

Save Your Discovery and Catalogue Settings



The University of Melbourne has a new library system.

If you have saved searches, saved records, a browsing history you'd like to keep, or books on request or hold, follow the relevant steps in this guide **before 31st August**.

Books currently on loan are automatically listed in the new library system.

Instructions

You need to follow these instructions **before 31st August**. After this date you will no longer be able to access your saved searches, records, borrowing history or book requests or holds in the old system.



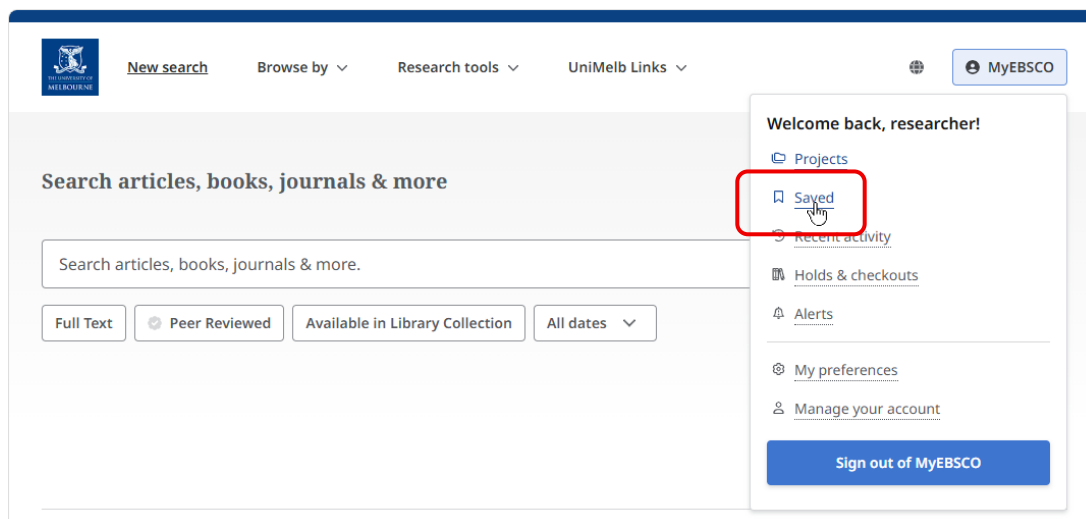
Log into the old system before following these instructions.

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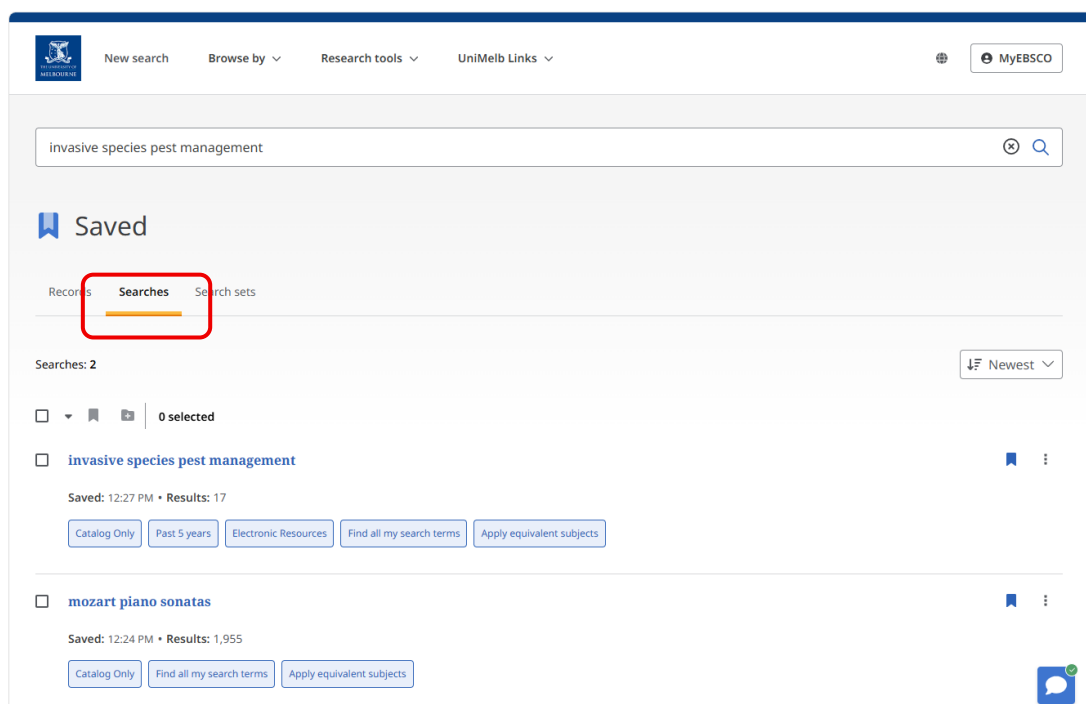
For more help please contact us at https://library.unimelb.edu.au/contact_the_library

