

# Save Your Discovery and Catalogue Settings



The University of Melbourne is moving to 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 22<sup>nd</sup> June**.

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

## Instructions

*You need to follow these instructions **before 22<sup>nd</sup> June**. 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.*

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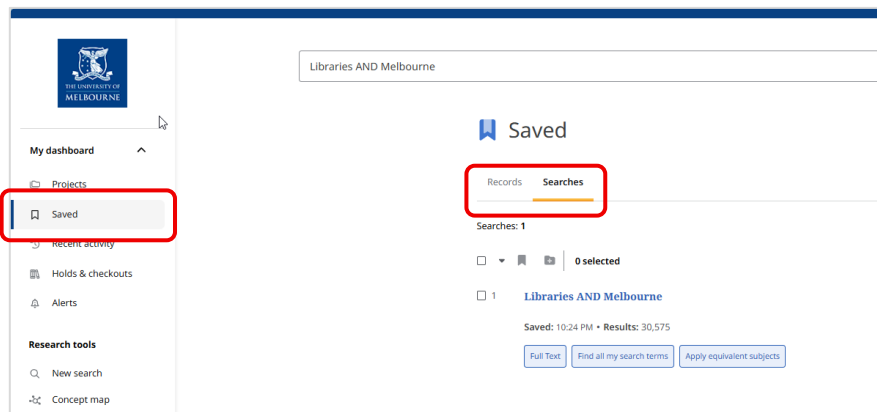
For more help please contact us at [https://library.unimelb.edu.au/contact\\_the\\_library](https://library.unimelb.edu.au/contact_the_library)

# Save my 'Saved Searches' In Discovery


1. Start at the [Library Home page](#) on the Discovery tab, and click the Advanced Search link.

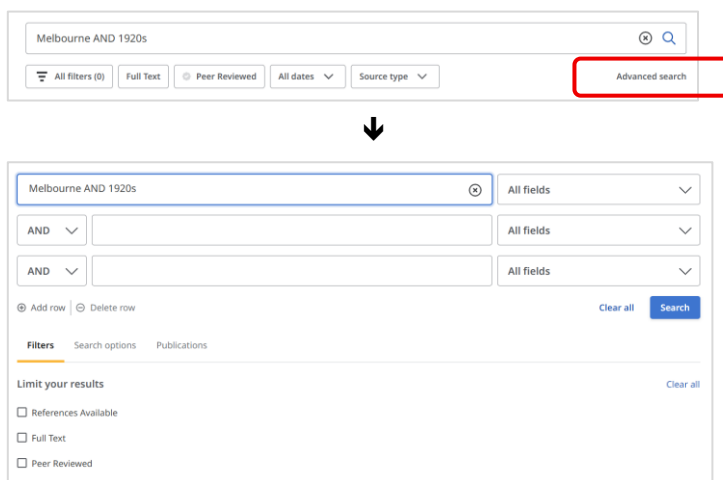


2. Click Saved, then the Searches tab.



3. Click your saved search, then copy the search logic.

 For more complex searches, click [Advanced Search](#) to easily view and copy the logic.



4. Paste and save your search logic in Word, OneNote or other preferred text app — you'll refer to this in the next step.

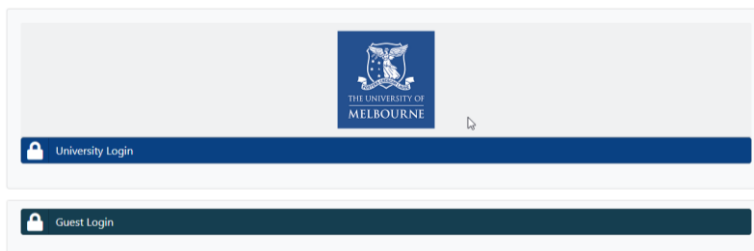
5. From 29<sup>th</sup> June access the new library search and **manually rebuild your search** by referring to the information you saved in the previous step.

