

Reading Lists: a guide to creating an online list

Table of Contents

1.	Gett	ting started	2
1.1		Installing the bookmarking browser extension	2
1	.1.1.	Microsoft Edge	2
1	.1.2.	Google Chrome	5
1	.1.3.	Mozilla Firefox	6
2.	Boo	kmarking resources	8
2.1		Books and e-books	8
2	.1.1.	Creating bookmarks for book chapters	9
2	.1.2.	If a book is not on NUsearch	11
2.2		Journal articles	12
2	.2.1.	If an article is only available in print	13
2	.2.2.	If the library does not have the article online or in print	15
2.3		Other resources	15
2.4		Bookmarking resources directly to existing lists	15
2.5		Managing your bookmarks	16
3.	Crea	ating a new list	17
3.1		Creating sections	
3.2		Adding resources	20
3.3		Re-arranging resources	22
3.4		Setting importance	22
3.5		Adding student/library notes	23
3.6		Adding general notes	24
4.	Editi	ing an existing list	25
5.	Publ	lish	
6.	Disp	playing lists in Moodle	27
6.1		Method 1: Link in Resource Block	27
6.2		Method 2: Link in central column	
7.	Furt	her help	

1. Getting started

Open the University of Nottingham reading list page: <u>https://unnc.rl.talis.com/index.html</u>

In order to create or edit a list you need to be logged in to the system. Click **Log in** and enter your usual University username and password.



1.1. Installing the bookmarking browser extension

The first step in creating your reading list is adding the bookmarking extension to your web browser. The extension gathers book/article/resource data from University library catalogue records and other websites to create bookmarks which can then be added as entries to the reading list.

Instructions on how to install the browser extension on different browsers are listed in the next sections.

Alternate instructions from Talis, the reading list system supplier, are available here: <u>Installing and</u> <u>using a bookmarklet extension – Talis Aspire</u>

The browser extension only needs to be installed on your browser once. Once installed, this Talis icon will be visible to the right of the URL bar at the top of the browser window. When you want to create a bookmark, click on this icon.



If you have previously used the **Add to My Bookmarks** tool which appears in your favourites bar, you can continue to use this. However, we recommend switching to the browser extension.

1.1.1. Microsoft Edge

Open Edge and click the three dot menu in the upper right corner. Then click Extensions and then "Manage extensions".





Toggle the **Allow extensions from other stores** option in lower left corner. Click **Allow** in the message box that appears.

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The toggle for **Allow extensions from other stores** will turn blue to show this option is now active. Click the **Chrome Web Store** link in the middle of the page.

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Can't find what you're looking for? You can also get extensions from the <u>Chrome Web Store</u> .

Search for "Talis" in the Chrome Web Store search box. Locate the result entitled **Talis Aspire Reading** Lists Bookmarking and click Get extension.

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talis Talis Aspire Reading Lists Bookmarking	g	Get

In the message box that appears, click Add extension.

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Another message box will appear notifying you that the extension had been installed. The extension is now in place and ready to use by clicking the icon whilst on a resource record.

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The first time you use the extension, you will be prompted to choose your institution. Select **University** of Nottingham Ningbo China, then Save.

Please specify ar	n institution in extension settings		
Institution:	University of Nottingham Ningbo China	•	Save

1.1.2. Google Chrome

Open Chrome and click the three dot menu in the upper right corner. Hover over **Extensions** then click **Visit Chrome Web Store.**

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Search for "Talis" in the Chrome Web Store search box. Locate the result entitled **Talis Aspire Bookmarking** and click **Add to Chrome.**

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A message box will appear, click Add extension.

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Another message box will appear notifying you that the extension had been installed. The extension is now in place and ready to use by clicking the icon whilst on a resource record.

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The first time you use the extension, you will be prompted to choose your institution. Select **University of Nottingham Ningbo China**, then **Save.**

1.1.3. Mozilla Firefox

Open Firefox and click the hamburger menu in the upper right corner. Then, click Add-ons.

