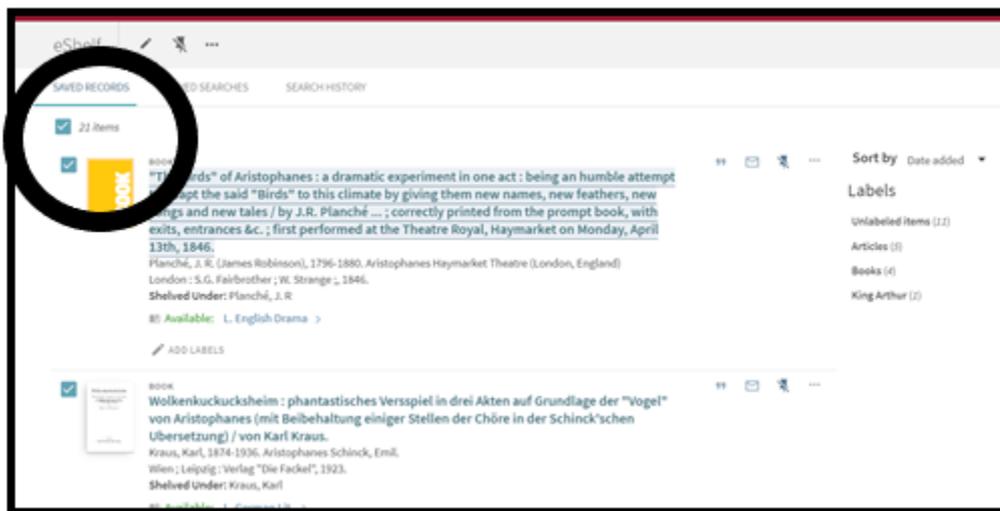
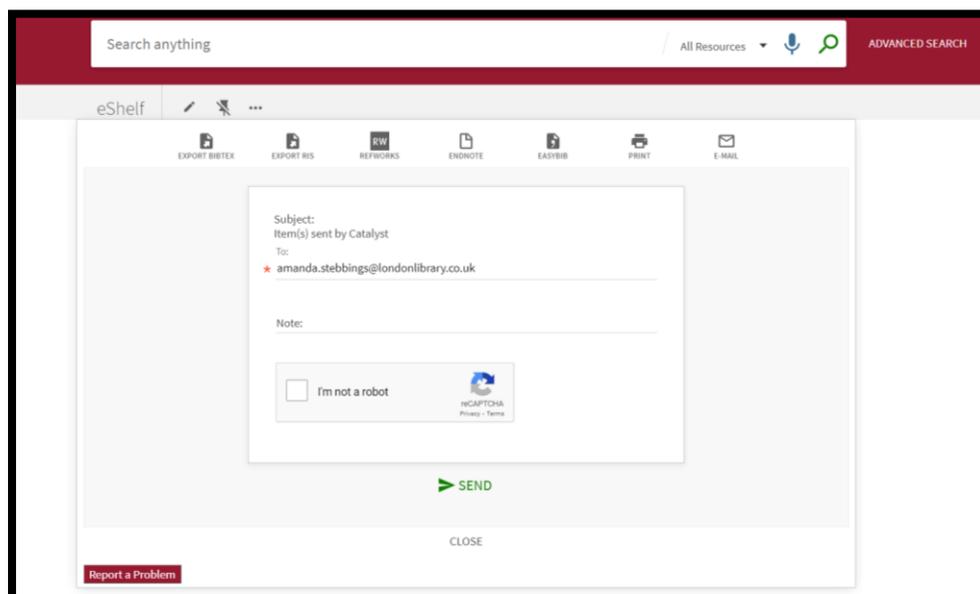


How to email your eShelf

- Sign into Catalyst and click on the pin icon in the top right-hand corner of the screen to access your eShelf.
- Click in the box at the top of your list to select all the records.