## In Catalogue

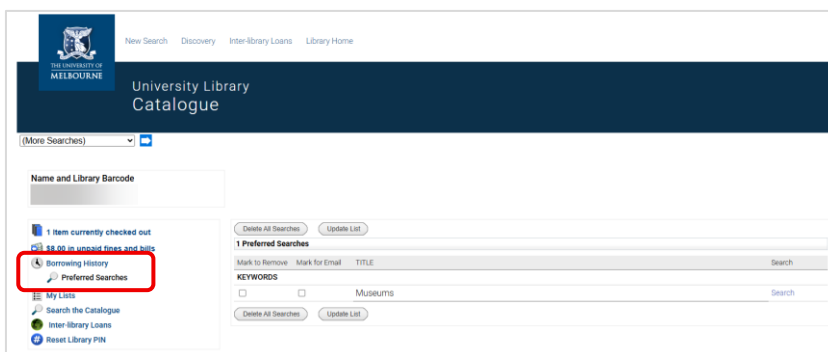
1. Start at the [Library Home page](#) on the Catalogue tab, then click the Catalogue link.



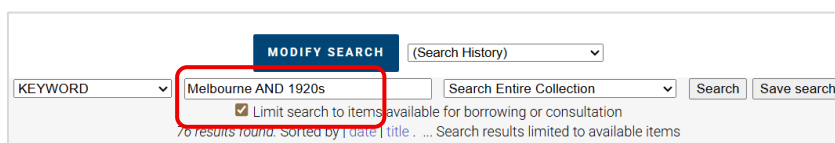
2. Click Login, select University Login, and log in to your library account.



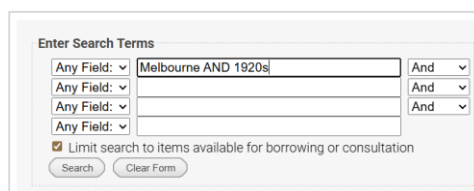
3. Click Preferred Searches to view your saved searches.



4. Click on your saved search, then copy the search logic.  
🔗 *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. Paste and save your search logic in Word, OneNote or other preferred text app — you'll refer to this in the next step.
6. From 29<sup>th</sup> June access the new library search and **manually rebuild your search** by referring to the information you saved in the previous step.

# Save my records

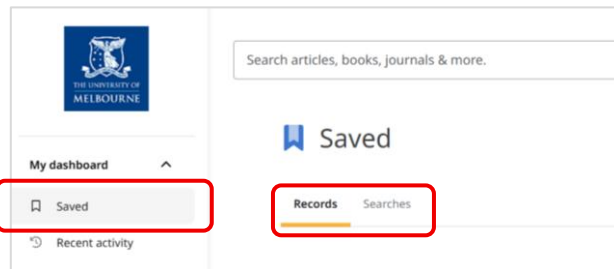
## In Discovery

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

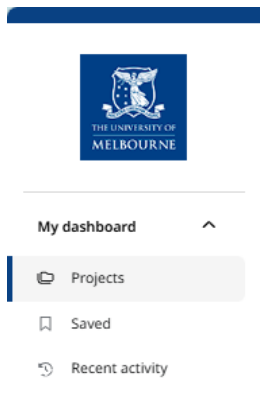
1. Start at the [Library Home page](#) on the Discovery tab, and click the Advanced Search link.



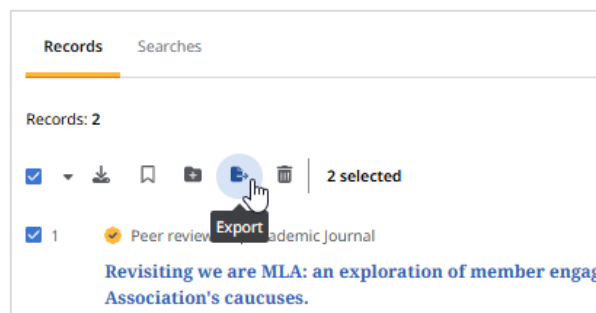
2. Click Saved, then the Records tab.



*If you organised your saved records into folders, first click Projects and open the folder:*



3. Select your saved records and click Export.



4. Select your preferred export format and save the file.

**Export citation** ✕

research-article  
**Melbourne, University of Melbourne Library, Special Collections, Rare Music, MS LHD 244 Inventory**  
 STOESEL, JASON; HERLINGER, JAN; CUMMINS, LINDA PAGE  
 2015

+ 1 more item

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Export to your citation tool of choice.

