Reading Lists @ Liverpool for module coordinators (2020-21)

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What is Reading Lists @ Liverpool?

Reading Lists @ Liverpool provides easy access to module reading lists for students. It allows academics to edit their own lists and request copyright clearance and digitisation of required reading. The system is at [http://readinglists.liverpool.ac.uk/](http://readinglists.liverpool.ac.uk/). Help and guidance is at [http://libguides.liverpool.ac.uk/readinglists](http://libguides.liverpool.ac.uk/readinglists).

Why use Reading Lists @ Liverpool?

Reading Lists @ Liverpool helps your students to access the material you are recommending quickly and easily. Your list is linked from the VLE. You can organise material on the list as you wish and add notes to signpost student learning. The interface is flexible and easy to use, enabling you to make changes and update your list as often as you like.

Reading Lists @ Liverpool also allows you to make requests for book chapters and journal articles to be digitised and uploaded to your list by the library. Requests are automatically checked for copyright clearance, ensuring your key reading materials are made available to students at the point of need and giving you the peace of mind that you are complying with copyright.

You can structure your list in the way that works best for you. To see examples of different styles, go to [http://readinglists.liverpool.ac.uk/](http://readinglists.liverpool.ac.uk/) and type the following list module codes into the search box:

- **RADT331**: gives detailed guidance to students about which sections of books to read.
- **CHEM368**: short and simple list, includes a digitised chapter.
- **COMM106**: list arranged with readings week by week.

Or look at the good practice lists at [http://libguides.liverpool.ac.uk/readinglists/academics](http://libguides.liverpool.ac.uk/readinglists/academics).

1: Sign in and Create a Profile

If you've not used Reading Lists @ Liverpool before, you first need to create a profile. To access Reading Lists @ Liverpool, go to [http://readinglists.liverpool.ac.uk/](http://readinglists.liverpool.ac.uk/). Log in – via the link on the navigation bar – on campus the login is automatic, off campus use your Managed Windows Service username and password.
You will be asked to complete your Profile. Enter your name and email address. Describe yourself (as an academic, for example) and choose a main discipline. Under Privacy, choose **My profile is public.** This allows lists to be assigned to you and means students can search and find your lists. **Save profile.**

You can access your profile when you are logged in, by clicking ‘View profile’ under your name on the banner.

Once you have a profile, lists can be assigned to you and you can edit them. Contact your **Liaison Librarian** via the Library Website [http://www.liverpool.ac.uk/library](http://www.liverpool.ac.uk/library) with details of your modules.

You will receive an automated email inviting you to be a List Publisher. Please accept this invitation to be able to edit your lists. Accept by replying to the email or via View Profile > My invites > Actions.

Once lists have been assigned to you, you will see them on your Profile as ‘Lists owned by me’.

Click on the title of the list to see it. Click **+ My Lists** at this point to enable easy access to the list under the **My Lists** heading on the navigation bar.
2: View your list

Go to My Lists on the navigation bar. To see a list, click the title.

If you are starting with an empty list, you need to go and find the items you want to ‘bookmark’ and bring into your list.

3: Structure your list to help your students

Your reading list can be structured as you want. If your list is empty, you will see a prompt to add a resource, paragraph or section. A resource is an item you’ve bookmarked, such as a book, journal article or Webpage. A paragraph is a piece of explanatory text and a section is a good way of organising your list. Students find it easy to navigate a list if it is divided into sections, for instance week by week.

As soon as you start to populate your list, you will see a blue line across the page:

ADD RESOURCE --- PARAGRAPH ---- SECTION

Each item on your list has an item menu – three dots at the right-hand side. Click the three dots to see what you can do with the item. You can cut and paste items within a list or move them up and down by holding down the mouse on the arrows next to the item menu.

