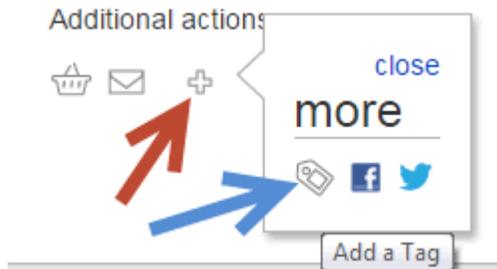## Community Tagging in InfoSoup
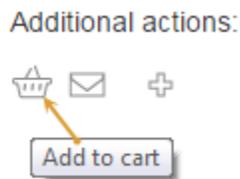
To add a tag to a title:

1. Search for the title you want to tag.

2. Choose **Additional actions** (the plus sign) then **Add a Tag**.

3. If you are not logged in, Encore prompts you to log in to your patron account. After you log in, Encore displays an Add a tag text box.

4. Enter your tag (or multiple tags separated by commas) in the text box, and then choose **Submit**.

5. Your tag appears as a search term in the Community Tags section of the title's record details within a few minutes.

You can also add titles to your book cart to add tags in batches:

1. Search for the titles you want to tag.

2. Add each title to your book cart.

3. Chose **View Cart**.

4. From the book cart, check the titles to tag. Choose **Select All** to select all titles in your book cart.

5. Choose the **Add Tag** icon.

6. If you are not logged in, Encore prompts you to log in to your patron account. After you log in, Encore displays an Add a tag text box.

7. Enter your tag (or multiple tags separated by commas) in the text box, then choose **Submit**.

8. Your tag appears as a search term in the Community Tags section of the title's record details within a few minutes.

Deleting Tags

Tags can only be deleted by the person who created the tag or by an Encore administrator. When logged in and viewing the full record of a page of a title you have tagged, you will see **My Tags.** Next to your tags is an **x** you can click to delete the tag. There is nowhere currently in My Account where a person can view, edit, or delete his or her tags. Encore administrators can search for and delete tags, but cannot edit tags.