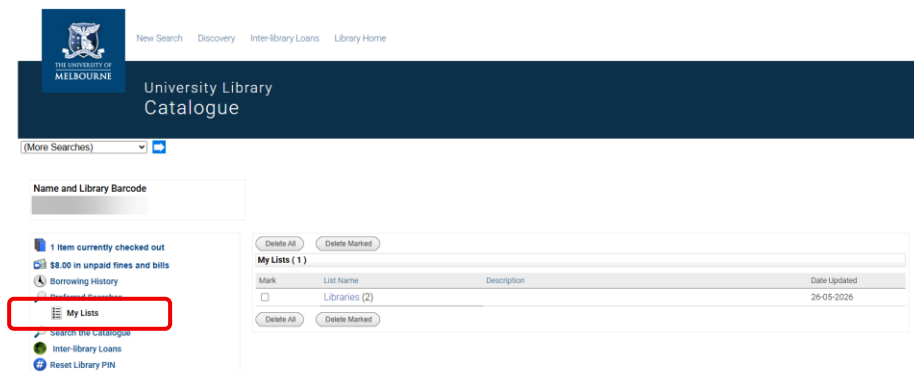
Export in RIS format (e.g. CITAVI, EasyBib, Mendeley, NoodleTools, ProCite, RefWorks, Zotero, etc.)

[Export to EasyBib](#)  
[Export to RefWorks](#)  
[Export to EndNote Web](#)  
[Export to NoodleTools](#)

[Close](#)

## In Catalogue

1. Log in to your library account and navigate to My Lists.

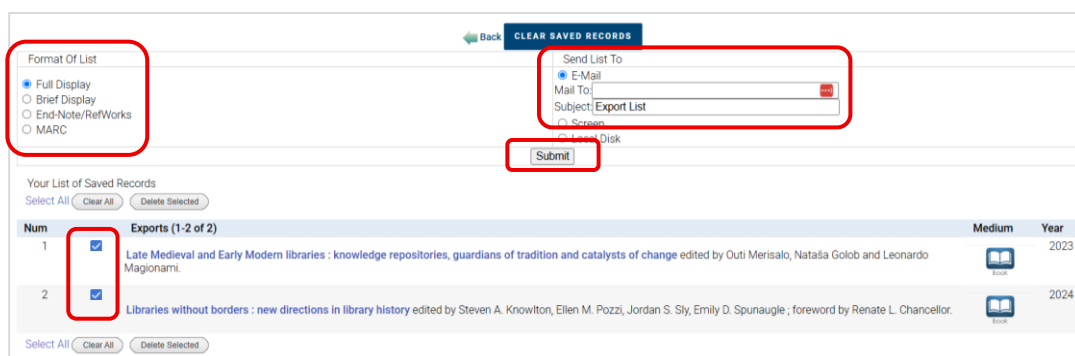


The screenshot shows the University Library Catalogue interface. In the left-hand navigation menu, the 'My Lists' option is highlighted with a red rectangular box. Other options include '1 item currently checked out', '\$8.00 in unpaid fines and bills', 'Borrowing History', 'Search the Catalogue', 'Inter-library Loans', and 'Reset Library PIN'. The main content area shows a 'My Lists (1)' section with a table listing 'Libraries (2)' updated on 26-05-2026.

2. Click to open a list.

3. Export your records:

- Select the records you want to include in the export
- Select your preferred list format
- Enter your email to receive the exported list
- Click Submit.



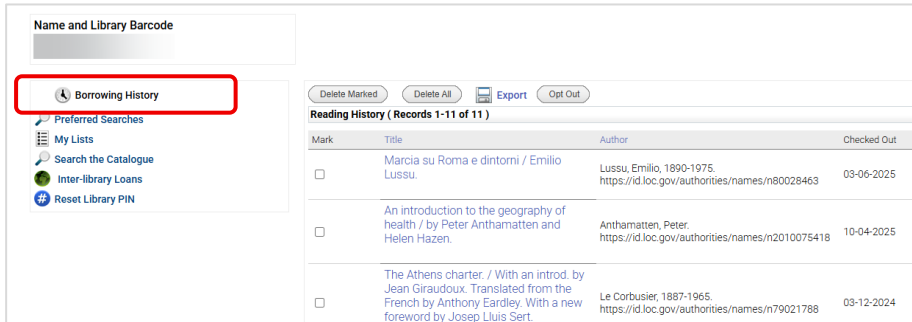
The screenshot shows the export options for a list of records. The 'Format of List' section has 'Full Display' selected. The 'Send List To' dropdown menu is set to 'E-Mail'. The 'Submit' button is highlighted with a red box. Below, a table of records is shown with checkboxes for selection.

