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.
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!