Reading Lists @ Liverpool for module coordinators: New List Edit

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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/. Help and guidance is at 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 VITAL. 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 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 all students at the point of need and with the peace of mind that you are copyright compliant in doing so.

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/ and type the following list title/module codes into the search box:

Year 1 cardiology module reading list: gives detailed guidance to students about which chapters to look at and how long to spend.

CHEM368: short and simple list, includes a digitised chapter.

COMM311: list arranged with readings week by week.

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/

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’.

**Carole Rhodes**

<table>
<thead>
<tr>
<th>Email address</th>
<th><a href="mailto:orhodes@liverpool.ac.uk">orhodes@liverpool.ac.uk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>I'd describe myself as</td>
<td>Academic Librarian</td>
</tr>
<tr>
<td>My profile is public</td>
<td>Anyone can view my basic profile information and lists owned by me</td>
</tr>
</tbody>
</table>

- **My reading intentions**
- **My notes**
- **Lists owned by me**
- **My roles**
- **My invites**

<table>
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<tr>
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<tr>
<td>Demonstration list</td>
<td>Whole Session 2013/14</td>
<td>Published</td>
<td>5 years ago</td>
<td></td>
</tr>
<tr>
<td>Demonstration list</td>
<td>2014/15</td>
<td>Published</td>
<td>4 years ago</td>
<td></td>
</tr>
</tbody>
</table>

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 and Edit a list

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

My Lists Showing 1 to 2 of 2 lists

You will see your own lists in Edit mode, with the option to ADD RESOURCE / PARAGRAPH / SECTION
Click the title or thumbnail of any item to expand the view and see its library availability etc.

Click ADD RESOURCE to add a new item to your list.

A pop-up box will appear. If you have already bookmarked items, your recent bookmarks will appear first, under the heading RECENTLY BOOKMARKED (more information about bookmarking in section 4.)

You can search a database of books in print (Nielsen BookData) to Quick Add books to your list.

Search by title, author, or ISBN

The results will appear under the heading BOOKS SEARCH.
Choose the item you want to add, by clicking its title.
The more detailed screen will show you if the item is in our library.
To add an item from BOOKS SEARCH, click the plus sign. The book will be inserted into your list (and added to your Bookmarks.)

If you add books to your list that the library doesn’t have, please remember to Request review (more information in section 3.) Go to the Edit menu and Request review. This means that library staff will check your list and order new books etc. as necessary.

It’s easy to move items by holding down the mouse on the arrows on the right-hand side.

You can guide your students through the list by indicating the relative Importances of the items you are recommending. The Importances affect library purchasing decisions. Key: multiple copies in a ratio of 1 copy per 10 students. Recommended: 1 copy for every 25 students. Background: 1 copy only.

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 9.)
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 e-book.” Library notes are not visible to students.

You can ADD PARAGRAPHS (notes or comments) and SECTIONS to give structure to your list.

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

3: 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 via Request review.

Reasons to Request review:

- 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 multiple copies.

Go to the Edit menu and Request review. This means that library staff will check your list and order new books etc. as necessary.

You will receive an email once your list has been reviewed. The ordering of books will take place after this. Please be aware that there is a lead time of eight weeks for ordering books for the library.
4: 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.

First you need to install the Bookmark Button onto the PC you are using. Go to the My Bookmarks tab. Click Install Bookmark Button.

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.

Your browser bookmarks bar needs to be visible. It appears below the box where you enter a web address and looks something like this:

If you can’t see it then right-click on the gear icon in the top-right of your browser, and select ‘Favourites bar’

http://talis.com/addressbar

Now right-click on the link above and select ‘Add to favourites’, then ‘Create in Favourites Bar’

Still struggling? Visit support.
Make sure that the Favourites or Bookmarks bar is showing. On MWS PCs 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.

And then you can see the Bookmark Button on the Favourites bar.

5: Add books to your list from the Library Catalogue

In another tab or window, go to the Library Catalogue http://library.liverpool.ac.uk/ and search for an item. Once you have the full details on screen, click on 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** to add it to the list you are working on as well.

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

6: Add books or articles to your list from DISCOVER

DISCOVER can be used to add either books or journal articles to your list. In another tab or window, 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**.

This adds the item to the list you are working on and to My Bookmarks, so you can use it in other lists.

If you are searching DISCOVER to build up a collection of Bookmarks, but don’t want to add them to a list immediately, click on the ‘Create’ button. This will add the item to your Bookmarks only.

**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.
It's possible to 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.

**Bookmarking from Youtube**

<table>
<thead>
<tr>
<th>Required field</th>
<th>Resource Type *</th>
<th>Title *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Audio-visual document</td>
<td>Carmen Miranda – “What does the baiana have?”</td>
</tr>
</tbody>
</table>

Date

24/02/2007

Web address

https://www.youtube.com/watch?v=03J58Gn8c
9: 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 VITAL 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 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.

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:** 2019-05-02
- **End date:** 2020-05-29
- **Needed by:** 2019-09-22
- **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.
10: Links from VITAL into Reading Lists @ Liverpool

You should find the side menu of your VITAL module pre-populated with a link to the appropriate module reading list. This is in accordance with the VITAL Baseline. Click Reading Lists @ Liverpool in the side menu and then follow the link to the module reading list.

If the side menu link isn’t present, you can add it using the Resource List Tool within VITAL. This matches the VITAL module code to the module code in Reading Lists @ Liverpool.

If your VITAL site doesn’t have a module code (for example if it’s a module in Medicine), the Resource List Tool won’t work, so just create a Web Link within VITAL, using the Web address for your reading list http://readinglists.liverpool.ac.uk/lists/...}

If you have digitised materials in VITAL, you may like to request these to be digitised and embedded in your reading list - see section 9.

Add your reading list to the side menu in VITAL

If you find that side menu of your VITAL module doesn’t have a reading list link, you can add it yourself quickly and easily. See https://libguides.liverpool.ac.uk/id.php?content_id=11258840.
11: 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. You may want to point to e-books for preference.

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 can take eight weeks.)

5. **Importances**
   Assign the terms ‘Key’, ‘Recommended’ and ‘Background’ to the items on your list. This helps your students prioritise their reading.
   The library acts on this information by buying multiple copies of Key texts. 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. **VITAL link**
   Make sure students can access your list from 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, July 2019.