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Introduction

It is essential that you engage with the reading lists system as it is linked to the Library purchasing process. When you make changes to a list we review it, look at the student numbers on the module and purchase the necessary number of copies – so if a book isn’t on the list it’s not in the library! For your students the lists are interactive allowing them to click directly through to electronic items, making it more likely that they will engage with the required reading for your teaching. To update your list follow these steps:
Step 1
• **Open the reading list system.** This can be accessed at [http://readinglists.salford.ac.uk](http://readinglists.salford.ac.uk) (you may find it useful to bookmark the web address).

Step 2
• **Create a profile.** There is a guide to doing this called *Get started – create your profile.* You only need to do this once.

Step 3
• **Click on My Lists.** If any of your lists do not appear or if you need a new list to be created please email library-readinglists@salford.ac.uk

Step 4
• **Add the bookmark tool** to your toolbar. There are instructions on how to do this for each browser, so choose the browser you usually use.

Step 5
• **Add your section headers** if you want to use them (e.g. Week 1 reading, Week 2 reading and so on). There is a guide on how to do this called *Add a section header.* You can also add any study notes to the section header that you would like to appear (e.g. ‘During week 2 you will need to read Smith’s article on Evolution in advance’).

Then, every time you edit your list you need to...
Getting started

Create a profile

- First go to the reading list system – you can link from your Blackboard module or directly at: http://readinglists.salford.ac.uk
- Click on the Log in tab.
- Sign in with your network username and password.
- Click on the Create a profile link.
- Fill in the details in the Tell us about yourself form.
- Set your profile to public so that students can search for reading lists using your name.

- **Find resources and bookmark them** using the bookmark tab you added in step 3. You can add them from SOLAR or Amazon, but if we have them in stock it’s probably easier to add them from SOLAR. If we don’t have them in stock, you can add them from Amazon and whenever you add anything to a list that we don’t have in stock, it generates an order automatically.

- **Publish your list** so your students can see it. This is important, as if you do not publish it, your students can’t see it. Publishing the list also saves your changes. To publish, click the Publish button on your list. If you do not want to publish straight away, you can save it as a draft using the option on the screen.
• Click on the Save profile button.
• You can now access your lists by clicking on the My lists tab on the menu bar.

• If you can't see all the reading lists you should have access to please contact libraryreadinglists@salford.ac.uk

Install the bookmark button
To use the reading lists system you need to install the bookmark tool to the bookmarks bar of your web browser.

• Click on the My bookmarks tab on the menu bar.
• Click on the Install bookmark button.

• The following image will appear – click on next.

![Install Bookmark Button](image)

• The system will detect which web browser you are using and will display the appropriate instructions for installing the Bookmark button for that browser. You will only need to do this once on each computer you use.

Add items to a list

Add books
Search for the book you want to add to your list – I have used Library Search for the screen shot below – you could also search for books using Amazon or a publisher’s on-line catalogue.

• Click on the book title to display the full details.
• Click on the Add to my bookmarks tool.
• Check over the data & when you are happy with it click on the Create & add to list button.

Bookmarking from Primo for Salford

Make sure the resource type displays Book.

Check the title and author information are correct.

• The following box will appear:

Create & Add to List

Use the down arrow to choose the reading list you want to add the book to.

If you have created sections in your list use the down arrow to choose which section you want to add the book to.

If you want the students to focus on a particular chapter include a note.

If the book is core reading set the importance level to core. **If the importance field is left blank we will assume the book is further reading and buy fewer copies.**
• Scroll down & click on OK.

• You will now be able to see the book on your reading list.

• Click on the Publish button within your list to save the changes & to alert the Library to buy the book.

Add a journal from Library Search

• Search in Library Search for the journal you want to add – please only add journals that we have in stock to your reading list.

• Click on the journal title to view the full details.

• Click on the Add to my bookmarks tool.

• Check over the data & if you are happy with it click on the Create & add to list button.

Make sure the resource type displays Journal.

