

## How to Create a Book List on the CML Website

### What is a list?

A *list* is a collection of titles related to a specific topic or idea that you choose. For example: *Teen Mystery Reads* or *The 10 Best Teen Manga Series* would be suitable subjects for lists. Creating lists is a great way to help other readers discover new works!

### To Create a New List

1. Log in to your account on [columbuslibrary.org](http://columbuslibrary.org).
2. On the menu, click **Lists**.
3. Click the **Create a New List** button.
4. Click **Guides and Recommendations**.
5. Use the drop-down menu to select the type of list you want to create.
6. Give your list a title. Others can search for your list by the words you use, so make the title informative.
7. Add a description to help others find your list.
8. Click **Add to List** to add catalog titles or website URLs to your list. When you find a title you want to add, click the **Add** link.
9. When you've added all of your titles, click **Finished Editing**.
10. Choose who can see your list.
  - **Everyone**.
  - **People in a specific location**. This is useful for lists of local interest, such as school projects.
  - **Anyone with the link**. Use this when you want to share a list with someone, but don't want to make it available to everyone.
  - **Only me**. This makes the list private. No one but you can see this list.
11. Click **Publish!**