts on specific titles. To see all of your holds and checkouts, go to My Bookshelf
14. Check availability: A green check mark indicates at least one copy is available at a location. A red X indicates no copies are available at a location
15. Place a hold on an item
16. Select a Search Results page

To use the Search Results page

Enter search terms in the box, and either press **Enter** or select **Search**

The Search Results Page Grid View







































You can switch between list view and grid view. The following image shows the Search Results page grid view. **[screenshot]**

Grid view icons

The icons in grid view indicate real-time availability of materials and the media type. The icons indicate the following statuses:

- Green: available
- Gray: check for availability
- Red: unavailable
- A slash over a gray or red icon indicates no copies are available.

The following table lists the icons and their definitions:

 Activity pass or museum pass	 Music cassette
 Blu-ray	 Music CD
 Book kit or museum pass	 Newspaper
 Book	 Nintendo 3DS, Switch, Wii, or Wii U
 Braille	 Photograph
 Default or other	 Picture book
 DVD	 PlayStation 2, 3, 4, or 5
 eAudiobook	 Puzzle
 eBook	 Seeds
 eDocument	 Sheet music
 eGovernment document	 Software
 eGraphic novel or graphic novel	 Streaming music or emusic
 eMagazine or magazine	 Streaming video or emovie
 Equipment	 Talking book on CD
 eResource	 VHS
 Game	 Video game
 Government document	 Vinyl
 iPad, tablet, or mobile device	 Vox or Playaway
 Laptop	 Website

To use the search results grid view

1. On the Search Results page, select **Grid View**
2. Select a cover, title, author, or format icon to go to the Resource page
3. To go back to the search results, select **Back**

The Smart search

If you search for a concept, Vega finds the closest match that has the highest number of available resources and displays a link to the matching Concept page.

For example, if you enter global warming in the search bar, Vega displays a link to the Concept page for global warming. On the Concept page, you'll find a description of the concept and links to related resources, persons, and topics.

The following image shows the smart search feature. **[screenshot]**

How do I?...

Search

Search for resources

When you search for library resources, you can enter search terms such as the following:

- Book title
- Author
- Publisher
- Donor
- Subject
- Call number and volume (for serial publications)

You can also search by the following record identifiers:

- ISBN (international standard book number)
- ISSN (international standard serial number)
- National bibliography number
- Other standard identifier
- Control number

In the search results, Vega displays items that match your search terms. If you select a title or an author, Vega displays information about the resource and related items, contributors, and topics that you can explore.

You must sign in to access all the features that Vega offers. When you sign in and perform a search, the Search Results page and the Resource page list availability at your home library first. Vega lists availability at other locations after the home location.

After your initial search, you can search for serial publications by call number and volume. For more information, see the following topics:

- The Resource page
- The Location drawer

Search for Periodicals

Depending on your library, search results for materials such as magazines and DVD series can be listed in a summarized format or as individual resources.

For example, suppose a library has multiple copies of the June issue of a monthly magazine. Depending on the library, the June issue can either appear once in your search results, or all the individual copies of the June issue can appear.

The following image shows search results listed in summarized format. **[screenshot]**

The following table describes the available icons and library holdings information

1. Save the resource to My Bookshelf for later use
2. Export a citation or send a link to the resource using email
3. Call number of the item
4. Latest received identifies the newest issue or item in the library holdings
5. Library has lists the full range of issues or volumes that the library has for a serial publication title. In this illustration, the library has issues from January 01, 1980 to June 30, 2020. The library also has issues in bound volumes that range from 1900 to 1980.
6. Other locations lists availability at other locations. If you are signed in, Vega lists your home library first. If you are not signed in, Vega lists the locations alphabetically.

To search for periodicals

1. Search for a topic, person, or title
2. If you want to narrow the search results, refine the search
3. Do one of the following:

If you want to	Do this
Browse an item	<ol style="list-style-type: none"> 1. Note the call number of the item 2. Find and check out the item at your library
Place a hold on an item	<ol style="list-style-type: none"> 1. Select Place Hold 2. Vega displays a list of available items
Check availability at other locations	<ol style="list-style-type: none"> 1. Select a location 2. Vega displays a list of volumes or items that are available at the location you select 3. To check a different location, select a location from the list

4. If you want to sort the list of available items, select from the following:
 - a. Newest first
 - b. Call number: descending
 - c. Call number: ascending
 - d. Location: descending
 - e. Location: ascending
5. Find the item that you want, and then select **Place Hold**
6. Select a pickup location
7. (Optional) Select **I don't need this item after**, and enter the date that you no longer need the resource. If the resource isn't fulfilled by the date you enter, the system removes the hold request.
8. Select **Confirm Location**. A confirmation window appears

To check the status of the resource, go to the Holds tab on the My Account page.

