Sharing Readings in Refworks (using “Refshare”)

This guideline demonstrates how to share a reading list you have created in Refworks, the online reference management application.

When sharing a folder containing citations, this uses a system called “Refshare”, Refshare is useful for...

- Students sharing readings for group work/
- Staff sharing incidental readings for individual support, e.g. theses advice/
- Sharing readings for incidental projects or online discussions.

Staff should bear in mind that module/ weekly readings are likely already available for any particular online class, you should confer with module development teams and colleagues widely and the Librarian before using Refworks to formally mange or display readings for online classes.

You can access Refworks via the Library Web pages; you will also need a personal profile in Refworks to share your readings. For general help using Refworks see the Refworks LibGuide page. Online programmes users are recommended to view the Refworks step by step guide: http://libguides.liv.ac.uk/onlineprogrammes/refworks

Before using Refshare to share readings you are advised to familiarise yourself with Refworks and create a profile using the step-by-step guide shown above. For individual advice on using Refworks or Refshare you can also consult your Librarian.
Support / Videos for using Refworks / Refshare

You can see a range of official YouTube videos on using Refshare to share your references in the Library for Online Programmes Refworks page 
http://libguides.liv.ac.uk/onlineprogrammes/refworksvideo or visit Youtube: http://www.youtube.com/watch?v=Oj_dxv3uEqw&list=PL43A9EB5855A07BD0&feature=share&index=2

Advice to Online Staff for Managing Readings

Online programmes staff developing modules can also general Library advice on managing reading lists in the “Staff” area of the Library for Online Programmes: http://libguides.liv.ac.uk/onlineprogrammes/staff

Some general principles when using Refworks to Share Readings (Refshare)

- It is not necessary to have a Refworks profile/ account to view shared readings/ lists published via Refworks/ Refshare, i.e. you do not need to be a Refworks user to view shared readings provided at shared Refworks URLs.
- If a Refworks user does view a shared list of readings, this is added to their “Shared folders” area in the right menu of their Refworks profile, allowing quick access back to this shared list in the future.
- All the usual benefits and features found in Refworks are present in readings shared via Refshare, including the ability to create a bibliography automatically from the readings.
- Items added to your main Refworks list can be allocated to folders (see below), the folders themselves comprise separate “lists” which you can share.
- If you have attached files such as PDFs these are not shown when sharing readings due to copyright reasons.
- You can make the list publicly accessible, avoiding the need for another viewer to log into the UoL Library or Refshare (see steps below).
- Items shown in the published list will show an “Is it @ Liverpool” icon attempting to link to the item electronically via the UoL Library.
- You can add additional custom URLs to your reference/ reading item if you wish; this can be done by adding a URL at the end of the “source” field in the reference editing area.
- All shared Refworks/ Refshare lists can also be added to the “Shared Area” in Refworks (large icon toward top of screen in Refworks), you can choose a folder to store your list – note, you are advised to consult the Librarian before creating any new folder structures/ names.
- Staff wishing to use Refshare more formally for module reading lists should consult with product development teams and the Librarian.

How to Share Readings in Refworks

1. Log into the Library for online programmes using a UoL login, then follow the “Refworks” icon in the right menu:
2. Log into Refworks using a valid Refworks profile/account:

![Login Screen](image1)

3. You can create a folder to manage your individual readings – this effectively allows for creating distinct “reading lists”, you can create a folder by clicking ‘New Folder’:

![New Folder Screen](image2)

4. To set sharing for a folder containing readings, click ‘Organize and Share Folders’ then click the small yellow folder icon opposite containing a small arrow:

![Sharing Screen](image3)

You will be prompted to click ‘Share’ to make the folder sharable:

![Sharing Prompt](image4)

