

## Account Features

### [Preferred Searches](#)

To create and save a search:

- Go to the [Classic Catalogue](#). **NOTE:** It is not possible to set up this feature in Quick Search or Catalogue.
- **Login** to My Library Account (top right).
- Select **Classic Catalogue** in the header of your Library Account screen.
- Enter your keyword(s) in the Classic Catalogue and submit.
- On the results screen, click **Save as preferred search**.
- Select **Return To Your Record** (top right).
- Your search keywords should now be in **Preferred Searches** in your Library Account.

To review and run your searches:

- **Login** to My Library Account.
- Go to the **Preferred Searches** section of your Library Account.
- To *remove* a search, go to the **Mark to Remove** column, select the relevant search, and **Update List**.
- To *remove all* searches, select **Delete All Searches**.
- To create an email alert for items that match your search, go to the **Mark for Email** column, select the relevant search, and **Update List**.
  - E-mail notifications will be sent at 4:00 A.M. each Monday.
- To *run* your searches, click on the **Search** link in your Library Account. The search will run in Classic Catalogue.

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### [Reading History](#)

Turn on Reading History in your Library Account to keep a running list of books that you have checked out and returned to the Library. Reading History can also be turned off from your Library Account if you decide it's not for you.

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### [Lists](#)

- Search the catalogue for an item.
- Click the folder icon under **Additional Actions** for your item in either the search results or the record detail page.
- Repeat steps 1-2 for each item on your list.
- Click the **My Folder** link at the top right corner of the page.

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- Select the items you want to save to a list.
- Choose **Save to List** from the action toolbar.
- If you are not logged in, you will be prompted to log into your account.
- Once you are logged in, the system displays the **Save to My List** form. From here, you can either:
  - Choose an existing list from the drop-down menu and click **Add** to add the items to an existing list.

**OR**

- Click **Save to New List** to start a new list of items. If you create a new list, enter a name and description, and then click **Create**.

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