Each item added to your reading list on Reading Lists @ Liverpool should be assigned an ‘importance’ to indicate if it is Key, Recommended or Background reading (in descending level of importance). This is very useful to help students prioritise their reading. It also guides the library in how best to provide access to the material: eBooks, numbers of print copies etc.

Key texts are referenced throughout the module and students must read these to understand module content. The library will purchase an eBook if available and multiple print copies if not.
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**Recommended** texts supplement key reading and broaden students’ understanding. The library will purchase an eBook if available and one print copy if not.

**Background** texts are optional additional reading and will be purchased at the point of need.

The item menu (three dots on the right-hand side) gives you further options:
- **Edit**: add more detail, e.g. author or date.
- **Request digitisation**: ask the library to digitise a chapter (more information in section 10.)
- **Delete**: remove the item from the list.
- **Cut and paste**
- **Move up or down**
- **Note for students**
- **Note for library**
- **Add resource/section/paragraph below**
- **Add to My Bookmarks**

Direct your students’ reading by adding a **Note for students**, e.g. “Read chapter 4 to prepare for seminar 2.” Student notes are visible to all.

Communicate with the library by using **Note for library**, e.g. “Please check if this is available as an eBook.” Library notes are not visible to students.

Once you have made changes to your list, remember to **Publish** it to make your changes visible.

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**4: Add books or articles to your list from DISCOVER**

DISCOVER is an easy way to add either books or journal articles to your list. Leave your list open in one browser tab and **open a new tab**. Go to the library homepage [http://www.liverpool.ac.uk/library/](http://www.liverpool.ac.uk/library/) and search DISCOVER.
From the results screen, choose the item you want to add to your list and click the Bookmark to Reading Lists @ Liverpool link.

This brings up a screen saying ‘Add this item to your bookmarks’. At the bottom of the screen, click Create & Add to List.

In the pop-up window, check you are adding to the right list. At this point you can choose where to add the item (top or bottom of the list or of a section in the list.) You can also add a Note for student, e.g. ‘Read chapter 1 before seminar 1.’ You can choose the item’s ‘importance’: Key, Recommended or Background and click OK.
This adds the item to the list you are working on and to My Bookmarks, so you can use it in other lists. 

Go back to the browser tab with your reading list and refresh the screen. 
You'll see the item has been added to your list.

5: Install ‘Add to My Bookmarks’

‘Add to my Bookmarks’ is an add-on to your Web browser that enables you to bookmark resources as you do your Web searches. Once bookmarked, you can easily add resources to your reading list.

On your Web browser, make sure that the Bookmarks or Favourites bar is showing. 
Using Chrome, click the three dots top right of your toolbar, then chose Bookmarks > Show bookmarks bar. 
Using Internet Explorer, put your cursor right at the top of the browser screen and right click. You should then be able to tick the favourites bar to display.

In Reading Lists @ Liverpool, go to the My Bookmarks tab. 
Click Install Bookmark Button.

My Bookmarks 1 to 25 of 1366

The system will recognise which browser you are using and prompt you accordingly. 
Follow the instructions to make ‘Add to My Bookmarks’ appear in the Favourites or Bookmarks bar of your browser.

When the piece of text ‘Add to My Bookmarks’ appears in the pop-up window, grab it by holding down your right mouse button and drag and drop it to the Bookmarks bar or Favourites bar. Or follow the instructions below, which use a right click instead of drag and drop.
You know you’ve been successful when you can see the **Add to My Bookmarks** Button on the Favourites bar. This is the fiddliest bit of using Reading Lists @ Liverpool, but once you’ve added the tool to your Bookmarks bar or Favoursites bar, you find it very easy to add Web sites and documents, books and videos to your reading list.

6: Add books to your list from the Library Catalogue

In another tab or window, go to the Library Catalogue [http://library.liverpool.ac.uk/](http://library.liverpool.ac.uk/) and search for an item. Once you have the full details on screen, click **Add to my Bookmarks** in your Favourites bar.

