

Export your e-Shelf references

Over the summer, we will be changing the system we use to deliver LibrarySearch. **Export any references you have saved on your e-Shelf by Friday 21 July**, as they will be lost when we migrate to the new system.

If you use a reference management service, such as RefWorks, Mendeley or EndNote, we recommend exporting your e-Shelf references into that.

If you just want a record, you can email them to yourself. Unfortunately you won't be able to re-import them to the new system.

Email them to yourself

This is a quick and easy way to get a list of your e-Shelf records:

1. Sign in to LibrarySearch
2. Click **e-Shelf** (top right of the LibrarySearch screen)
3. Select a folder from the list under **Basket**, and click to display its contents
4. Check the top checkbox to select all references
5. Click **E-mail** on the right, above your list
6. A dialog box will open; fill this in and click **Send**
7. You'll get an email titled "Item(s) sent by Primo" and sent from library.search@canterbury.ac.uk
8. You will need to repeat this for every folder you have