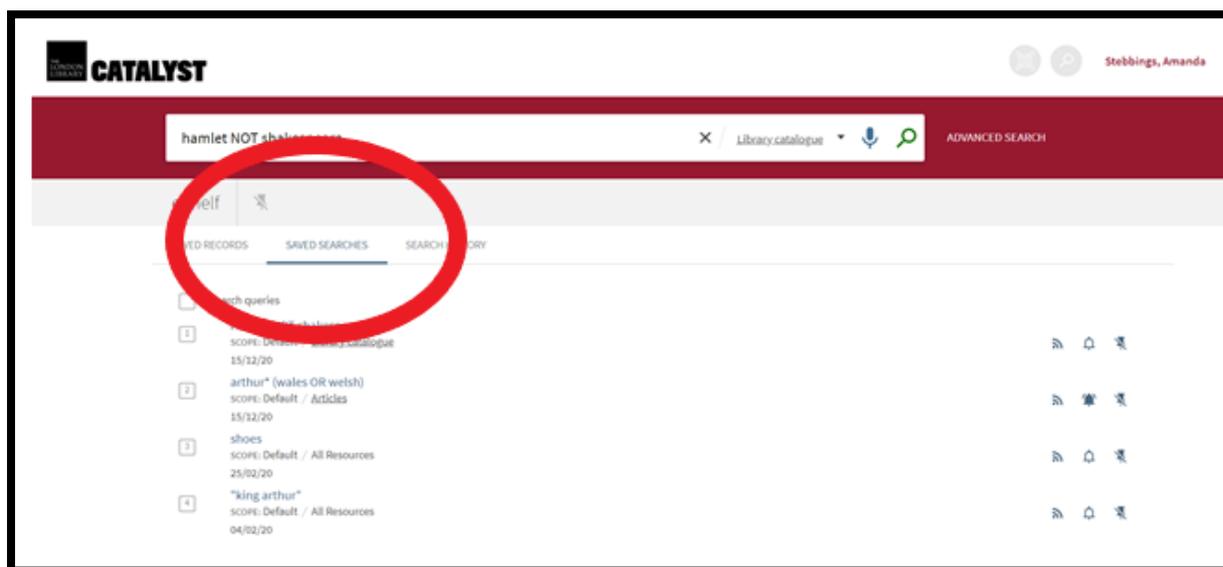
- Click on the ellipsis (...) from the grey menu bar at the top of the screen and select email from the options that appear. The email address that is linked to your account will appear automatically but it can be amended just for this action.



- Click send. Please note that after January 21 2021 the links in the email will no longer work.

How to access your saved searches

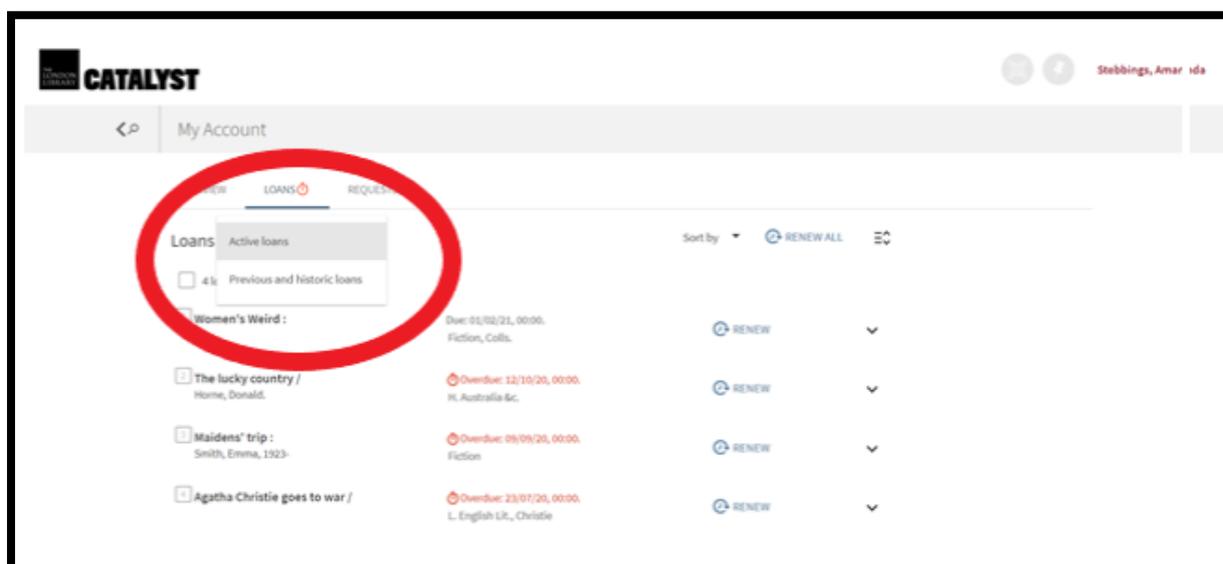
- Sign into Catalyst and click on the pin icon in the top right-hand corner of the screen to access your eShelf.
- Click on *Saved Searches*.



- The keywords used in your saved searches will appear here along with any scopes or refinements you applied. These can be cut and pasted and saved into a document and then recreated in the updated version of Catalyst.

How to access your loan history

- Sign into Catalyst and click on your name in the top right-hand corner of the screen. Choose *My Loans* from the drop-down menu.
- Click on Active loans and then choose Previous and historic loans.



- You can cut and paste the information into a document, but you will get a neater, more readable version if we extract it for you – particularly if your list is long.