Save my 'Saved Searches' In Discovery

1. Start at the [old Discovery Search page](#), and click Saved on the MyEBSCO menu.



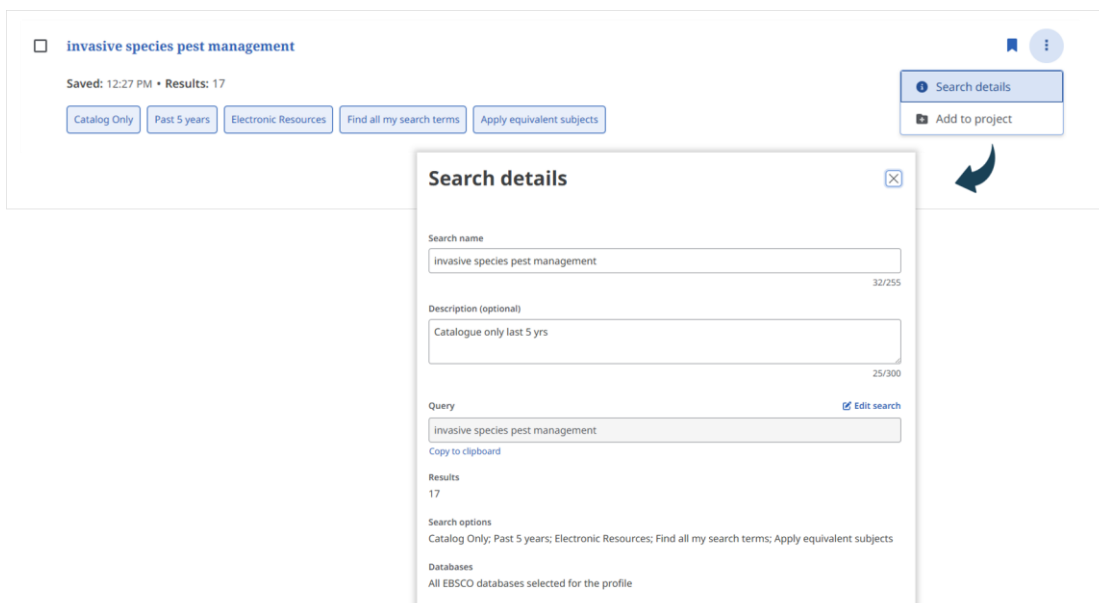
2. Click the Searches tab to view a list of your saved searches.



 For each listed search, the search parameters are listed in blue boxes.

3. Copy the displayed search parameters into Word, OneNote, or other preferred app.

 You can view more Search details through the 3-dots menu.



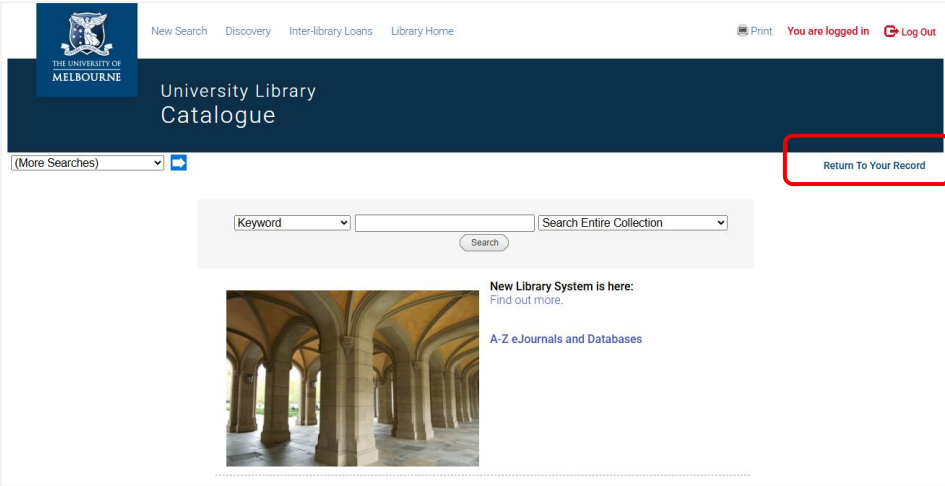
The screenshot shows a search interface for 'invasive species pest management'. The search is saved at 12:27 PM with 17 results. Below the search name are several filters: 'Catalog Only', 'Past 5 years', 'Electronic Resources', 'Find all my search terms', and 'Apply equivalent subjects'. A 3-dots menu is visible in the top right corner. A 'Search details' modal is open, displaying the following information:

- Search name:** invasive species pest management (32/255)
- Description (optional):** Catalogue only last 5 yrs (25/300)
- Query:** invasive species pest management (with an 'Edit search' link)
- Copy to clipboard** link
- Results:** 17
- Search options:** Catalog Only; Past 5 years; Electronic Resources; Find all my search terms; Apply equivalent subjects
- Databases:** All EBSCO databases selected for the profile

4. In the new library system, manually rebuild your search by referring to the information copied in the previous step.

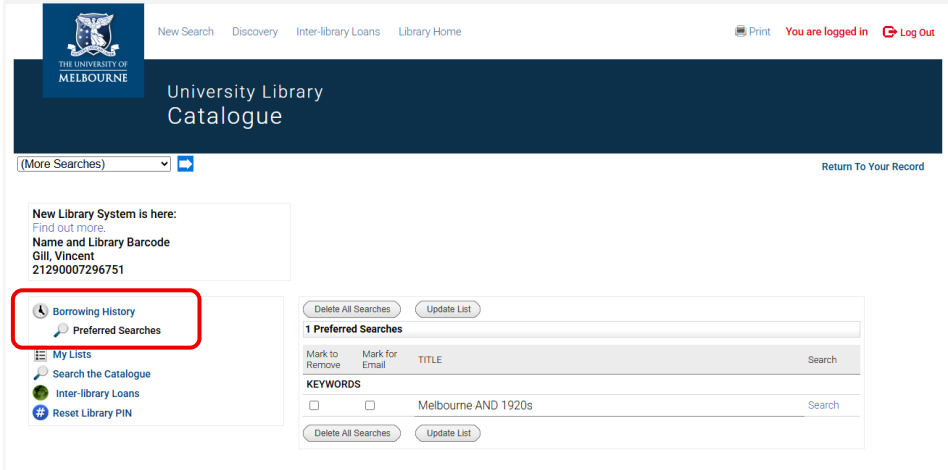
In Catalogue

1. Start at the [old Catalogue Search page](#), and click Return To Your Record.



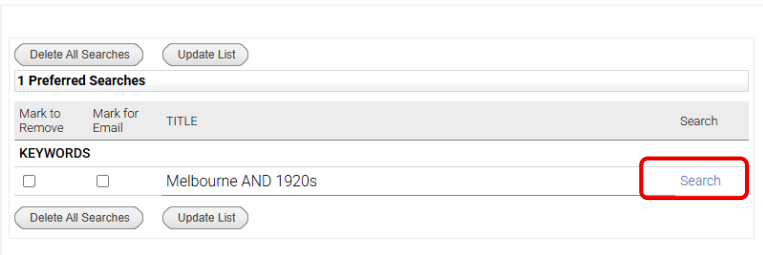
The screenshot shows the University Library Catalogue homepage. At the top, there are navigation links: New Search, Discovery, Inter-library Loans, and Library Home. On the right, it says 'Print', 'You are logged in', and 'Log Out'. The main header area contains the University of Melbourne logo and the text 'University Library Catalogue'. Below this, there is a search bar with a 'Keyword' dropdown, a text input field, and a 'Search Entire Collection' dropdown. A 'Search' button is next to the input field. To the right of the search bar, a red box highlights the 'Return To Your Record' link. Below the search bar, there is a section titled 'New Library System is here: Find out more.' with a link to 'A-Z eJournals and Databases'. A photograph of a library interior is also visible.

2. Click Preferred Searches to view your saved searches.



The screenshot shows the 'Preferred Searches' page in the University Library Catalogue. The left sidebar contains a list of links: Borrowing History, Preferred Searches (highlighted with a red box), My Lists, Search the Catalogue, Inter-library Loans, and Reset Library PIN. The main content area shows a table with 1 Preferred Search. The table has columns for 'Mark to Remove', 'Mark for Email', and 'TITLE'. The search is titled 'Melbourne AND 1920s'. There are 'Delete All Searches' and 'Update List' buttons at the top and bottom of the table. A 'Search' button is also present.

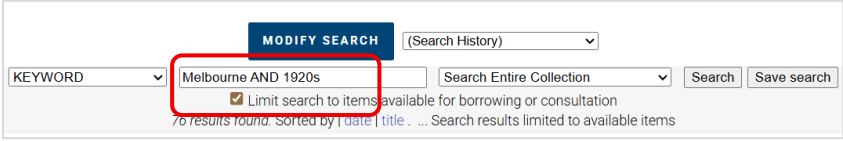
3. Click Search to run a listed search.