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Plugins	Some of these recommendations are personalised. They are based on \oplus other extensions you've installed, profile preferences, and usage statistics.	Learn more X				

Locate the result entitled Talis Aspire Reading Lists Bookmarker and click the title.

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Click Add to Firefox

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Bookmark resources to your Talis Aspire Reading Lists. This extension can be used instead of the bookmarklet for adding resources to lists. Every site and resource recognised with the bookmarklet will also be recognised with the extension.	1 🗙		Q

A message box will appear, click Add



Another message box will appear, click **Okay, Got it.** The extension is now in place and ready to use by clicking the icon whilst on a resource record.



The first time you use the extension, you will be prompted to choose your institution. Select **University** of Nottingham Ningbo China, then Save

2. Bookmarking resources

A main source of resources for your reading list will be the University of Nottingham library catalogue, NUsearch: <u>https://nusearch.nottingham.edu.cn</u>

The following sections walk through how to create bookmarks of common resource types although the process is similar for other types of resources.

2.1. Books and e-books

Search NUsearch for the book that you would like to add to a reading list. Once you have found the book click on the title to load the full record:

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	Explore	Find in library REQUEST OPTIO Business Library	NS:	Sign in for reque	st options E) Sign in		

If it is a print book, click on the Talis browser extension whilst on this page. —



If it an e-book, click the **Available Online** link on the NUsearch page to load the e-book.

University of Nottingha Let Crima : MALA	art de Reserved Reser	воок Introducing Janet N. R Ruane, Janet Chichester, E & Available	g social resean Jane. M., 1954- author. ngland : Wiley Bla online ☑ >	ch methods : e ackwell 2016, ©20	ssentials for g	getting the edg	e /	*
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Whilst on the e-book record page on the supplier website (which vary in appearance but will often look like the one below), click the **Talis browser extension**

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	📩 Download Book	17	Get up to 62 pages, use any PDF software, does not expire.			PUBLISHER John Wiley & Son	is, Incorporated
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When you click the Talis browser extension, a split screen with the bookmark template form on the left and the NUsearch/e-book page on the right will load:

Reading Lists Home My Lists My Bookmarks Reviews Feedback Admin Reports Laur	ra Ward 🔲 🐨					
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Create & Add to List Cancel		EndNote Online	RW	RIS	Mendeley	

Check the details the bookmarking tool has gathered and put in the form as this is the information that will display in the reading list.

Click **Create** to create the bookmark to add to a list later. Click **Create & Add to List** to add the bookmark immediately to an existing list (see section 2.4)

2.1.1. Creating bookmarks for book chapters

To reference a specific chapter, follow the instructions in the previous section for creating a bookmark of a book until you reach the split screen with the bookmark template form on the left and the NUsearch/e-book page on the right:

Reading Lists Home MyLists MyBookmarks Reviews Feedback Admin - Reports - Laur	a Ward 🔲 🛞					
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After checking the book details, choose **Has part (chapter, article, etc)...** from the **Add field** drop-down list and click the **Add** button to the right of the drop-down.

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A new tab will appear in which to enter details of the chapter. Select **Chapter** in the **Resource Type** drop-down menu.

Reading Lists						
Home My Lists My Bookmarks Reviews Feedback Admin - Reports - Lau	ura Ward 🔲 🛞					
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Remove	TOP					
Online Resource: Add field: Pages v Add Lookup: DOI v Lookup	SEND TO FIND IN LIBRARY	Send to		PERMALINK	99 CITATION	

Fill in the chapter details, you can add additional fields (such as author and pages) by selecting them in the **Add field** drop-down menu and clicking **Add**

When you are done, either click **Create** to create the bookmark to add to a list later or **Create & Add to List** to add the bookmark immediately to an existing list (see section 2.4).

2.1.2. If a book is not on NUsearch

If a book you wish to add to your reading list is not available in the library, you can still add it to your reading list using information on a bookseller's website such as Amazon.co.uk or publisher websites

Search for the book and load the full record. If using Amazon.co.uk, make sure the paperback or hardback edition option is selected, not the Kindle edition.