Num	Exports (1-2 of 2)	Medium	Year
1	<input checked="" type="checkbox"/> Late Medieval and Early Modern libraries : knowledge repositories, guardians of tradition and catalysts of change edited by Outi Merisalo, Nataša Golob and Leonardo Maglionani.	book	2023
2	<input checked="" type="checkbox"/> Libraries without borders : new directions in library history edited by Steven A. Knowlton, Ellen M. Pozzi, Jordan S. Sty, Emily D. Spunaugle ; foreword by Renate L. Chancellor.	book	2024

## Save my borrowing history in Catalogue

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



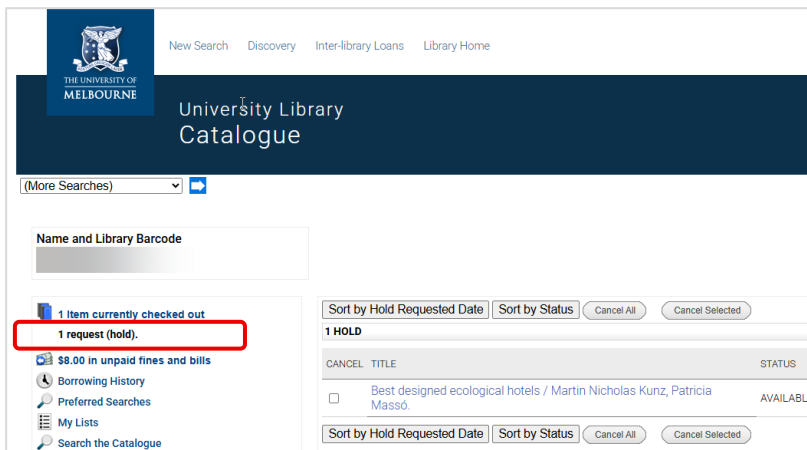
Mark	Title	Author	Checked Out
<input type="checkbox"/>	Marcia su Roma e dintorni / Emilio Lussu.	Lussu, Emilio, 1890-1975. https://id.loc.gov/authorities/names/n80028463	03-06-2025
<input type="checkbox"/>	An introduction to the geography of health / by Peter Anthamatten and Helen Hazen.	Anthamatten, Peter. https://id.loc.gov/authorities/names/n2010075418	10-04-2025
<input type="checkbox"/>	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 in Catalogue

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.*

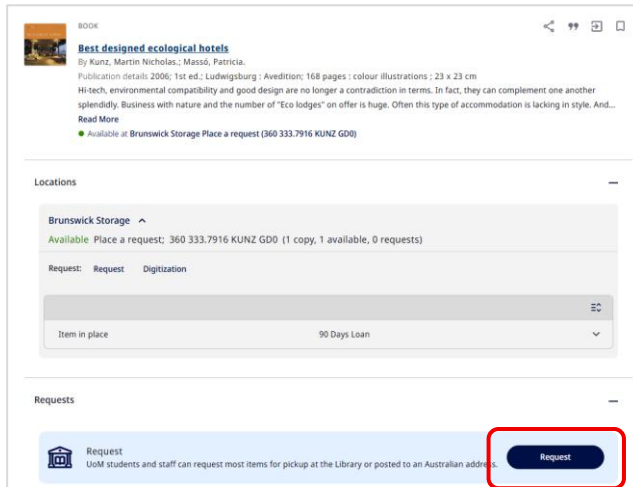


CANCEL	TITLE	STATUS
<input type="checkbox"/>	Best designed ecological hotels / Martin Nicholas Kunz, Patricia Massó.	AVAILABLE

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

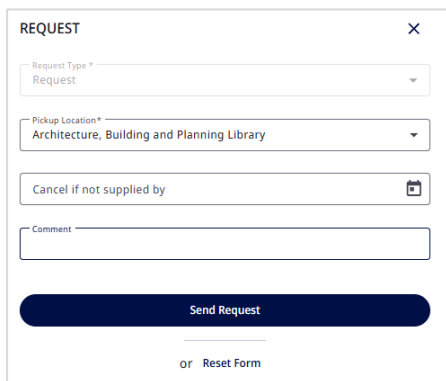
3. From 29<sup>th</sup> June access the new library search and follow these steps to **manually add the saved information into the new system:**

- Find the record using Library Search.



- Click Request to open the REQUEST form.

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



The "REQUEST" form contains the following fields and options:

- Request Type \***: A dropdown menu with "Request" selected.
- Pickup Location \***: A dropdown menu with "Architecture, Building and Planning Library" selected.
- Cancel if not supplied by**: A checkbox with a calendar icon.
- Comment**: A text input field.
- Send Request**: A prominent blue button.
- or Reset Form**: A smaller link below the main button.