Search for a series

You can search for a series, such as books, magazines, and journals.

Search results for a series include a Series icon and the name of the series as shown in the following image. **[screenshot]**

To search for a series

1. Select the **Series** filter

2. Enter the name of a series and either press **Enter** or select **Search** . The system displays the Search Results page.
3. Select the Series icon for the titles you want to see

The system performs a phrase search for the series and displays the results.

Sort search results

You can sort search results to see newly acquired materials (including materials that were not recently published). You can also sort search results by the bibliographic record creation date, and simultaneously use the Refine Results panel to refine the search results to a specific date range.

You can sort search results by the following criteria:

- Relevancy (default value)
- Date: newest
- Date: oldest
- New Materials

To sort search results

1. Search for an item
2. To sort the search results, select from the **Sorted by** list in the upper-right section of the Search Results page

Refine a search

On the Search Results page, you can refine a search to narrow the search results. For example, you can limit the search results to resources that were published in the last 10 years and are available online.

[screenshot]

1. On the Refine Results panel, select from the following sections:
 - a. Availability
 - b. Date
 - c. Donor
 - d. Format
 - e. Age Group
 - f. Persons
 - g. Concepts
 - h. Language
 - i. Locations
 - j. Publishers
 - k. New materials
2. When you expand a section, Vega shows you the number of available items for each facet or filter
3. If a person or concept section contains a large number of facets that you can use to filter the search results, a window opens. Do the following:
 - a. (Optional) Search for a facet
 - b. Select the facet filters you want
 - c. Select **Confirm**
4. When you select a filter, a lock icon appears to the left. If you want to keep the filter selected for your next search, select the lock icon
5. Select **Apply**

Perform an advanced search

In basic search mode, you first perform a search, and then refine the search after you see the search results. In advanced search mode, you can add refinements to your initial search, and continue to modify your search to narrow the search results.

The system remains in advanced search mode until you switch back to basic search mode. You can switch between basic search and advanced search mode as you wish.

When you switch from advanced search to basic search mode, or from basic search to advanced search mode, the system clears all facet filters and search terms.

When you select a facet filter from the Refine Results panel, the system locks the facet so you can continue to refine the search and still retain the selected facets. You can unlock facet filters as needed.

1. Under the search box, select **Advanced Search**. The **Refine Results** panel opens.
2. Enter search terms and select facet filters from the **Refine Results** panel to narrow your search results

For tips on searching, see the instructions below the search box when you use advanced search mode. For more tips, see [Search for resources](#).

Saved Searches

Save a search

You can save search criteria to your patron account so that you can run the search in the future to check for new items. You could use this feature to see if the library acquired a new book by an author you like or about a topic that interests you.

You can save up to 100 searches. Saved searches remain with your account until you delete them. You must sign in to your account to use this feature.

1. Enter search criteria in the search bar and either press Enter or select Search . If you want to narrow the search results, refine the search
2. On the Search Results page, select Save Search
3. If you're not signed in, the Sign in window opens. Sign in to continue
4. The Save Search window opens
5. On the Save Search tab, enter a name for the search
6. Select Save Search
7. On the Save Search tab, enter a name for the search
8. Select Save Search

Run a saved search

If you previously saved a search, you can run the search again to check if the library acquired a new book by an author you like or about a topic that interests you. Saved searches remain with your account until you delete them. You must sign in to your account to use this feature.

1. On My Bookshelf, select the Saved Searches tab
2. Select the search name

Vega displays the items that match the search criteria on the Search Results page.

Delete a saved search

Saved searches remain with your account until you delete them. You must sign in to your account to delete your saved searches.

1. On My Bookshelf, select the **Saved Searches** tab
2. Select the **Options** icon for the search you want to delete
3. Select **Delete**

4. On the Delete Confirmation window, select **Delete Search**

Edit a saved search

You can run a saved search, add or remove search terms or filters to improve the search results, and then save the updated search. You must sign in to your account to use this feature.