Whilst viewing the full book record, click on the Talis browser extension

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amazon.co.uk	All - study skills guide		9	Hello, Sign in Account & Lists -	Returns Try & Orders Prime	- VBaske
Hello Select your address	Best Sellers Today's Deals Prime Vic	eo Help Books New Releases H	ome & Garden Gift Ideas	Amazon	Prime 30-day	y <u>free trial</u>
ooks Best Sellers & more	Top New Releases Deals in Books Sc	ool Books Textbooks Books Outlet	Children's Books Calendars & D	Diaries Audible Audiobo	ooks	
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HANDBO	OK Read with Our Free App	7 Used from £16.72 16 New from £13.18			the free Kindle app. Dispatched from and	sold by Amazon.
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A split screen with the bookmark template form on the left will load. Check the details the bookmarking tool has gathered as this is the information that will display in the reading list.

Some fields may need to be amended, please make sure the book title, author and the ISBN are included.

Reading Lists	
Home My Lists My Bookmarks Reviews Feedback Adm	min Reports Laura Ward 📄 🛞
Bookmarking from Amazon	We are unable to provide a preview for this page. Click here to open "The study skills handbook" in a new window.
Resource type *	Removel Single Field
Date 2019 Edition Online Resource: Add field: Author v Add	
Lookup Note Create Create & Add to List Cancel	

When you are done, either click **Create** to create the bookmark to add to a list later or **Create & Add to List** to add the bookmark immediately to an existing list (see section 2.4).

Once the book has been purchased by the library, the reading list system will automatically link the reading list bookmark to the library catalogue record and display library availability information.

2.2. Journal articles

Many journal articles the library has access to are available online and have individual records on NUsearch. Search for the article title and click **Available online** to load the article record on the supplier website.

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Whilst viewing the article record on the supplier website (which vary in appearance), click the **Talis** browser extension.

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Article Menu Close ^	Professionals and the `Knowledge of Postindustrial Society	e Economy': Rethinki	ng the Theory	Article available in:	
Download PDF	Steven Brint			Vol 49, Issue 4, 2001	
	First Published July 1, 2001 Research Article https://doi-org.ezproxy.nottingham.ac.uk/10.1177	/0011392101049004007			
Did you struggle to get access to this	Article information A		Altmetric 0	Related Articles	
article? This product could help you	Article Information Volume: 49 issue: 4, page(s): 101-132 issue published: July 1, 2001			Similar Articles:	View all
Article Metrics	Steven Brint			The Schooled Society: Educational Transforma Global Culture	The ation of

A split screen with the bookmark template form on the left will load.

Check the details the bookmarking tool has gathered on both the **Article** and **Is part of Journal** tabs of the form as this is the information that will display in the reading list.

Blocked by X-Frame-Options Policy An error occurred during a connection to journals-sagepub- com.ezproxy.nottingham.ac.uk. Firefox prevented this page from loading in this context because the page has an X-Frame-Options policy that disallows it.

When you are done, either click **Create** to create the bookmark to add to a list later or **Create & Add to List** to add the bookmark immediately to an existing list (see section 2.4).

2.2.1. If an article is only available in print

Search for the journal title in NUsearch and click on the title to open the full record, like the one below. Click the **Talis browser extension**

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	Details	6	AN	6	6					
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Ť		REQUEST OPTI	DNS: Interlibr	ary Loan request	Central Store	e/Special Collection	s journal request			
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Page		Vol. 1-98(333) 1	916-2013 (Inde	x: 1-50 1916-65)						

A split screen with the bookmark template form on the left and the NUsearch/e-book page on the right will load:

Reading Lists Home My Lists My Bookmarks Reviews Feedback Admin ~ Reports ~ Laura	Ward 🌅 🛞				
Bookmarking from Primo Explore	C Back to results	list			
* Required field Resource Type * Journal Title * History Author (name) Historical Association (Great Britain) Remove Dual Field Date		JOURNAL History. London : F. Hodgs Mc Check availab (Periodicals:D View journal co	on 1912- ility at Hallward) > ontents 🖸	l Library Journal:	s
ISSN V Online Resource: Add field: Author V Add	Top Send to	Send to —	-	0	
Lookup Doi V	Details Extra links	E-mail EndNote Online	Print RW RefWorks	Permalink RIS	Citation R Mendeley
Create Create & Add to List Cancel	Tags Explore	Export BibTeX	EasyBib		

Choose Has part (chapter, article, etc) from the Add field drop-down list and click Add.

*	r						Student I	elp Staff help
	Author							
	Editor							
Readir	ISSN							
	elSSN							
Home My L	ISBN 10	Feedback Admi	n – Reports –	Laura Ward 🧾 🛞				
	DOI				/			
3ookmarking fr	Barras			1000				
lournal	Publisher			CD Back to results	list			
* Demind Fold	Place of Publication							
Resource Type *	Date				IOURNAL			
Journal 🗸 🗸	Valuma			HISTORY	History.			
Title *	volume				London : F. Hodg	son 1912-		
History	T data				Check availab	ility at Hallwar	d Library Journal	
Author (name)	Edition			H smm	(Periodicals:D		a clorely countries	
Historical Association (Gre	Local Control Number				View journal o	ontents 🗹		
Data	vveb address							
Date			/	Tan				
1912-	Part of (book, journal, etc.)	_ /	/	TOP	Cond to			
ISSN	Has part (chapter, article, etc.)			✓ Send to	Sena to			
Online Resource: Add field:	Author	Add		1.000	53	-	0	
Lookup: DOI 🗸	Lookup	-		Find in library	E-mail	Print	Permalink	Citation
lote				Details		and a second		creation
					5-10-10-10-10-10-10-10-10-10-10-10-10-10-	RW		285

Another tab will appear in which to add the article details. Add additional fields using the **Add field** dropdown so students can locate the article – author/s, volume, issue, date, page numbers:

Article Is part of Journal		
Required field		remo
Resource Type *		
Article		
Title *		
Author (first name, surname)	
		Remove
Volume		
	Bemove	
Issue	Parrova	
ί.	Kenove	
Date		
	Remove	
Pages (from to)		

When you are done, either click **Create** to create the bookmark to add to a list later or **Create & Add to List** to add the bookmark immediately to an existing list (see section 2.4).

2.2.2. If the library does not have the article online or in print

If the library does not own or have electronic access to an article, you can still add it to your reading list using information on journal supplier or publisher websites.

2.3. Other resources

You can add bookmark other resources such as webpages and YouTube videos by navigating to the relevant location and clicking the **Talis browser extension**.

For online resources, make sure the **Online Resource** box is ticked to make it easier for students to navigate to.

Reading Lists	
Home My Lists My Bookmarks Reviews Feedback Admin - Reports - Laur	'a Ward 📄 💿
Bookmarking from Youtube Audio-visual document * Required field Resource Type * Audio-visual document Title * Why students should have mental health days [Hailey Hardcastle - YouTube Web address (Online Resource) https://www.youtube.com/watch?verdq?IDL-bzY Remove	We are unable to provide a preview for this page. Click here to open "Why students should have mental health days Hailey Hardcastle - YouTube" in a new window.
Online Resource: I Link to Add field: Author v Add Lookup: DOI v Lookup	
Note Create & Add to List Cancel	

When you are done, either click **Create** to create the bookmark to add to a list later or **Create & Add to List** to add the bookmark immediately to an existing list (see section 2.4).

2.4. Bookmarking resources directly to existing lists

When creating any bookmark, you have the option to either **Create** or **Create & Add to List**.



To create the bookmark to add to a list later click **Create**. The bookmark will be saved in your bookmark collection, accessible through the **My Bookmarks** tab.