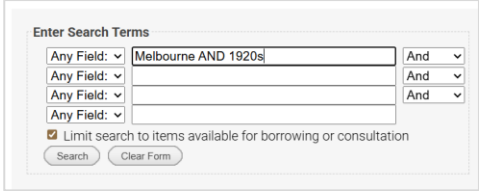
This is a close-up of the 'Preferred Searches' table. It shows the 'Search' button for the listed search 'Melbourne AND 1920s' highlighted with a red box. The table also includes 'Delete All Searches' and 'Update List' buttons.

4. Copy the search logic into Word, OneNote, or other preferred app.

💡 Look for Search box terms and Limits (date, format, location).



💡 For more complex searches, click **MODIFY SEARCH** to easily view and copy the logic:



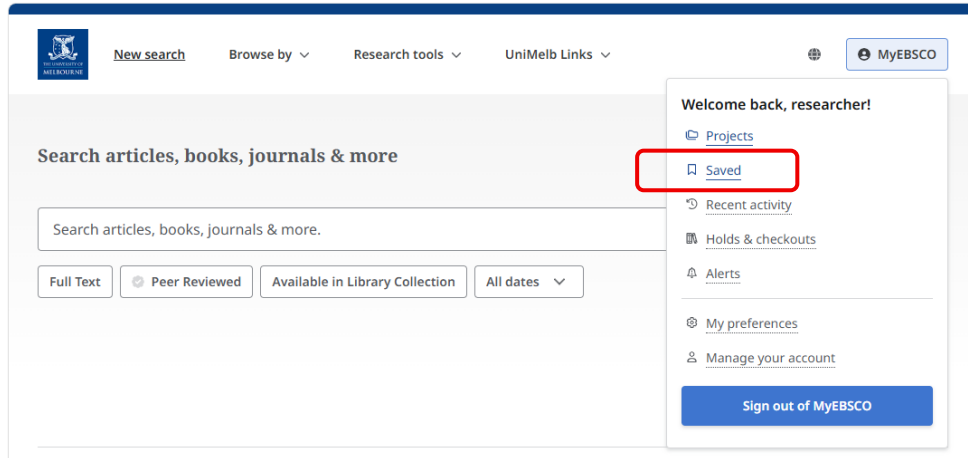
5. In the new library system, manually rebuild your search by referring to the information copied in the previous step.

Save my records

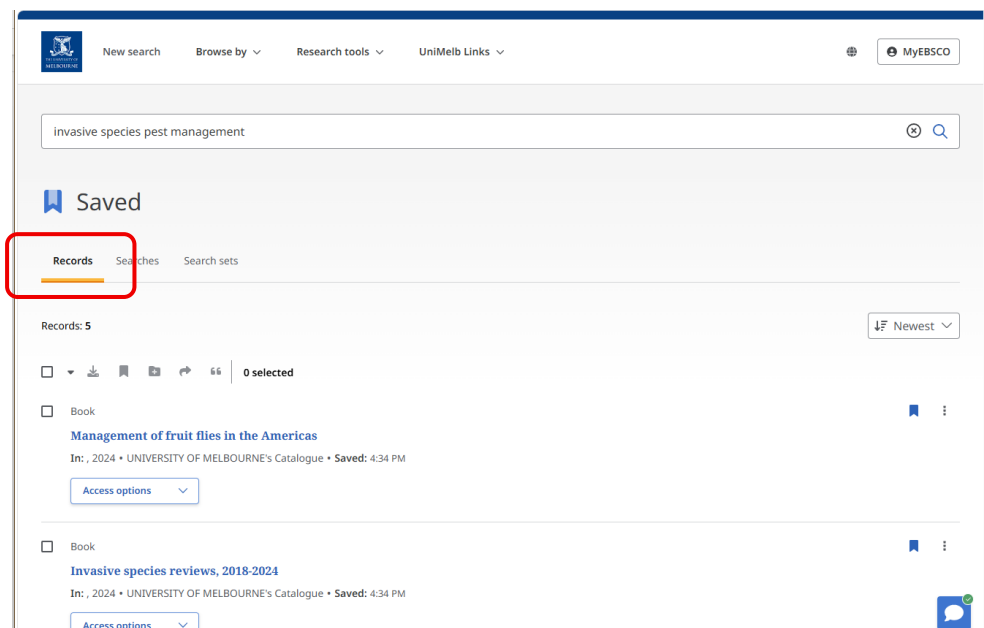
In Discovery

For best long-term use, export to a reference manager such as EndNote, Zotero, or a RIS file.