You will see a screen headed ‘Bookmarking from Liverpool library catalogue’.
At the bottom of the screen, click Create to add the item to your bookmarks or Create & Add to List. Create & Add to List is helpful when working on a list – you can add items and at the same time include Notes for students, e.g. ‘Read chapter 1 before seminar 1.’ You can also signpost the relative importance of the items in your list by choosing Key, Recommended or Background.

When adding books to your list, the best source is the library catalogue – this will carry through availability information to your list.

7: Add new books (not in stock) to your list

Always check the library catalogue or DISCOVER when adding a book to your list – if you bookmark from these, a link to library availability is included on your list.

If you don’t find the book on the library catalogue or DISCOVER, you can bookmark it from an external source such as Amazon. With the individual book on screen, click Add to my Bookmarks in the browser toolbar.
You can use your reading list as a communication channel with the library, to ask for new books to be purchased.

If you add a book that the library doesn’t have, it’s very important to go to the Edit menu and Request review, so that library staff receive notification that the list has changed and are prompted to order the new book(s).

You will receive an email once your list has been reviewed by library staff. The ordering of books will take place after this.
8: Add other sources to your list

You can add Web pages, Web documents, videos and other sources to your list. Click **Add to My Bookmarks** in the browser bar when you have the source on screen.

You can edit the bookmark to provide more information if necessary.

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9: Request a Review (to communicate with the Library)

If you make changes to the list that the library needs to know about, please communicate with the library by requesting a Review.

You’ll see a banner at the top of your list, saying: **Unpublished changes!** Your changes have been saved, but not published. If you would like the library acquisitions team to review the list of changes, please select **Review & Publish**.
Reasons to choose Review & Publish:

- You’ve added a new book to your list and you want the library to order a copy.
- Student numbers have increased - enter the new numbers as a Library note so we can check there are enough copies.
- You’ve highlighted a book as Key and want the library to buy an eBook.

Please make sure you’ve finished making changes to your list and send the final version for review.

The library reading lists team will check your list and order new books etc. as necessary. They will update you by email when the review is complete and send you a spreadsheet of review outcomes, such as ‘eBook ordered’ or ‘Not available digitally’. Their email address is readlist@liverpool.ac.uk.

Please be aware that there is a lead time of eight weeks for ordering print books for the library. EBooks may be made available more quickly. The library will try and source eBook versions whenever possible, particularly for Key items. If no eBook is available, you can recommend that a chapter be digitised and added to your reading list.

10: Add digitisations to your list

Adding digitised chapters and articles to your reading list has advantages for you and your students:

- Many students can access the material simultaneously.
- Digitisations are embedded in the reading list – easy for students to find and view and easy for you to annotate.
- Copyright compliance is checked automatically so you can be sure that you have adhered to the CLA licence conditions.
- You can replace digitised materials in the VLE by adding them to your reading list.
- Library staff will scan materials for you in high quality, increasing user engagement and saving you time.
- Alternatively, you can upload your own PDFs if you have them already. PDFs will be checked by the library for CLA compliance and only good quality scans will be accepted.

Request digitisation is an option from the item menu (three dots on the right-hand side).

Find an item on your list for which you want to recommend a particular chapter and click Request digitisation. Copyright rules mean that you can only request one chapter from a book (or 10% of its total pages), so choose the chapter you want the most.

You may see a pop-up box asking you to specify an ISBN – paperback or hardback. Choose either option. Enter the details of the chapter.

Information about the chapter title and authors may be pulled through from the reading list. Please fill in both the Chapter or section name and Page range if possible.
Request digitisation

You can request either ONE WHOLE CHAPTER from a book / ONE WHOLE ARTICLE from a journal issue OR 10% of the whole publication, whichever amount is greater. Please provide as much detail as possible regarding the chapter or article, including chapter/section/article title and/or page ranges where available. If you are requesting a chapter/section please add Ch. and chapter number in brackets after the title. If you have any queries, contact the Library Digitisation team on digitise@liverpool.ac.uk who will be able to help.