To create the bookmark and immediately add it to an existing reading list, click **Create & Add to List**. The following pop-up box will appear:



2.5. Managing your bookmarks

You can review the items that you have bookmarked at any time by clicking **My Bookmarks** on the reading list homepage.

M 83	y Book 328	xmarks 1 to 25 of		Add •	Actio	n▼	Install Bookmark B	utton
3	View as citati	ons •				Search tit	les, notes, authors	٩
	Туре	Title \$	Author	Date Added	+ No	tes		Action
	воок	Financial Accounting and Reporting	Elliott, Barry, Elliott, Jamie	about an hour	ago			1
	BOOK	Principles of corporate finance	Brealey, Richard A., Myers, Stewart C., Allen, Franklin	about 2 hours	ago		View bookma	rk
	воок	Business finance: theory and practice	McLaney, E. J.	about 2 hours	ago		Add to list Edit	
	CHAPTER	Ancient woodland in The West Midlands in the early Middle Ages	Gelling, Margaret	about 2 hours	ago		Export to citat Export to Refv	ions Vorks
		English place-names and landscape	Cullen, Paul, Carroll, Jayne,				Remove	

The most recently added bookmarks will appear at the top of the list. You can search for an item using the search bar and can sort bookmarks alphabetically using the arrow in the Title column heading.

Clicking on the three dots will allow you to add the bookmark to a list as well as view, edit, export, or remove the bookmark from your **My Bookmarks** collection.

3. Creating a new list

Before creating a new list, first check if a draft or published list already exists for the module by logging in and searching for the module code.

Every June, published reading lists are automatically duplicated to create draft reading lists for the next academic year. These draft lists are only visible to logged in staff.

Reading Lists Home My Lists My Bookmarks Feedback Log In ®
Search for a module code, title or subject
Browse by department Recent changes

To create a new reading list, click on $\ensuremath{\text{My Lists}}$ on the reading lists homepage

Then click on the Create New List button

Home	My Lists	My Bookmarks	Reviews	Feedback	Admin 🔻	Reports 🔻	Laura Ward 🔲 🛞		
My	Lists S	Showing	1 to 2	25 of				Action -	Create new list

Enter the list details:

- <u>List name</u>: should be formatted as Module Name (Module Code) eg . Contentious Politics: The Struggle for Democracy in Greater China (POLI2048)
- <u>Hierarchy</u>: Click **Select Hierarchy** and enter the new-style 8 character module code/s.

poli2048		
Module: P	OLI2048 - Contentious Politics: The Struggl	e for Democracy in Greater China
Jnlinked	Not linked to the hierarchy	(\$)
		Total: 0

The full module name will appear in the drop-down, click this and then click **Save** (old-style codes still appear as older lists have been archived, please only link new lists to the new-style codes)

• Year: Select the correct academic year from the drop-down menu

Once you have entered the list details, a page like the one below will load. This looks similar to what students will see when the list is published, making it easier to visualise what they will see.

Home My List	5 My Bookmarks	Reviews Fee	edback Admin -	Reports 🕶	Laura Ward	uw -			
Test 06	/2020					View config -	Edit 🗸	View -	✓ My Lists
2019/2020 By	Laura Ward 🛛 Upda	ated 2 months ag	0						
Table of Con	tents • Type: All •	Filter: All 🔻	Citation Style: Non	e 🔹			Search	1	٩
Unpublished	changes! Your chang	es have been sav	red, but not published	e)					Publish
Start by	ist! adding a resource, pa	ragraph, section							

3.1. Creating sections

To make it easier to navigate a reading list, you can create sections. For example, a section for each week of the module.

To create the first section, click **section** in the **Empty List!** information box:

1

Unpublished changes! Your changes have been save,	but not published.	Department Publish
Empty list! Start by adding a resource, paragraph, section		

Type in a suitable title for the section, such as Week 1. For subsequent sections, position your mouse where you would like a new section, then click the **Add Section** text on the blue action bar that appears.

