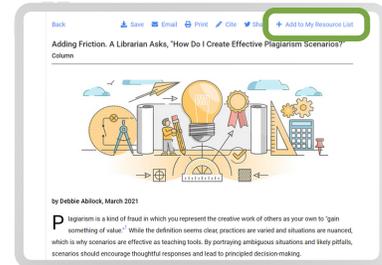


## Creating Resource Lists on SLC

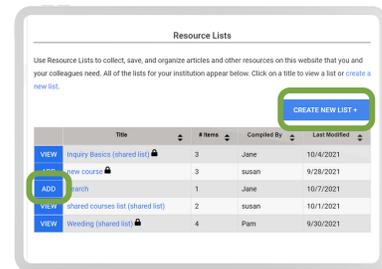
School Library Connection's Resource Lists let you collect and save resources to return to and/or share with your colleagues.

### Option 1: Start with a Resource

1. When you're looking at an article or video on SLC that you'd like to save, click **Add to My Resource List** in the top Toolbar.

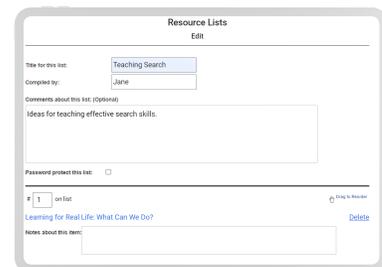


2. You'll be taken to the Resource List page. Select either **Create New List** or **Add** next to an existing list.



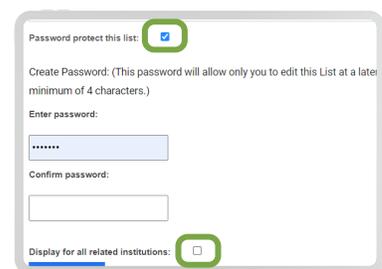
3. Once you're in the **Resource List** (new or existing), fill in or select:

- List name
- Your Name and/or School
- Comments/description/instructions for the list
- Notes about the specific resource; if you leave this blank, the list will show the item's summary instead



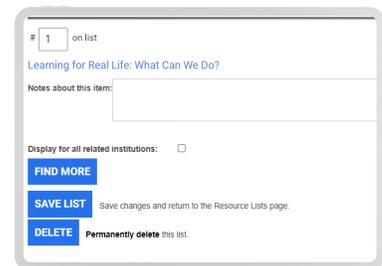
4. Select if you want

- to **Password Protect** your list; checking yes means your list will only be able to be edited by those with the password.
- to **Display for All Related Institutions**; checking yes means that other schools who are a part of your subscription will also be able to view your list



5. Finally, you can choose to:

- **Find More** resources to add to the same Resource List; this will take you back to the previous resource you were looking at
- **Save List**; this will take you to main Resource List landing page
- Permanently **Delete** the list; this will take you to main Resource List landing page and delete the list



6. That's it! You've now created a list you can revisit or share any time. Want book reviews? Try creating a **Product List** in the same fashion under the Product Lists tab.

## Creating Resource Lists on SLC

### Option 2: Start with a List

1. Use the Top Menu to select **My Place** → **Resource Lists**
2. On the Resource Lists page, you'll see options to **Create New List** or **Edit** an existing list
3. Once you've created a new list or selected one to edit, make your selections for the list, including:
  - Title for list
  - Your name and/or school
  - Comments about the list
  - Password options
  - Display options

See Option 1 for more details on these selections. Then, click **Add Content** to go back to the Home Page and search for resources using the search bar or by browsing the site.
4. When you've found your content, click **Add to My Resource List** in the top toolbar.
5. Then, select **Add** next to the list that you created.
6. Add any **Notes** about the resources; use the # box or **Drag to Reorder** to change the order of resources, as needed.

Then, **Find More** resources, **Save List**, or **Delete**. See Option 1 for more details on these selections. That's it! You've now have a list you can revisit or share any time.

