Using Folders in GOBI

Creating folders from search results or notification lists

1. From any list, mark desired records.
2. From sidebar options, click on “Add To Folder”
3. Your marked titles will display; choose an existing folder or click on “A new folder named:” to create a folder and name it. Choose to make your folder Personal (only you can see it) or Shared (will be added to common Library Folders to enable others to view). Note: You will be able to view and work with your own folders (Personal or Shared) only in your own My Folders list. The Library Folders list of shared folders is for individuals to view all shared folders except their own.

Determine what you want done with your marked records:
- Remove from List
- Retain Marked Status on Items in List
- Remove Marked Status on Items in List (default)

Click on “Add to Folder”

Working with folders

Use Folder tab.
- Manage Library Folders – to view and select records from shared folders
- Manage My Folders – to add new folders or to view, edit, or delete existing folders in your own account and/or to select records from them

Filter: can apply filters to your list by specific criteria, e.g., items in Cloth (or Paper), with Library Notes, eBooks, Available for Rush. Can remove applied (or last) filters.

Sort: can sort your list with a primary and/or secondary option, e.g., by Class – LC, Handled on approval, Format, Price, Author. Can toggle to change the order (ascending to descending and vice-versa).

Strategies for using folders

- Make yourself several folders for each fund (e.g.: “maybe,” “faculty requests,” “ordered”). Using the example file names, you can collect items you might want to order in the “maybe” folder, and keep track of everything you have ordered through Gobi in the “ordered” folder, etc.

- Based on how you set up your notifications (weekly, monthly, etc.) you can review them through Gobi at regular intervals and add items of interest to your “maybe” folder as you go along. You can use this to manage the ordering process over time and avoid ordering everything at once.

- Individuals can use “Library Folders” for sharing recommendations. While only the creator of the folder is able to add records to the folder, any selector can view items and select them for ordering.