Unpublished changes! Your changes have been saved, but not published.		😫 Publish
Week 1		1
C Empty section! Add a resource, paragraph, section		
ADD RESOURCE / ADD	PARAGRAPH / ADD SECTION	

You can create sub-sections by in a similar way – if adding to an empty section, you can click **section** in the **Empty section!** information box, otherwise position your mouse and click **Add section** on the blue action bar. \land

Unpublished changes! Your changes have been saved, but not publishe	ad.	Publish
Week 1		:
Week 1 ADD RESO	URCE / ADD PARAGRAPH / ADD SECTION ————————————————————————————————————	

Clicking the three dot icon lets you **Edit** the name of the section, **Delete** the section, or reposition the section. To move a section to elsewhere in the list, click **Cut** in the three dot icon menu.

Week 1	1
Seminar reading	Edit Delete
C Empty section! Add a resource, paragraph, section	Cut Paste below Move up Move down
Neek 2	Add resource below Add section below Add paragraph below
Add a resource paragraph section	

The section being moved will become faded and the blue action bar will change from showing **Add resource / Add note / Add section** to **Paste / Cancel**. Position the mouse where you would like to paste the section and click **Paste**.

If adding to an existing section, the blue action bar will also indicate which section it will be added to

Veek 1	1
Seminar reading	1
Add a resource, pargraph, section	
PASTE / CANCEL	

The **Table of contents** at the top of the list displays all sections and sub-sections on the list. You can use the table of contents to jump straight to the relevant part of the list.

est 06/202	0		
019/2020 By Laura Wa	ird O Update	ed 2 months age	2
Table of Contents 🕶	Type: All 🕶	Filter: All 🕶	Citation Style: None 🕶
Week 1 Seminar reading Week 2	'our changes	have been save	ed, but not published.
<	>		

3.2. Adding resources

To add bookmarked resources to the reading list, move your mouse to where you would like to add the resource and click **Add resource** in the blue action bar

Week 1		I
Seminar reading		I
Comparison	ADD RESOURCE / ADD PARAGRAPH / ADD SECTION	

A box will appear with a search box and a list of the most recent bookmarks you have created. You can also click on **Show more** to load more recent bookmarks or you can search for older bookmarks

CENT	Y BOOKMARKED
	Pundamentals of collection development and management Book - by Peggy Johnson - 2014
	A theory of organizational knowledge creation in International Journal of Technology Management
	Article - by Ikujiro Nonaka; Hirotaka Takeuchi; Katsuhiro Umemoto - 1996
	Managing Knowledge Work and Innovation
K AND WATION	Book - by Sue Newell; Maxine Robertson; Harry Scarbrough; Jacky Swan - 2009
-	Knowledge Management: classic and contemporary works
题	Book - by Daryl More; Mark T. Maybury; Bhavani Thuraisingham - 2002
	Knowledge Management in Organizations
	Book - by Donald Hislop; Rachelle; Remko Helms - 2018
	Show more

Using the search box will return two sets of search results:

My Bookmarks – bookmarks you have created that contain the search term. Clicking these will immediately add them to the reading list. **Books Search** – any books that contain the search term.

In the Books Search results, you can click the title of a book to see further details and see if the book is already available in the library.

You can then click the plus sign to immediately create and add a bookmark to the reading list

Q fund	damentals	of collection d	levelo <mark>p</mark> m	ent and m	anagem	ent
MY BOOK	MARKS					
Comment of State of State State of State of State of State State of State of State of State of State State of State of Stat	Fundamentals of collection development and management Book - by Peggy Johnson - 2018					
Partie and a second sec	Fundamentals of collection development and management Book - by Peggy Johnson - 2014					
BOOKS S	SEARCH					
Fundamentals of Collection Developmentals of		velopment : Published	and Managem Format	ent In library		
	4th New edition	9781783302741	2018	Paperback / softback	~	0
	4th Revised edition	9780838916414	2018	Paperback / softback	×	0
	3rd Revised edition	9780838911914	2014	Paperback / softback	×	0
	3rd edition	9781856049375	2014	Paperback / softback	~	0
	2nd Revised edition	9780838909720	2009	Paperback / softback	×	0

You can remove resources from a list by clicking the three dots, then **Delete**.

