How to Capture Your W&M Library Catalog Lists and Export Them to RefWorks Folders

Swem Library is converting its current catalog to a new system.

If you’ve saved lists in the current catalog and want to retain the contents of those lists, you’ll need to print or export those lists by July 31, 2016.

The new catalog, available by fall 2016, will also provide a way to save lists. But, unfortunately, there’s no way to transfer your current catalog lists to the new catalog.

One way to retain your lists is to export them to folders in the bibliographic manager tool called RefWorks. Here are instructions:

1. On Swem Library’s home page (http://swem.wm.edu), click Catalog:

![Swem Library Catalog](image)

2. On the catalog webpage, click Login:
3. **Log in** using your W&M userid and password:

![Login page]

4. **Click Your Account**:

![W&M Libraries Catalog page]
5. Look at **Your Lists** and open (one at a time) any lists whose contents you want to export:

![Image of a library catalog interface showing a list of books and options to select and export]

6. With a list open, click **Select Page** and then **Export**:

![Image of a library catalog interface with an option to select and export a page]

**Note:** if your list has more than 20 titles, which is all that display on each page, you’ll need to repeat this step for each page. Or, you can first move all titles in a list to the Book Bag and then continue with the export to RefWorks.
7. In the Export Favorites box, change the Format to RefWorks:
(Note: if you have an EndNote account, you can opt to export to that bibliographic manager tool.)

8. When RefWorks opens:
   • if you don’t have a RefWorks account, click Sign Up for a New Account
   • If you already have a RefWorks account, click My Institution’s Credentials (Shibboleth)

9. …. and choose College of William and Mary:
10. Then sign in with your **W&M userid and password**:

![Login page](image)

11. The items from your library catalog folder will be imported.

*Note: you might noticed that some of your catalog lists lack all the titles that you originally saved. There has been some deterioration loss of titles from folders.*

In the **Import References** box, click **View Last Imported Folder**.

![Import References](image)
12. Click **Create Folder** to house your exported list:

![Create Folder in RefWorks](image)

13. Give that folder a name:

![Create New Folder](image)

New Folder Name: **Family-CrossCultural**

14. Click **All in List**. Then, just to the right of All in List, click the **yellow folder** and choose the new folder that you created. These steps move those Last Imported items into your new folder:

![Select Last Imported in RefWorks](image)
15. Look at the bottom right corner for a confirmation:

![RefWorks screenshot](image1)

16. Also, in the Folders section, click your folder to make sure all the titles are there:

![RefWorks screenshot](image2)
Questions? Here’s how to get help:

- Contact Swem Library’s Research Desk
- Contact your academic department’s library liaison
- Make a Research Appointment