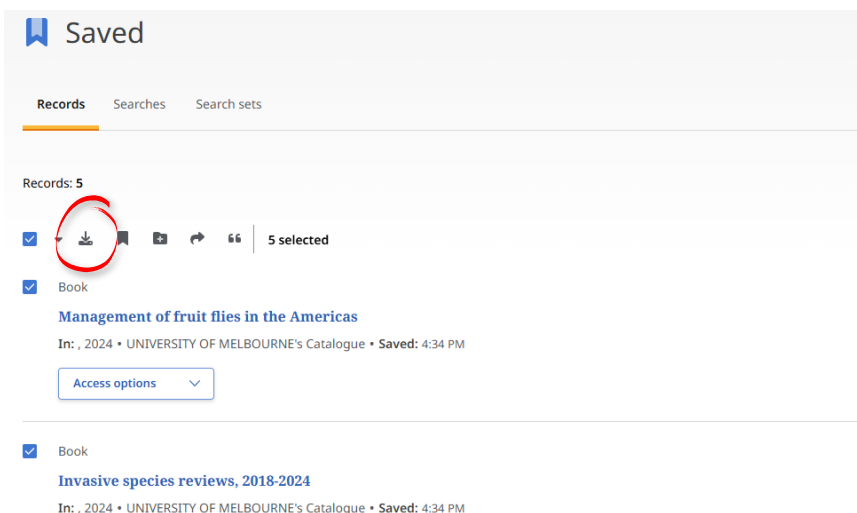
1. Start at the [old Discovery Search page](#), and click Saved on the MyEBSCO menu.



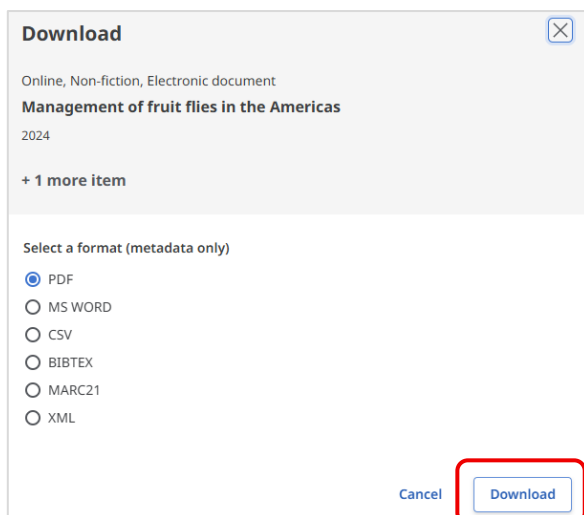
2. Click the Records tab to view a list of your saved records.



3. Select relevant saved records and click the Download icon.



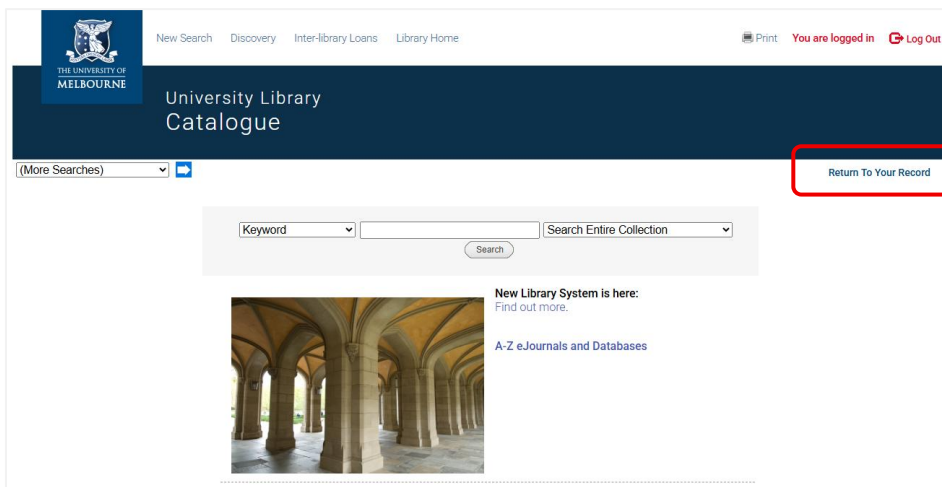
4. Select your preferred export format and click Download.



The file is downloaded to your default Downloads location.