To update saved search criteria

1. To run a saved search, do the following
 - a. On My Bookshelf, select the **Saved Searches** tab
 - b. Select the search name
2. On the Search Results page, add or remove search criteria and filters as desired, and then either press **Enter** or select **Search** . For more information, see Refine a search.
3. On the Search Results page, select Save Search . If you're not signed in, the Sign in window opens. Sign in to continue
4. The **Save Search** window opens
5. On the **Update Existing Search** tab, select the search that you want to modify
6. Select **Save Search**

Edit the name of a saved search

You must sign in to your account to change the name of a saved search

1. On My Bookshelf, select the **Saved Searches** tab
2. Select the **Options** icon for the search you want to edit
3. Select **Edit Search Name**. The Edit Search Name window opens
4. Enter the new search name
5. Select **Save**

Share a saved search

You can either share search criteria by email, or you can copy a search link and share it by other means. You must sign in to your account to use this feature.

1. On My Bookshelf, select the **Saved Searches** tab
2. Select **Share search** for the search you want to share
3. Do one of the following:

If you want	Do this
Email the search	<ol style="list-style-type: none"> 1. Select Email 2. On the Email window, enter the email address 3. If desired, edit the subject 4. Select Send
Copy the search link	<ol style="list-style-type: none"> 1. Select Copy Search Link 2. Paste the link where you want

Find a resource at the library

To find an available resource at your library, you can check the availability information on the Search Results page and the Resource page.

For best results when you check the availability of resources, sign in to your library account.

On shelf at your home library

If the resource is available at your home library, the system displays a green check mark icon and the words, "On shelf at <name of your home library>" followed by the call number and shelf location. Use the call number and shelf location to find the resource at the library. To select a home library, see View or edit your profile.

[screenshot]

On shelf at one or more locations

If you see the words, "On shelf at one or more locations," select a library. A panel opens with the availability and call numbers for the resource at the library you select. [screenshot]

View all locations

If you aren't signed in, and your library system has many branches, your preferred library might not immediately appear. A link that says "View all locations" appears below the displayed locations. To see the list of all library branches, availability, and call numbers for the resource, select the "View all locations" link.

Check availability, place a hold, or access a resource

You can perform the following tasks:

- Check availability
- Place a hold
- Access a resource
- Change the pickup location of an item

Share a resource, person, or concept

You can send an email that contains a link to resources, persons, or concepts so that you can refer to them later or share them with others.

To ensure the email doesn't go to your spam folder, add the library's email address to your contacts.

Do one of the following:

- On a Resource page, Person page, or Concept page, select **Options**
- On **My Bookshelf**, from the **Bookmarks** tab, select a resource that you want to share, and then select **Options**
- Select from the available email options. The system enters the resource title, person, or concept in the subject line
- Enter an email address, and select **Send**

Export citations

You can export citation data to the following reference management software:

- EasyBib
- Mendeley
- RefWorks
- Zotero

You can also export citation data in RIS (Research Information Systems) format and then import the data to reference management software that supports RIS format.

To export citation data

1. On the Search Results page, a Resource page, or the Bookmarks tab on My Bookshelf, select Options for the work you want to cite
2. Select **Export Citation**
3. Select the edition that you want to export citation data for.
4. Select from the available links.
5. Do one of the following:
 - a. If you select a reference management site, Vega takes you to the respective site to continue. For information on using specific software, see the reference management software site.
 - b. If you select **RIS File**, Vega saves the file to your Downloads folder. Import the file to your reference management software to continue.

Preview e-book contents

On the Resource page, you can use either OverDrive Preview or Google Preview to help you evaluate whether an e-book is relevant to your search goals. Preview is not available for all resources.

1. Select a title from your search results
2. On the Resource page, select one of the following:
 - a. Google Preview
 - b. OverDrive Preview
3. The preview opens in a new tab

View library information

You can view information about library branches such as location, hours, and contact information. You can also use the available links to contact a library or go to a library's website.