Seminar reading		:
Fundamentals of collection development and management Book - by Peggy Johnson - 2018 - Importance not set •	t :	:
	Edit Delete	

3.3. Re-arranging resources

You can move items by clicking and dragging the two-way arrow of the resource bookmark into a new position.

Seminar reading	
Fundamentals of collection development and management Book - by Peggy Johnson - 2018 - Importance not set •	* :

Alternatively, you can cut and paste a resource into a new position. First, click the three dot icon on the bookmark, then **Cut**



The resource bookmark will become faded and the blue action bar will now say **Paste / Cancel.** Move your mouse to the new position, then click **Paste**

Week 1		:
Seminar reading		:
Fundamentals of collection development and management Book - by Peggy Johnson - 2018 - Importance not set •	\$:
Veek 2		ł
Veek 2 Feetion! Add a resource, paragraph, section	- PASTE / CANCEL	

3.4. Setting importance

For each item on the list, you can set the importance to **Core**, **Recommended** or **Further reading**. Please utilise this function so the library can order an appropriate number of copies of core texts ahead of the start of semester.

Information about the **Core**, **Recommended** or **Further reading** terms can be found on our staff help pages: <u>https://www.nottingham.ac.uk/library/reading-lists/staff/best-practice.aspx</u>

Clicking the red **Importance not set** text beneath the bookmark title will let you choose from a drop-down of the importance options.

Seminar reading		
Fundamentals of collection develo Book - by Peggy Johnson - 2018 Seminar reading	pment and management G - Importance not set Core	E / ADD PARAG
Week 2	Recommended Further Reading	
	Importance not set	

3.5. Adding student/library notes

You can add additional information and guidance to individual resource bookmarks through the student/library note function.

Note for student: anything added in this field will be visible to anyone viewing the list. For example, a note to indicate particular pages or chapters of interest to students.

Note for library: anything added in this field will be hidden from students but visible to library staff reviewing the list.

To add a student/library note, click the three dot icon and then either **Note for students** or **Note for library.**



You can add both a student and a library note to a resource if required.



3.6. Adding general notes

As well as adding notes to individual resources, you can also add general notes to the list. **Please do not use notes to add resource references as these will not be picked up in the library review of the list.**

To create a general note, position your mouse and click **Add Paragraph** in the blue action bar.

/eek 1	
eek 1 ADD RESOURCE / ADD PARAGRAPH / ADD	SECTION
Seminar reading	1
Fundamentals of collection development and management Book - by Peggy Johnson - 2018 - Core -	¢ :
Fundamentals of collection development and management Book - by Peggy Johnson - 2018 - Core ▼	\$:

Type your text into the box as required, then click Save

Week 1
BIU
Please check which group you are in this week. The group readings are listed in Week 3.
Save Cancel
Seminar reading

You can edit, delete and move general notes by clicking the three dot icon and choosing the relevant option:

Week 1	
Week1 ADD RESOURCE / ADD PARAGRAPH / ADD SECTION Please check which group you are in this week. The group readings are listed in Week 3.	¢ :
Seminar reading	Edit Delete
Fundamentals of collection development and management Book - by Peggy Johnson - 2018 - Core -	Cut Paste below Move up
₩₩₩₩ ₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩	Move down

4. Editing an existing list

There is no need to create or edit a reading list in one go – changes are automatically saved as you make them.

When logged in, you will automatically view the most current version of the list (whether draft or published) and can edit the list straight away. Students will only see the most recent published version of the list.

If there are changes which have been made since the last time the list was published OR if the list has never been published, a yellow bar at the top of the page will notify you of unpublished changes. You must (re)publish the list to make changes visible to students.