If a number of publishers are listed consider removing some of them for a neater entry in your reading list.
The following box will appear:

Use the down arrow to choose the reading list you want to add the journal to.

If you have created sections in your list use the down arrow to choose which section you want to add the journal to.

Scroll down and click OK.

Click on the Publish button within your list to save the changes & make them visible to your students.

Add a journal article from Library Search

Search for the article.

Click on the Full text available link.

Follow the link to your preferred database.
Click on the **Add to my bookmarks** tool. A more complete set of data will transfer over to your reading list if you bookmark from this page – if you open the pdf & try to bookmark from there only limited data will transfer to your list.

Check over the data & if you are happy with it click on the **Create & add to list** button.
• The Create & Add to List screen will appear – check that you are adding the article to the correct list then scroll down and click on OK.
• Click on the Publish button within your list to save the changes & make them visible to your students.

Add an article from a journal website.
• Display the details of the article you want to add to your list.
• Click on the Add to my bookmarks tool. A more complete set of data will transfer over to your reading list if you bookmark from this page – if you open the pdf & try to bookmark from there only limited data will transfer to your list.
Check over the data & if you are happy with it click on the Create & add to list button.

The Create & Add to List screen will appear – check that you are adding the article to the correct list. If the article is not available in full text via the Library or the publisher’s website add in a Note to the Library requesting that the article is digitised – Library staff will check if this is possible and get back to you.

Scroll down to the bottom of the box and click on OK. Publish your list to save the changes you have made and make them visible to your students.

Add a website

Search for the website you want to add to your list.
• Click on the **Add to my bookmarks** tool.

![Image of Add to Bookmarks tool]

Make sure the resource type displays as **Webpage**.

• Check over the data & if you are happy with it click on the Create & add to list button.
• The Create & Add to List screen will appear – check that you are adding the webpage to the correct list then scroll down and click on **OK**. **Publish** your list to save the changes you have made and make them visible to your students.

**Add a pdf document from a website**
• Display the pdf.
• Click on the **Add to my bookmarks** tool.
Check over the data & if you are happy with it click on the Create & add to list button.

The Create & Add to List screen will appear – check that you are adding the pdf to the correct list then scroll down and click on OK.

Publish your list to save the changes you have made and make them visible to your students.

Add a programme from Box of Broadcasts (BoB)

• Search for the programme you want to add to your list.
• Click on the programme image to display the full details.
• Click on the **Add to my bookmarks** tool.

• Check over the data and then click on Create & add to list.

   ![Screen capture of Bob on demand](image)

   Check the resource type is displayed as **Audio-visual document**.
Requesting items for digitization.
Request a digitised chapter/case study.

- Search for the book that contains the chapter you want to add to your list.
- Click on the book title to display the full details.
- Click on the Add to my bookmarks tool.

- You now need to let us know which chapter or case study you would like us to digitize.
- Click on the down arrow next to add field and choose Has part (chapter, article, etc). Click add.
The following screen will be displayed:

Use the down arrow and select **Chapter** from the list.

Type in the title of the chapter or case study.

Use the **add** button to include more details such as author & page numbers.

When you have added all the details click on **Create & add to list**.
The following box will appear:

- Use the down arrow to choose the reading list you want to add the book to.
- If you have created sections in your list use the down arrow to choose which section you want to add the book to.
- Add in a note to the library to let us know that you want a chapter to be digitised. We will then digitise it and make it available to your students.

Scroll down to the bottom of the box and click on OK.

Click on the Publish button within your list to save the changes & make them visible to your students.

Request a digitised journal article

Many articles are available electronically via Library search – however there may be times when you want to recommend an article we don’t have access to in which case:

- Find the article you want to recommend & click on the title to display the details.
- Click on the Add to my bookmarks tool.
The following box will appear:

**Create & Add to List**

- **Add to list**: 
  - Test module A (Academic Year 2015-16) *

- **Note for student**

- **Importance**

- **Note for library**: Digitise this article

Make sure the resource type displays as an Article.