1. In the upper-right section of any page, select Library info
2. Select the library branch that you want to see information for

Sign in and out of Vega

Sign in to access your account and all the Vega features. If you don't sign in, you can only perform the following tasks:

- Search for resources
- Temporarily save resources to My Bookshelf
- Share resources, persons, and concepts using email

To sign in to Vega

1. In the upper-right section of any page, select **Log in**
2. On the window that appears, select **Sign in**
3. On the Log in page, enter your login credentials
4. Select Submit

To sign in to Vega from My Bookshelf

1. Select **My Bookshelf** to expand it. You can also use the **Bookmark** icon in the upper-right section of the page to open and close My Bookshelf
2. On My Bookshelf, select **Sign In**
3. On the Log in page, enter your login credentials

4. Select **Submit**

To sign out of Vega

1. In the upper-right section of any page, select your name
2. Select **Sign out**

Your profile

You can view your profile information on My Bookshelf. Your library may allow you to edit some or nearly all of your profile information. Fields that you are not allowed to edit, such as your card number, include a question mark icon that lists contact information for your library.

If you enter a nickname, the system uses it as your display name and to personalize the name of My Bookshelf.

Set your home library to the library branch that you usually use.

The system uses your preferred pickup location as the default pickup location for holds that you place on library materials. You can change the pickup location when you place holds if desired.

You can turn your reading history on or off, and, depending on your library, you can select your notification preference.

You can also change your passcode. For more information, see [Change your passcode](#).

If you owe fines or fees above the limit that your library sets, your library may restrict the ability to edit your profile, but you can always modify your nickname.

To View or Edit Your Profile

1. On **My Bookshelf**, select **Profile**
2. Select **Edit Profile**
3. Edit the information as desired
If you see a field that has a question mark icon next to it, select the icon to see additional information.
4. Select **Save**

View Your Reading History

You can view a list of materials that you previously checked out. The list contains links to the materials you checked out and the checkout dates.

You can search for titles in your reading history and sort the titles.

You can opt out of this feature. If you opt out, the system clears all items from your reading history.

To opt in to reading history

1. On My Bookshelf, select **Profile**
2. Select **Keep Reading History**

To opt out of reading history

1. On My Bookshelf, select **Profile**
2. Clear the **Keep Reading History** checkbox

To view your reading history

On My Bookshelf, select **Reading History**

To search your reading history

1. On My Bookshelf, select **Reading History**
2. Enter search terms in the **Search for resources** box, and then select **Enter**

To sort your reading history

1. On My Bookshelf, select **Reading History**
2. Select from the following sort methods:
 - a. Checkout Date Ascending (earliest to latest)

- b. Checkout Date Descending (latest to earliest)
- c. Title Ascending (A to Z)
- d. Title Descending (Z to A)
- e. Author Ascending (A to Z)
- f. Author Descending (Z to A)

Change your passcode

Depending on your library, you can change your passcode from either the Log in page, or from your patron profile on My Bookshelf.

To change your passcode from the Log in page

1. In the upper-right section of any page, select **Log in**
2. On the window that appears, select **Sign in**
3. On the Log in page, select **Forget Your PIN?**
4. Follow the instructions

To change your passcode from your patron profile

1. On **My Bookshelf**, select **Profile**
2. Select **Edit Profile**
3. Select **Change Passcode**
4. In the **Current Passcode** box, enter your passcode
5. In the **New Passcode** box, enter a new passcode.
Be sure to follow your library's passcode requirements if present.
6. In the **Confirm New Passcode** box, enter the new passcode again
7. Select **Change Passcode**

Cancel a hold request

You can cancel hold requests from the Holds tab on My Bookshelf.

You must sign in to your account to cancel a hold request.

1. On **My Bookshelf**, select the **Holds** tab
2. Select **Cancel Hold** for the resources that you no longer want

Freeze and unfreeze a hold

You can freeze and unfreeze holds from the Holds tab on My Bookshelf.

If you place a hold on an item, but you want to wait to pick it up, you can freeze the hold to keep your place in the hold queue. When you are ready to pick up the item, you can unfreeze the hold and pick up the item when it becomes available.

You must sign in to your account to freeze or unfreeze a hold.

To freeze a hold

1. On **My Bookshelf**, select the **Holds** tab
2. Find the item that you want to freeze a hold for
3. Select the down arrow next to the **Cancel Hold** button, and select **Freeze**

To unfreeze a hold

1. On **My Bookshelf**, select the **Holds** tab
2. Find the item that you want to unfreeze a hold for
3. Select the down arrow next to the **Cancel Hold** button, and select **Unfreeze**

Manage lists

Save a list of items

You can save items to the Bookmarks tab on My Bookshelf for later use. You can also create your own lists to organize your saved items. For example, you might want to create a list for cookbooks, a list for pleasure reading, and a list for DVDs.

