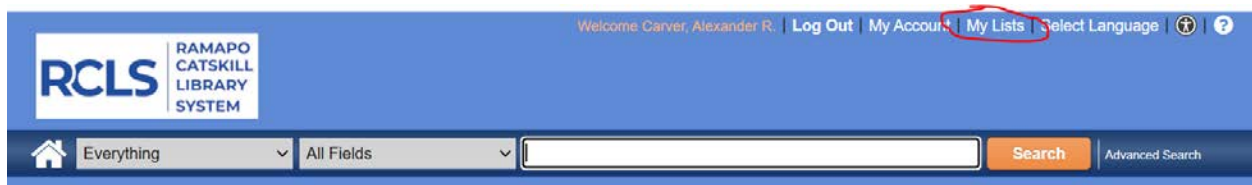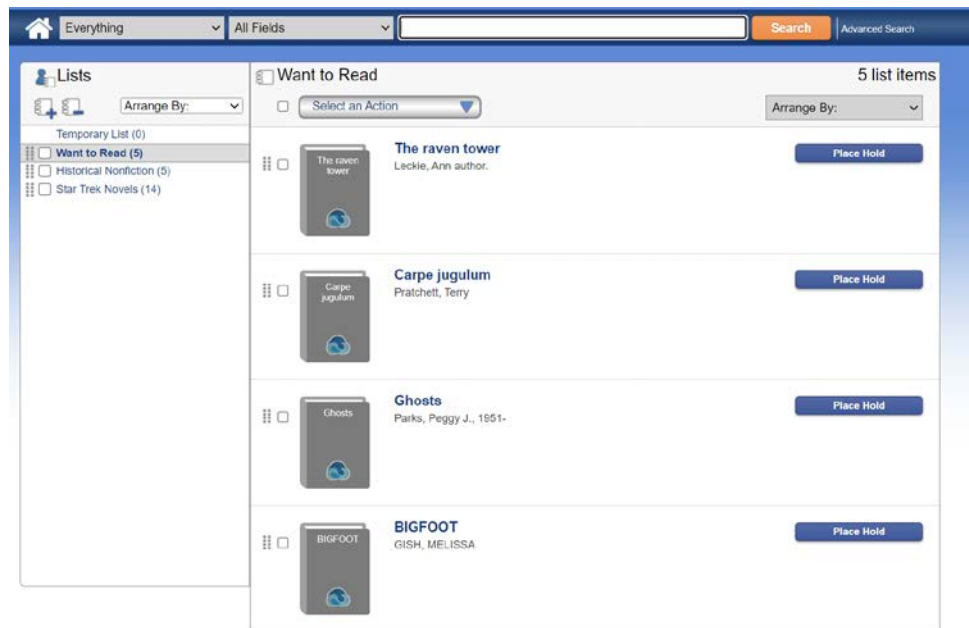# Manually Importing Your Lists into Aspen Discovery

Option 1: Print-Copy-Paste

1. Log into Enterprise.

2. Click "My Lists" to bring up the list interface.

The names of the lists will appear in the left-hand pane (a list of lists) and the actual list entries will appear on the right.

3. Select the list you wish to transfer (Want to Read in the example above). Click the checkbox next to the "Select an Action" dropdown to select all titles in the list. Choose the "Print" action. This generates a simplified list that we can copy. Select the text on this page and copy it.
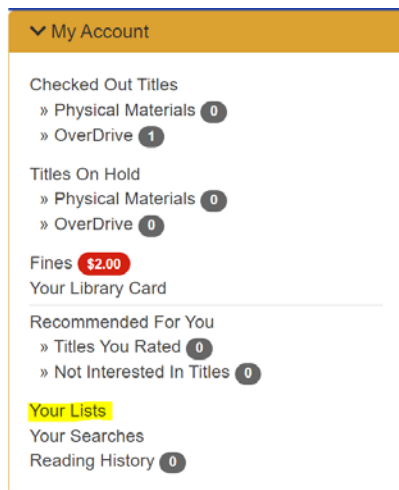
Want to Read

The raven tower
Leckie, Ann author.

Carpe jugulum
Pratchett, Terry

Ghosts
Parks, Peggy J., 1951-

BIGFOOT
GISH, MELISSA

Alien abduction
Zucker, Jonny.