Check all the details are correct and then click on Create & add to list.

Use the down arrow to choose the reading list you want to add the book to.

If you have created sections in your list use the down arrow to choose which section you want to add the book to.

Add in a note to the library to let us know that you want the article to be digitised. We will then digitise it and make it available to your students.

- Scroll down to the bottom of the box and click on OK.
- Click on the Publish button within your list to save the changes & make them visible to your students.

**Doing more with your lists**

**Enhancing your list with section headers**

Using section headers make it much easier for you to organise your lists and makes it easier for your student to navigate around the various resources. For example, core and further reading, grouping items by weekly seminar topic or group resources according to type, e.g., all books together and journal articles in their own sections.
• Click on My lists.
• Select the list you want to edit.
• Click on the Edit button and select Edit list from the drop down menu.

• Drag and drop the new section bar to where you want it to appear in the list.

• You will be prompted to give the new section a title.

Add Section

You can also add a study note for your students.

Add sections within sections
You can add sections within sections, for example, if you have created weekly readings you could consider breaking them down by resource type or into core & recommended readings.
• Drag and drop the new section bar to where you want it to appear in the section.

• You will be prompted to add in a title for the new section.

Re-organising your sections

• Your reading list will now have a table of contents based on the sections you have created.

Table of contents [show]

• Click on show to view the table

• Drag and drop the sections to change the order they appear in your list.

• Click on the Publish button within your list to save the changes & make them visible to your students.

Change the importance level of a resource or add a note for your students.
You might want to change a book on your list to a core item or add a note asking student to read a particular chapter.

• Click on My lists.
• Select the list you want to edit.
• Click on the Edit button and select Edit list from the drop down menu.
• Click on Edit notes and importance.
The following box will appear:

Add a note for your students.

Click on the down arrow next to importance to add or remove **core**. If you chose **core** the Library will buy multiple copies of the item. If you leave the importance box blank we will assume the item is for further reading and buy fewer copies.

Click on save.

Add a page of notes to your reading list

You can add a page to your reading list which you can use, for example, to provide your students with an extended explanations of the resources or to provide a seminar timetable or to include an introductory video. An abstract of the page will appear on reading lists, and students will be able to click through to see the full content.

- Click on **My lists**.
- Select the list you want to edit.
- Click on the **Edit** button and select **Edit list** from the drop down menu.
- Click on the **New Page** button and drag it to where you want the notes page to appear in your list.
• The following box will appear:

  ![Image of the box](image)

  - Give your page a title.
  - Type in your content – remember you can include images & videos.
  - Click on Save.

• Click on the **Publish** button within your list to save the changes & make them visible to your students.

### How to remove an item from a list

- **Click on My lists.**
- **Select the list you want to edit.**
- **Click on the Edit button and select Edit list from the drop down menu.**
- **Click on the Remove link next to the item you want to remove from your list.**

<table>
<thead>
<tr>
<th>Table of contents [show]</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>20 items</strong></td>
</tr>
<tr>
<td>Drag a new section or one of your bookmarks here to add it to the top of the list</td>
</tr>
<tr>
<td><strong>Core capabilities for practitioners in achieving e-business innovation</strong> - Li-Min Lin, , Tzy-</td>
</tr>
<tr>
<td>Lih Hsiab, , September 2011</td>
</tr>
<tr>
<td>Article</td>
</tr>
<tr>
<td><strong>Ten Types of Innovation: The Discipline of Building Breakthroughs</strong>, 19 April 2013</td>
</tr>
<tr>
<td>Book</td>
</tr>
</tbody>
</table>

• Click on the **Publish** button within your list to save the changes & make them visible to your students.
Publish a list

Publish your list each time you make a change – **publishing alerts the Library to review your list and makes your changes visible to your students**. The system will not prompt you to publish your changes so it is important that you remember.

When you are editing a list the publish button is visible in the top right hand corner of the screen.