Resource type: Book  This is a full chapter

Chapter or section name:*  Family firms (ch. 5)

ISBN:*  9780198806769
  I don’t know the ISBN

Page range:  99 - 110

Section author(s):  Christine lv

Or you may want to specify Section of a book instead (no more than 10%) and give page numbers. You have the option here to upload your own PDF. If doing so, tick to confirm the content. Click Next.

The next screen asks you for a date when the digitisation is needed. Please supply student numbers if the field is blank.

Request digitisation

Start date:*  2020-05-30

End date:*  2021-09-03

Needed by:*  2020-09-30

Course name:*  Test Module

Course code:*  TEST101

Student numbers:*  50

Click Next step. The final screen asks for your contact details. Click Submit request.

You will receive an email update when the digitisation is complete.
11: Links from the VLE into Reading Lists @ Liverpool

In both Canvas and VITAL, you should see a link to Reading Lists @ Liverpool in the side menu. If the link doesn't work, send an email to readlist@liverpool.ac.uk.

Rather than uploading PDFs to the VLE, you should use Reading Lists @ Liverpool to direct students to resources. For journal articles, link to the journal Website: this ensures that usage is recorded and gives evidence for continuing subscriptions. For book chapters, make use of the digitisation service to make copyright compliant copies and upload them to Reading Lists @ Liverpool (see section 10.) The Library can help you make sure your VLE modules comply with the requirements of the Copyright Licensing Agency: email digitise@liverpool.ac.uk for more information.

The first time you click the Reading Lists @ Liverpool link in the left-hand menu of your Canvas module, you should see a preview of your list. Click Save at the right-hand side of the screen to confirm.
12: Checklist

1. **Modules and their reading lists**
   Do all your modules have lists on Reading Lists @ Liverpool? Any new modules?
   Does your name appear as List Owner at the top of the list?
   Have you accepted your List Publisher invitation so you can edit your list?
   Contact your Liaison Librarian via the Library Website [http://www.liverpool.ac.uk/library](http://www.liverpool.ac.uk/library).

2. **Bookmarking and library availability**
   Bookmark items from the library catalogue or DISCOVER to ensure students can access the items directly from your list. Please recommend eBooks wherever possible.

3. **Student numbers**
   Include student numbers on your list and the library will make sure there are enough copies.
   You can add/edit student numbers via **Edit > Hierarchy and student numbers**. If student numbers change, ‘Request review’ of your list and include the new number in a library note.

4. **New books**
   If you want to recommend a new book, add it to your list and ‘Request review’.
   This prompts the library to acquire copies (the ordering process for print can take eight weeks. eBooks may be made available more quickly.)

5. **Importances**
   Assign the terms ‘Key’, ‘Recommended’ and ‘Background’ to the items on your list.
   This helps your students prioritise their reading and informs the number of copies that are purchased. If you make changes to the importances on your list, ‘Request review’.

6. **Annotations**
   Student notes added to the items on your list can guide your students to make best use of the resources you’re recommending.

7. **Digitisations**
   Are there any book chapters/journal articles you would like to be digitised? ‘Request Digitisation’ for these resources and the system will check for copyright compliance and inform the Library to digitise resources and embed the scans in your list.

8. **VLE link**
   Make sure students can access your list from Canvas or VITAL.

9. **Tell your students!**
   Encourage your students to use your reading list. Give them some guidance on how to engage with it. You can even ask for student recommendations to add to the list.

For help making the most of **Reading Lists @ Liverpool**, contact your Liaison Librarian via the Library Website [http://www.liverpool.ac.uk/library](http://www.liverpool.ac.uk/library).

Further information: [http://libguides.liverpool.ac.uk/readinglists](http://libguides.liverpool.ac.uk/readinglists).

Carole Rhodes, Faculty Librarian, September 2020.