4. In another tab or window, open Aspen Discovery and log in with Barcode and PIN. Click the "Your Lists" option under the My Account box:

5. Click "Create New List," name the list, and optionally give it a description:

6. Click the name of the new list to view the (currently empty) list screen. Click the "Add Multiple Titles" button.

Imported List

Created on May 1, 2023, 3:14 pm   Last Updated May 1, 2023, 3:14 pm

Imported from Enterprise

| Edit | Add Multiple Titles | Email List | Print List | Export List to CSV | Generate Citations | Sort by ▾ | Delete List |

You do not have any saved resources

7. Paste the list from Step 3 into the box and click "Add to List."

Add titles to list ✕

Please enter one or more titles or ISBNs to add to your list. Each title or ISBN should be on its own line. We will search the catalog for each title and add the first matching title for each line to your list.

> The raven tower
> Leckie, Ann author.
>
> Carpe jugulum
> Pratchett, Terry

Close   Add To List

8. Check the results. Compare the newly generated list to the old list. You will have extra titles belonging to authors, because Aspen treats each line as a separate entry. You can delete these by clicking the big red Delete button next to the titles. (*As an alternative, you may paste the titles from the old list into a text editor and remove the authors before importing them*.)

NOTE: If you have older lists, you may have some titles in your list that look like this:

Company Town
☑ The link to this item is no longer valid. The item could have been removed from the catalog or the link could have changed.
Search the catalog for this title

Steal the sky : a scorched continent novel
☑ The link to this item is no longer valid. The item could have been removed from the catalog or the link could have changed.
Search the catalog for this title

These titles have since been removed from our catalog and may not transfer to your new list. Save these titles in a separate document if they wish to keep a record of them.

Option 2: Email – Copy ISBNs – Paste

This method takes more time and requires extra steps, but it is the most precise method.

1. Log into Enterprise with Barcode and PIN.

2. Click "My Lists" to bring up the list interface.

3. Select the list you wish to transfer. Click the checkbox next to the "Select an Action" dropdown to select all titles in the list. Choose the "Email" action. Provide a valid email address and click "Send Email."

NOTE: This method does not work with lists longer than 119 titles. In this circumstance, select groups smaller than 119 and email each group separately.

4. Check your email for an email from no-reply@sirsidynix.com with a subject of "Results:"

N no-reply@sirsidynix.com
To: ○ Alex Carver - RCLS

The raven tower
by Leckie, Ann author.

Title The raven tower
Author Leckie, Ann author.
Physical Description 416 pages : illustrations, map ; 25 cm.
Publication Information New York, NY : Orbit, an imprint of Hachette Book Group, 2019.
Subject Imaginary places -- Fiction. Gods -- Fiction. Imaginary wars and battles -- Fiction. Kings and rulers -- Fiction.
ISBN 9780316388696 9780316388702
Subject Term Imaginary places -- Fiction. Gods -- Fiction. Imaginary wars and battles -- Fiction. Kings and rulers -- Fiction.

Library	Shelf Number	Status
Haverstraw Garnerville-Haverstraw King's Daughters Public Li	Leckie	Adult Science Fiction & Fantasy
Orangeburg Library	Leckie	Adult Fiction
Greenwood Lake Public Library	Leckie, A.	Adult Fiction
Fallsburg Library	FIC LECKIE	Adult Fiction
Middletown-Thrall Public Library District	LECKIE	Adult Fiction
Monticello-Ethelbert B. Crawford Public Library	LECKIE	Adult Fiction
Cornwall Public Library	Leckie	Coming soon
Port Jervis Free Library	SF LECKIE	Adult Science Fiction
Nanuet Public Library	F Leckie	Adult Science Fiction & Fantasy
Blauvelt Free Library	FANT Leckie	Adult Science Fiction & Fantasy
Sloatsburg Public Library	LEC	Adult Fiction
Pearl River Public Library	SF LEC	Adult Science Fiction & Fantasy
Cornwall Public Library	Leckie	Adult Fiction
Nyack Library	LECKIE	Adult Fiction

5. In another tab or window, open Aspen Discovery and log in with Barcode and PIN. Click the "Your Lists" option under the My Account box.

6. Click "Create New List," name the list, and optionally give it a description.

7. Select "Add Multiple Titles"

8. Copy the ISBNs from each title from the email. Copy each ISBN onto a new line. If no ISBN is listed, use the title instead. When finished, click "Add to List."

9. Check the results. Compare the newly generated list to the old list.