Reading Lists @ Liverpool for module coordinators

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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 VITAL. You can organise material on the list as you wish, add notes to signpost student learning and check their engagement with the material. 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/](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/](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 Profile](profile.png)

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. You can also access your lists through your Profile.
2: Viewing a list

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

My Lists Showing 1 to 2 of 2 lists

<table>
<thead>
<tr>
<th>Title</th>
<th>Time period</th>
<th>Linked to</th>
<th>Status</th>
<th>Last updated</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstration list</td>
<td>2018/19</td>
<td>TEST101</td>
<td>Published</td>
<td>2 months ago</td>
<td></td>
</tr>
<tr>
<td>ELearning Unit demonstration list</td>
<td>2018/19</td>
<td>ELEARN</td>
<td>Published</td>
<td>2 months ago</td>
<td></td>
</tr>
</tbody>
</table>

Demonstration list

By Carole Rhodes  ● Updated 2 months ago  ● Linked to TEST101
A list to demonstrate the capabilities of Reading Lists @ Liverpool

Introduction
Sections and notes enable you to structure your list. You can tell students how the list is organised or how you want them to use the items in the list as the module progresses.

This is the public view of your list. Click the title of any item to expand the view and see its library availability etc.

Books

With links to their availability in the Library

Total design: Integrated methods for successful product engineering
Book - by Pugh, Stuart - 1991 - Key
This is the main text for the module. Read chapter 4 in preparation for week 2’s lecture. Chapter 4 has been digitised by the Library and is available here to read on-line, print and download.

Available
Digital copy
Harold Cohen Library 2nd Floor - T14.P97
Harold Cohen Library Upper Ground Floor - T14.P97
London Campus Library - T14.P97
VIEW ONLINE
24 OF 35 COPIES AVAILABLE
21 OF 35 COPIES AVAILABLE
31 OF 35 COPIES AVAILABLE
Details
Authors - Pugh, Stuart
Published date - 1991
Publisher - Addison Wesley
Place - Wokingham
ISBN - 0201415295, 9780201415296
3: Editing a list

If you wish to make changes to your list, from the list view, go to Edit > Edit list (classic).

If you see a pop-up box: click to confirm that you are the list owner. This attaches your profile to the list.

Search for list owner

Are you the owner of this list?

This list currently has no owner. Students searching for lists by the name of an academic or other staff member will not be able to locate this list!

I am list owner  Search for list owner  Decide Later

In the Edit list view you have two panes:
Left hand side: the list you’re working on
Right hand side: bookmarked items to add to the list.
To build your list, drag and drop from right to left.
If you wish add a new section, pick up a New Section by holding down the left mouse key over the cross and drag it to the left side of the screen.
Name your new section and it will be inserted.

You can add notes to the section heading and you can also annotate individual items on your list.

From the edit screen you can also make requests for chapters and articles to be copyright cleared for digitisation - see Section 10.

Once you have made changes, remember to Publish your list to make the changes visible.
If your list is still in progress and you want to view the changes without making it public, click on Save Draft.
But remember to Publish later!

4: Requesting a Review

If you make changes to the list that the library needs to know about – e.g. recommending a new book we don’t have, 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. You can guide your students through the list by indicating the relative ‘importances’ of the items you are recommending. Most important is Key, next is Recommended, least is Background. The ‘importances’ affect library purchasing decisions. The library buys multiple copies of Key texts in a ratio of 1 book per 10 students. Recommended books are bought in smaller numbers and if a book is designated Background, only 1 copy is bought.

Please be aware that there is a lead time of eight weeks for ordering books for the library.

From the Edit list screen, choose Request review

You will receive an email once your list has been reviewed by library staff. The ordering of books will take place after this.
5: Installing ‘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 drag and drop the resources into 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.

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 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:

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

Make sure that the Favourites 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.
6: Adding 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.
7: Adding 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 [Reading Lists](#) liverpool/.

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.
To return to editing your list, go to My Lists, and click the title of the list to go back to editing it. Remember to Publish the list to make changes visible (or Save to Draft and Publish later).

8: Adding new books 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.

Then Create & Add to List
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 Request review, so that library staff receive notification that the list has changed and are prompted to order the new book(s).

**Publish List?**

Reminder: Please request a review if you have made any changes which require a library review. Publishing this draft version will make your changes publicly visible.

You will receive an email once your list has been reviewed by library staff. The ordering of books will take place after this.
9: Adding 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.

**Bookmark from Youtube**

<table>
<thead>
<tr>
<th>Required field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource Type</td>
</tr>
<tr>
<td>Audio-visual document</td>
</tr>
</tbody>
</table>

| Title |
| Carmen Miranda - “What does the baiana have?” |

| Date |

| Web address |
| https://www.youtube.com/watch?v=Q03599G16c |

| Remove |
10: Adding 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 on your list from the Edit list view.

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.

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 a new digitisation**

Start date:* 2018-06-02

End date:* 2019-05-31

Needed by:* 2018-09-01

Course name:* Test Module

Course code:* TEST101

Student numbers:* 50

Click **Next step**. The final screen asks for your contact details. Click **Submit request**.
11: Using Analytics dashboard to see student engagement

Use the Dashboard on your list to see how students are engaging with your recommendations. You can see the total page views and which are the most clicked items within the list. Students can login to make their own notes and reading intentions – the content of a note is personal to individual student, but you can see how many notes have been made on each item. You can use this insight to make changes to your list if you wish, for example moving important items to the top of the list or giving additional guidance in the Student note field for relevant items.
12: 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 10.

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.

Go to your module in VITAL and make sure that Edit mode is ON. You should see a plus sign (+) top left in the side menu, above your module title. Click + to expand the menu.
Choose **Tool link:**

Enter Name: **Reading Lists @ Liverpool.**
Choose Type: **Resource Lists.**
Tick Available to users.
Submit.

<table>
<thead>
<tr>
<th>Add Tool Link</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong> Reading Lists @ Liverpool</td>
</tr>
<tr>
<td><strong>Type:</strong> Resource Lists</td>
</tr>
<tr>
<td><strong>Available to Users</strong></td>
</tr>
</tbody>
</table>

Submit.
13: 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.

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.
   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.

Further information: http://libguides.liverpool.ac.uk/readinglists.

Carole Rhodes, Faculty Librarian, August 2018.