Test 06/2020	View config 🖌 Edit 🗸 View 🗸 🗸 My Lists
2019/2020 By Laura Ward Updated 2 months ago	
Table of Contents • Type: All • Filter: All • Citation Style: None •	Search Q
Unpublished changes! Your changes have been saved, but not published.	🖹 Publish
Week 1	:

You can compare the latest version with the last published version (if applicable) by clicking on **View**, then **As student**

Test 06/202	20			View config -	Edit 🗸	View -	✓ My Lists
2019/2020 By Laura W Table of Contents •	/ard ③ Update Type: All →	ed 2 months ago Filter: All 🗸	Citation Style: None •		Search	Analytics Recent chang As student	ges
Unpublished change	s! Your changes	have been save	d, but not published.				Publish

A yellow notification bar will appear and the blue action bar will not appear under your cursor. To exit student view, click the **Exit student view** button in the yellow notification bar.

Test 06/2020			View config - View & Export -	✓ My Lists
2019/2020 By Laura Ward	O Updated 3 months ago			
Table of Contents 🕶 🏾 T	ype: All Filter: All	Citation Style: None 🕶	Search	٩
Student view You are view	ving this list as a student. Ec	lits are disabled	Ì	C Exit student view

5. Publish

A new or rolled over list will not be visible to students until it has been published. Once you have added all the resources, sections and notes you need, click on **Publish** in the yellow bar at the top.

Test 06/2020	View config - Edit - View My Lists
2019/2020 By Laura Ward Updated 2 months ago	
Table of Contents ▼ Type: All ▼ Filter: All ▼ Citation Style: None ▼	Search Q
Unpublished changes! Your changes have been saved, but not published.	Publish
Week 1	1

Once published, a review of the list will automatically be opened. Library staff will review the list and order any resources not already available in the library. When the review has been completed you will receive an automated email.

6. Displaying lists in Moodle

Full instructions on both methods of adding a reading list link to the module Moodle page can be found here: <u>http://workspace.nottingham.ac.uk/pages/viewpage.action?pageId=178128954</u>

Please note that an overnight refresh may be required for changes to take effect.

6.1. Method 1: Link in Resource Block

For this method to work, the list must be associated with a single module code in the hierarchy (for lists associated with multiple modules, see Method 2). You can see which modules a list is associated in the information bar \sim

Test list 1	9/20			
View Classic	Edit 🔻	View & Export	+ My Lists	
2019/2020 By	[,] Laura Ward	d O Updated 2 hours	ago 🔗 Linked to LRLR	5611

If a list is not associated with the correct module, click on Edit then Hierarchy and student numbers

Test list 19/20	View Classic	Edit 🗸	View & Export	-
		Edit list (cl Edit list de Copy list	assic) tails	s
2019/2020 By Laura Ward O Updated 27 minutes ago		Archive list	t	
Table of Contents + View. All + Citation Style, None +		Request re	view	ì
Books		Assign list Invite list p	owner publishers	
Historians on Hamilton: how a blockbuster musical is restaging Ame	erica's past	Hierarchy	and student numbers	

Type in the module code and then click on the correct module.

Module: LRLF	R5611 - Rethinking Pedagogy	
Unlinked	Not linked to the hierarchy	
		Total: 0

The modules listed in the system are based on, but not linked to, the module catalogue. Therefore, new modules may not automatically appear. If your module isn't present please contact <u>Library@nottingham.edu.cn</u>

Once you have added the module click **Save.** You can also click on the red icon to remove a module if an incorrect module code is associated with your reading list.

Now the list is linked to a single module code, follow the instructions for Method 1 here: <u>http://workspace.nottingham.ac.uk/pages/viewpage.action?pageId=178128954</u>

6.2. Method 2: Link in central column

This method can be used for:

- Shared modules (where there are two or more module codes associated with the list)
- Linking to a particular section of your reading list within Moodle (for example, linking to readings for a specific week of teaching).

Follow the instructions for Method 2 here: <u>http://workspace.nottingham.ac.uk/pages/viewpage.action?pageId=178128954</u>

7. Further help

If you have any problems or queries please contact Library@nottingham.edu.cn