

## Adding Titles to your For Later Shelf in BiblioCommons

Shelves are designed to keep track of everything you've read, watched or listened to (**Completed**), are currently reading, watching or listening to (**In Progress**), or want to borrow in the future (**For Later**).

Using the For Later Shelf is a great way to keep track of what you want to borrow in the future! There is no limit to the number of items you can put on a shelf.

### Navigating to Shelves

- You need to be logged in to BiblioCommons manage your shelves.
- Shelves are accessible from the drop-down menu in the top right corner of the screen, next to your username.
- You can access the drop-down menu by clicking the drop-down arrow next to your username at the top right of your screen.
- Shelves are located under the heading *My Collections*.
- Click on "For Later Shelf" under My Collections to be taken to this shelf.

### Adding a title to your For Later Shelf

There are different ways to add items to your For Later Shelf, including:

- From the shelf itself
- From the search results
- From the item (bib) page.

#### 1. Adding items to your For Later Shelf from the shelf itself.

- When you are viewing the for later shelf, you can add items to the shelf, by clicking on the Add Title button.
- When you click on the add title button, a window will open where you can search for the title you'd like to save for later.
- Once you have searched for a title, a list of results will appear.
- From the search results, identify the title you'd like to add to your shelf and click where it says "+Add" to save it for later.

#### 2. Adding items to your For Later Shelf from the search results.

- Navigate to the search bar and type in the title or author of the book you are looking for.
- Once you have completed the search, a new page will open with the results.
- From the results, find the title that you would like to save and click on the button that says, "For Later", to save it to the shelf.

### 3. Adding items to your For Later Shelf from the item (bib) page.

- Navigate to the search bar and type in the title or author of the book you are looking for.
- Once you have completed the search, a new page will open with the results.
- Click on the title of a book you'd like to see more details about. A new page will appear with the item information including the summary and publication information.
- To save the book to the for later shelf, click on the button that says, "For Later" and it will be saved.

### Removing a title from your For Later Shelf

You can easily remove titles from your For Later Shelf if you no longer need to keep track of them.

- To remove a title from your For Later Shelf, navigate back to the shelf by clicking on the drop-down menu next to your username, and clicking on "For Later Shelf" under "My Collections."
- You will be taken to a new page that will show you all the items that are currently saved to your For Later Shelf.
- To remove a title, find the title that you would like to remove and click the drop-down arrow next to where it says, "Manage Item".
- Click "Remove from Shelves" to remove the item.