In Catalogue

1. Start at the [old Catalogue Search page](#), and click Return To Your Record.



University Library Catalogue

(More Searches) [icon]

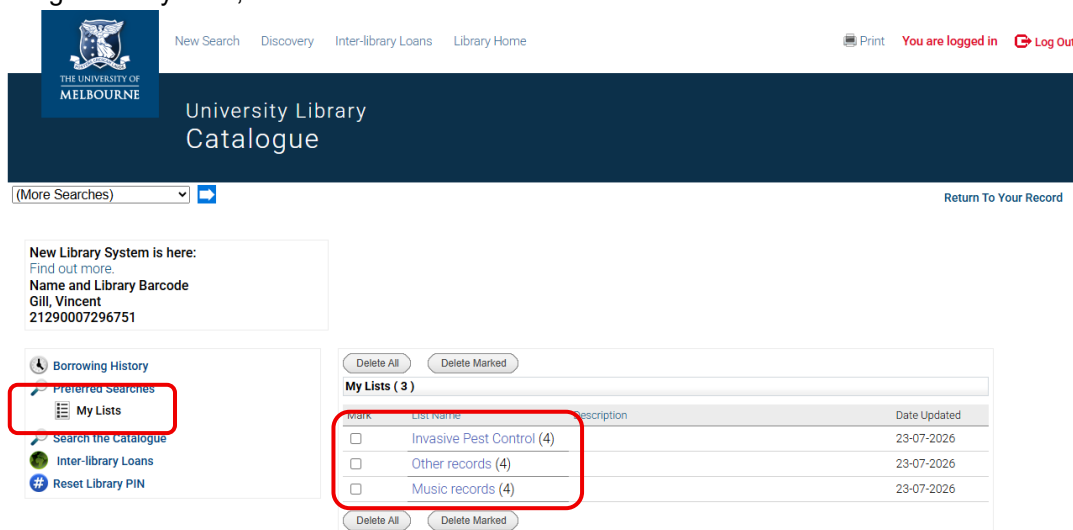
Keyword [input] Search Entire Collection [dropdown] [Search]

New Library System is here:
Find out more.

A-Z eJournals and Databases

Return To Your Record

2. Navigate to My Lists, then click a list to view its records.



University Library Catalogue

(More Searches) [icon] Return To Your Record

New Library System is here:
Find out more.
Name and Library Barcode
Gill, Vincent
21290007296751

Borrowing History

Preferred Searches

My Lists

Search the Catalogue

Inter-library Loans

Reset Library PIN

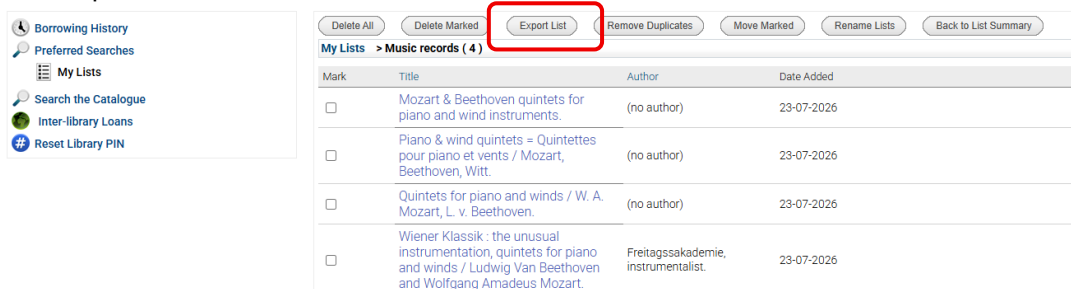
Delete All Delete Marked

My Lists (3)

Mark	List Name	Description	Date Updated
☐	Invasive Pest Control (4)		23-07-2026
☐	Other records (4)		23-07-2026
☐	Music records (4)		23-07-2026

Delete All Delete Marked

3. Click Export List.



Borrowing History

Preferred Searches

My Lists

Search the Catalogue

Inter-library Loans

Reset Library PIN

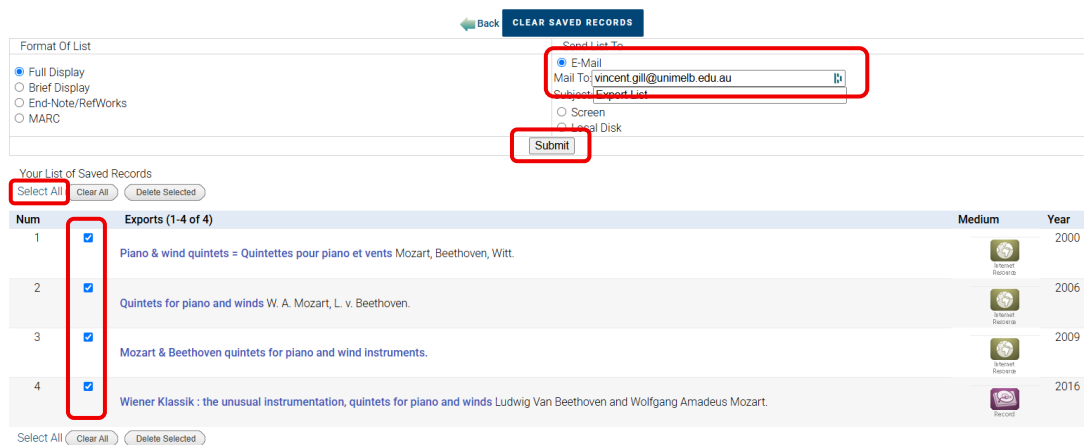
Delete All Delete Marked **Export List** Remove Duplicates Move Marked Rename Lists Back to List Summary

