

## Bookbags & Featured Items

To save a bookbag for later use, you must have a My Items Account in OPAC. If you haven't already done so, set a username and PIN for your account in the library you wish to create a booklist for. Also check the box for can publish bookbags as booklists.

F&P Reading Level:

Refund Notice:

Birth Date: 12/03/1960 Card Expires: 02/01/2017

Patron Link Identifier:

Grade Level:

PIN: \*\*\*\*\* Patron Username: cgray

Verify PIN: \*\*\*\*\*

☒ Has Barcode Been Printed?

☒ Can Publish Bookbags As Book Lists

☐ Referred To Collection Agency

Review Or Rate Items: Review With No Double Check

Contact Preference: Not Specified: ☐ E-Mail: ☐ Home Phone: ☐ Mobile Phone: ☐ Work Phone: ☐

Send E-Mail When: ☒ Items Are Due Days In Advance: 3

Send Text When: ☒ Items Are Due  
☒ Items Have Been Overdue For 7 Days  
☒ Reserve Pickup  
☐ Watch List Triggered

Created: 12/22/2010 03:26:38PM Modified: 02/13/2015 09:50:13AM

The next step is to ensure that My Items is enabled for the library's OPAC. Even if you don't want your patrons to use My Items, you must turn it on to build a bookbag to use as a feature items list. Once you have set the bookbag as the featured items, you can then disable it until you need to create a new booklist to use as the featured items. Click Administration in the Menu, Click OPAC and then select Settings. Change the Display My Items to "yes".

OPAC Administration: Settings

**Basic Settings**

OPAC Featured Book List: Horses

Require Patron Log On To Access eBooks in OPAC: Yes: ☐ No: ☐

Hide Due Date in OPAC: Yes: ☐ No: ☐

Default Bookbag Resource Citation Style: ☒ No Citation Displayed  
☐ MLA Style  
☐ APA Style  
☐ Chicago Style

Default Bookbag Print Format: ☒ Basic ☐ Summary

Default Note For Blank Item URLs:  Click Here To View is delivered

Use The Default Note For All Item URLs: Yes: ☐ No: ☐

Show Facebook Like Button: Yes: ☐ No: ☐

Show Link To French OPAC: Yes: ☐ No: ☐

Show Link To Spanish OPAC: Yes: ☐ No: ☐

**My Items Settings**

Display My Items On OPAC: Yes: ☒ No: ☐

My Items Location: Home Page Account Widget

Display Patron Name And Barcode When Logged On: Yes: ☐ No: ☐

Allow Patrons To Change Account Info From OPAC: Yes: ☐ No: ☐



Allow Patrons To Change Their PIN: Yes: ☐ No: ☐


Allow Patrons To View Circulation History From OPAC: Yes: ☐ No: ☐

Allow Patrons To View Booking Information From OPAC: Yes: ☐ No: ☐

There are two ways to make the bookbag you want to create.

### 1. Creating a Temporary Bookbag:

- To begin, perform a search to locate your items, or to easily locate New Holdings, click Visual, click Recent Additions to pull up a list of recently added holdings.
- Click the plus icon  shown on the item to add that title only.
- Click the double plus icon  above your results to add *all* items on the page.
- Use the page arrows to view and add additional pages of your search results. Once you've added the items you want, you will have items showing in the Temporary Bookbag counter in the Account box in the upper right.

Just a Note: When items are added, the plus icon changes to a check mark  to let you know the items are part of the current bookbag. To remove an item, click the check mark, and the bookbag counter will be reduced.

You can use the View button to view the contents of your Temporary Bookbag. At this point your bookbag has not been saved and the contents will be deleted after a period of inactivity.

If you haven't already, click Log On, or My Items to log in to your patron account. Click the bookbag tab. The Temporary bookbag will contain your items. The red links on the right allow you to Activate, View, Save permanently, or clear this temporary bookbag. Click Save Permanently, and enter a name for the bookbag in the field that just appeared, and then click save. The bookbag is now the active bookbag, and is no longer temporary. The bookbag is currently private, and to the right you see links to View, Rename, and Delete. You also see one for Deactivate, and this one is important when you are using multiple bookbags or performing unrelated searches. When you have finished searching for items to place in a particular bookbag, deactivate it to change its status and prevent adding items to the wrong bookbag.

Each saved bookbag is listed in Red under **Saved Bookbags**, along with the number of items included, the status of public or private, and several links in the **Action** column. Click **Publish** to make this a *public* Book List

Public Book Lists are posted for other users under a category title. By default, if you have the ability to publish Book Lists, **OPAC** uses the first and last name in your patron record to label your lists, but you can change this by clicking the **Change** button at the bottom of the page, enter a new name in the field, and then clicking the **Save** button.

## 2. Scan Method:

- a. Go to your OPAC and use the My Items Button to log-in. Click the bookbags tab, and click the create button to make a new bookbag. Name your New Bookbag, such as “New Library Holdings” and click save. It will now be shown as the Active Bookbag. Click View in red to the right. Then click “Scan” to scan the barcodes of the new books you want to highlight into the box, and then click add. Click My Items in the upper right corner. If the bookbags tab is not open, then click the bookbags tab. Locate your Saved Bookbag and in the action column, click publish. This will create a links tab on your OPAC and will allow you to see the published bookbag.

Now that you’ve created, saved and published your bookbag using either method, you will need to return to the Administrative side of Atrium to set it as your featured booklist. Click Administration in the Menu, click OPAC and then select Settings. The first option under Basic Settings is OPAC Featured Booklist. Click the pull down and all of your published bookbags will appear in the list. Select the one you want to feature and click save. This list of items should now appear in the Featured Items carousel on the OPAC.