You must sign in to Vega to create a new list. Lists that you create remain on the system until you delete them. If you save items to My Bookshelf and later sign in, Vega also saves the items. If you don't sign in, you can only use the default list named For Later, and Vega removes your list items when you exit the system.

You can create a maximum of 400 lists.

1. Enter search criteria in the search bar and either press **Enter** or select **Search** . If you want to narrow the search results, refine the search.
2. On the Search Results page, a Resource page, Person page, or Concept page, select **For Later** . A message appears that indicates where the item was saved. By default, Vega saves the item to the For Later list. To view the For Later list, go to the **Bookmarks** tab on My Bookshelf and select **For Later**.
3. If you want to undo the selection, click the icon again
4. Do one or more of the following:

If you want to	Do this
Create a new list	<ol style="list-style-type: none">1. Select the down arrow2. Select New List3. Enter a name for the list4. Select Done
Save an item to a list other than the default	<ol style="list-style-type: none">1. Select the down arrow.2. Select a list.
View a saved item	Go to the Bookmarks tab on My Bookshelf and do the following: <ol style="list-style-type: none">1. If you have more than one list, select the list where you saved the item.2. Select the title of the item.

View a saved list

The default list named For Later is always visible; however, unless you sign in, items that you save to the For Later list are removed when you exit the system. You must also sign in to create a list or to view a list that you created.

1. On **My Bookshelf**, select the **Bookmarks** tab
2. Select the list you want to view
3. To go back to the Lists view, select the left arrow in the upper-left section of the **Bookmarks** tab

Delete a list

You must sign in to your account to delete a list. You cannot delete the default list named For Later.

1. On **My Bookshelf**, select the **Bookmarks** tab
2. Select the **Options** icon for the list you want to delete

3. Select **Delete**
4. On the confirmation window, select **Delete List**

Edit a list

You can perform the following editing tasks:

- Copy or move items to a new or existing list
- Remove a single item or multiple items from a list
- Rename a list. You cannot rename the default list named For Later

You must sign in to edit a list.

To copy or move items to a new or existing list

1. On **My Bookshelf**, select the **Bookmarks** tab
2. If you have multiple lists, select the list that you want to edit
3. Select the items that you want to copy or move. To select all items, select **Select All**
4. Select **Add to Lists**
5. Do one or more of the following:

If you want to	Do this
Create a new list	<ol style="list-style-type: none"> 1. Select New List 2. Enter a name for the list. Select Done
Save items to a list	Select the lists that you want to copy or move the items to
Remove items from a list	Clear the corresponding checkbox

6. Select **Done**

To remove items from a list

1. On **My Bookshelf**, select the **Bookmarks** tab
2. If you have multiple lists, select the list that you want to edit
3. Select the items that you want to remove. To select all items, select **Select All**
4. Select **Remove From List**

To rename a list

1. On **My Bookshelf**, select the **Bookmarks** tab
2. Select the **Options** icon for the list you want to rename
3. Select **Edit List Name**
4. Rename the list
5. Select **Save**

Share a saved list

You can either share a saved list by email, or you can copy a list link and share it by other means. You must sign in to your account to use this feature.

1. On **My Bookshelf**, select the **Bookmarks** tab
2. Select **Share** for the list you want to share
3. Do one of the following:

If you want to	Do this
Email the list	<ol style="list-style-type: none"> 1. Select Email

	<ol style="list-style-type: none"> 2. On the Email window, enter the email address 3. If desired, edit the subject 4. Select Send
Copy the list link	<ol style="list-style-type: none"> 1. Select Copy List Link 2. Paste the link where you want

Sort a list

You can sort items in a list to help you find specific items or to arrange the items in a useful order. Sorting is especially handy if a list contains many items.

1. On **My Bookshelf**, select the **Bookmarks** tab
2. Select a list
3. From the **Sort by list**, select from the following:
 - a. Oldest First
 - b. Newest First
 - c. Title Ascending
 - d. Title Descending

Renew a checkout

You can renew checkouts from the Checkouts tab on My Bookshelf. You must sign in to your account to renew a checkout.

1. On **My Bookshelf**, select the **Checkouts** tab
2. Select **Renew** for the items that you want to renew

Select a language

The first time you sign in to Vega, the system uses your browser's language setting. You can manually select from the languages that are available on your Vega site as in the following image. [screenshot]

If only one language is available, the language list doesn't appear.

To select a language select a language from the list in the upper-right section of the page