My Lists > Music records (4)

Mark	Title	Author	Date Added
☐	Mozart & Beethoven quintets for piano and wind instruments.	(no author)	23-07-2026
☐	Piano & wind quintets = Quintettes pour piano et vents / Mozart, Beethoven, Witt.	(no author)	23-07-2026
☐	Quintets for piano and winds / W. A. Mozart, L. v. Beethoven.	(no author)	23-07-2026
☐	Wiener Klassik : the unusual instrumentation, quintets for piano and winds / Ludwig Van Beethoven and Wolfgang Amadeus Mozart.	Freitagssakademie, instrumentalist.	23-07-2026

4. On the Export Options screen:

- Select the level of detail you prefer:
 - Full Display provides full details of the record
 - Brief Display provides Title and Imprint only.
- Enter your email address
Alternatively, select Screen to view details in your browser window only.
- Select the records you want exported
- Click Submit.



Format Of List

☒ Full Display
☐ Brief Display
☐ End-Note/RefWorks
☐ MARC

Send List To

☒ E-Mail
Mail To:
Subject: Export List
☐ Screen
☐ Local Disk

Your List of Saved Records

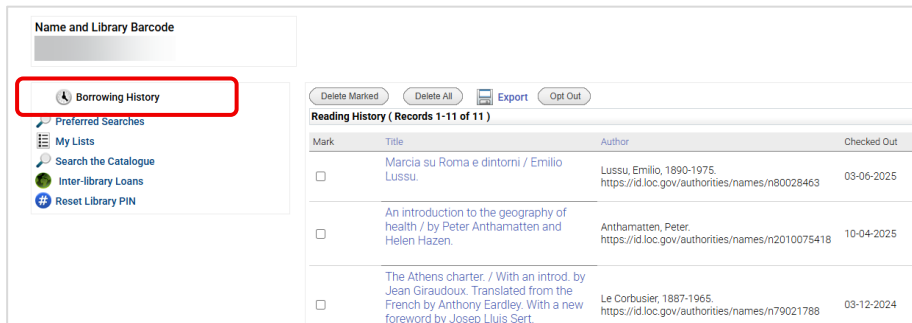
Num	Exports (1-4 of 4)	Medium	Year
1	☒ Piano & wind quintets = Quintettes pour piano et vents Mozart, Beethoven, Witt.		2000
2	☒ Quintets for piano and winds W. A. Mozart, L. v. Beethoven.		2006
3	☒ Mozart & Beethoven quintets for piano and wind instruments.		2009
4	☒ Wiener Klassik : the unusual instrumentation, quintets for piano and winds Ludwig Van Beethoven and Wolfgang Amadeus Mozart.		2016

Record details are emailed or displayed on screen, as per your selected option.

Save my borrowing history

To save your borrowing history, you must have previously enabled 'Borrowing History' in Catalogue.

1. Log in to your library account and navigate to Borrowing History



Name and Library Barcode

Borrowing History

Preferred Searches
My Lists
Search the Catalogue
Inter-library Loans
Reset Library PIN

Delete Marked Delete All Export Opt Out

Reading History (Records 1-11 of 11)

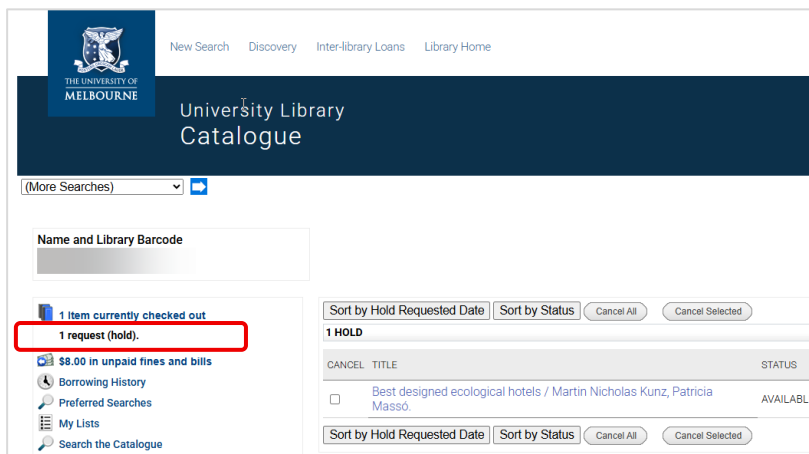
Mark	Title	Author	Checked Out
☐	Marcia su Roma e dintorni / Emilio Lussu.	Lussu, Emilio, 1890-1975. https://id.loc.gov/authorities/names/n80028463	03-06-2025
☐	An introduction to the geography of health / by Peter Anthamatten and Helen Hazen.	Anthamatten, Peter. https://id.loc.gov/authorities/names/n2010075418	10-04-2025
☐	The Athens charter / With an introd. by Jean Giraudoux. Translated from the French by Anthony Eardley. With a new foreword by Josep Lluís Sert.	Le Corbusier, 1887-1965. https://id.loc.gov/authorities/names/n79021788	03-12-2024