You should provide a ‘Title’ and ‘Information’ entry for the folder, it is not necessary to set other options, then click ‘Save’:
5. To add a new reference manually, click “New Reference” and select the required Output Style. If you need to use ‘Harvard (Liverpool)’ style but can’t see this, please see the guide using the ‘Harvard (Liverpool)’ output style, also choose your ‘Reference Type’ (e.g. ‘Journal Article’ etc.) and select the folder associated with the reading list:
If you expect the item to be accessible electronically please supply the exact title as shown in UoL collections (you can check this in Discover or the Library Catalogue), you should also provide the ISBN number for books - you will need to expand ‘Additional Fields’ and locate the ISBN field and complete this accurately, the ISBN number will be different for an electronic book version:

**Additional Fields**

- **Source Type:** Print or Electronic
- **Output Language:** English
- **Periodical, Full:**
- **Periodical, Abbrev:**
- **Pub Date Free Form:**
- **Volume:**
- **Issue:**

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ISSN/ISBN: 1843340987
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Click ‘Save Reference’ to store the reference.

6. Add a reference automatically – you can automatically export citations from most collections/ databases/ platforms such as Discover when viewing a particular e-resource, e.g. in the example below we have viewed an e-journal article in Discover, by clicking the item title we can see further details about the item, including an option in the left menu to export the citation to our chosen referencing manager, e.g. 'Refworks':

If you are already logged into Refworks in another Browser window you should see a new screen confirming the citation has been imported into your Refworks account, if you have not logged into Refworks you will be prompted to log into your Refworks profile.

**Viewing Individual References/ Readings in Refshare**

You can provide a link to your shared list of references as described above, this could be included in an email to colleagues/ students or shared via a Web platform such as Blackboard. When viewing a shared list of readings in Refworks it is not
necessary to log into the system with a Refworks profile, however, if you do choose to log into the Refworks platform with your existing Refworks profile the shared list will be added to your personal list of folders (shown in the “Folders” area and right menu quick view):

Reading list items will show a summary of the resource, including Author(s), Title, Source and reading list name:

To see a detailed overview of the resource click the small magnifying glass icon in the top-right corner of the item panel:
**Following E-Resource Links in Reading Lists**

To access a full text version of the resource, you may be able to follow a direct link shown in the 'Source' area (if the direct URL has been added to the 'source' field):

| Source | **Nurse Educ. Today**, 2013, 33, 9, 1068-1073, [http://dx.doi.org/ezproxy.lib.ac.uk/10.1016/j.nett.2011.03.034](http://dx.doi.org/ezproxy.lib.ac.uk/10.1016/j.nett.2011.03.034) |

If you follow a direct link you will usually be directed to the article Web page containing a PDF or 'Full Text' link to the item:

![ScienceDirect](image)

You may also be able to access E-Journal articles and E-Books provided by UoL Library by clicking the "Is it @ Liverpool" icon:

<table>
<thead>
<tr>
<th>Folders</th>
<th><strong>EdU Online:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="#">Is it @ Liverpool?</a></td>
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You will be shown any available "Full Text" links to the item, e.g.:

**Full-text access**

- [View this article at Science Direct](#)
- [View full-text at publisher’s site - direct link](#)
- [View full-text at publisher’s site via DOI](#)

When following an "Is it @ Liverpool" link to an E-Journal article you will be directed to the article Web page containing a PDF or Full Text link to open the item.

When following a link to an E-Book click an option shown under "Check Library Catalogue":

**Check the Library Catalogue**

- [Check for library holdings of this book (by Title)](#)
You may be shown the E-Book in the UoL Library Catalogue, click the link 'View this book online':

Some E-Books may only be readable on-screen or may provide limited downloading or print options.

**Further help using Refworks**

For further help using Refworks please see the [Refworks support site](#) and videos available in the Library for Online Programmes.

Online programmes staff should also see our guide advice on managing reading lists and the Information for Online Staff handbook (see [online staff Library page](#)).

For any technical queries on using Refshare please contact your Librarian. (see [list of Liaison Librarians](#) and [Librarian for Online Programmes](#)).