2.
 - **Option 1:** Use your Browser's Print, Export as PDF, or Save as PDF function (usually found under the 'File' menu) to save the reading history record.
 - **Option 2:** Use your mouse to Select (highlight) the list of items in the Reading History, then copy and paste into your preferred app, for example, MS Word, Google Docs, Excel (recommended for sorting), Notes.

Save my book requests or holds

1. Log in to your library account and navigate to the Holds/Requests section

🔍 *Holds/Requests are only displayed in the menu if your account has one or more holds or requests.*



New Search Discovery Inter-library Loans Library Home

THE UNIVERSITY OF
MELBOURNE

University Library
Catalogue

(More Searches)

Name and Library Barcode

1 item currently checked out
1 request (hold).

\$8.00 in unpaid fines and bills
Borrowing History
Preferred Searches
My Lists
Search the Catalogue

Sort by Hold Requested Date Sort by Status Cancel All Cancel Selected

1 HOLD

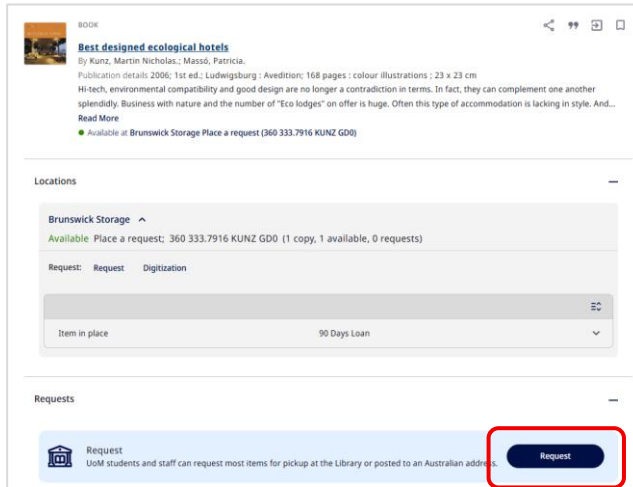
CANCEL	TITLE	STATUS
☐	Best designed ecological hotels / Martin Nicholas Kunz, Patricia Massó.	AVAILABLE

Sort by Hold Requested Date Sort by Status Cancel All Cancel Selected

2. Copy or make a note of your listed requests and holds.

3. Access the new library search and follow these steps to **manually add the saved information into the new system**:

- Find the record using Library Search.



BOOK

Best designed ecological hotels

By Kunz, Martin Nicholas; Masod, Patricia.

Publication details: 2006; 1st ed.; Ludwigsburg : Avedition; 168 pages : colour illustrations : 23 x 23 cm

Hi-tech, environmental compatibility and good design are no longer a contradiction in terms. In fact, they can complement one another splendidly. Business with nature and the number of "Eco lodges" on offer is huge. Often this type of accommodation is lacking in style. And...

[Read More](#)

Available at Brunswick Storage Place a request (360 333.7916 KUNZ GD0)

Locations

Brunswick Storage

Available Place a request: 360 333.7916 KUNZ GD0 (1 copy, 1 available, 0 requests)

Request: Request Digitization

Item in place 90 Days Loan

Requests

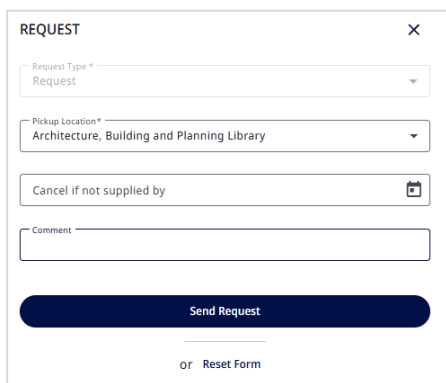
Request

UoM students and staff can request most items for pickup at the Library or posted to an Australian address.

Request

- Click Request to open the REQUEST form.

4. Complete the relevant information, then click Send Request.



REQUEST

Request Type *

Request

Pickup Location *

Architecture, Building and Planning Library

Cancel if not supplied by

Comment

Send Request

or Reset Form