

Adding Items Not in Library Stock (Cite It)

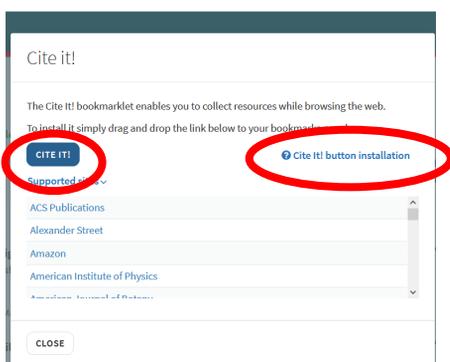
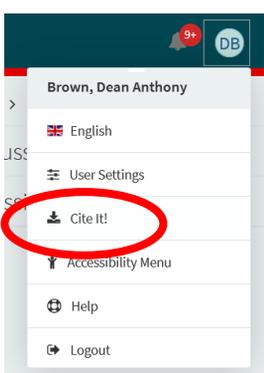


Installing the Cite It Bookmarklet

Items that aren't currently available within the library can still be added to your reading list. The Reading List Team will then review these and ensure they are added to stock. The easiest way to do this is using our Cite It! Bookmarklet:

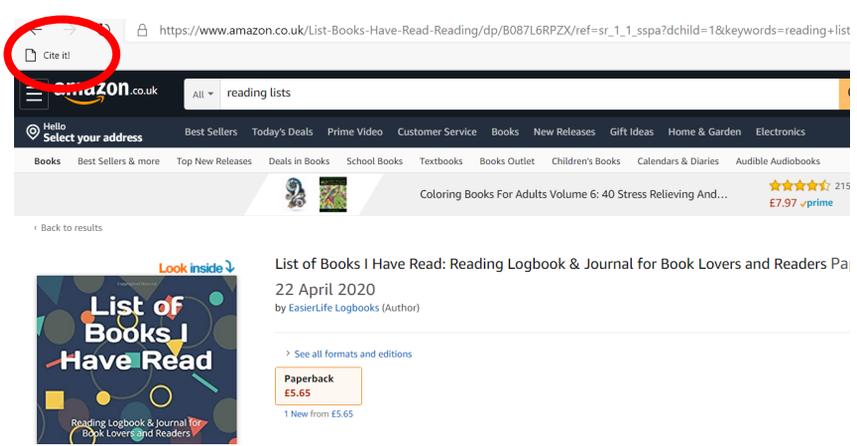
- Ensure you're logged into the system, then click on your initials on the top right of the website.
- Click on Cite It! and an information box should pop up in the centre of your screen.
- Drag and drop the blue Cite It! button onto your bookmarks toolbar. You're then ready to start adding items!

(Note: There is also a question mark to the right of the Cite It! button that will allow you to watch a short video explaining how it works).



Using the Cite it Bookmarklet

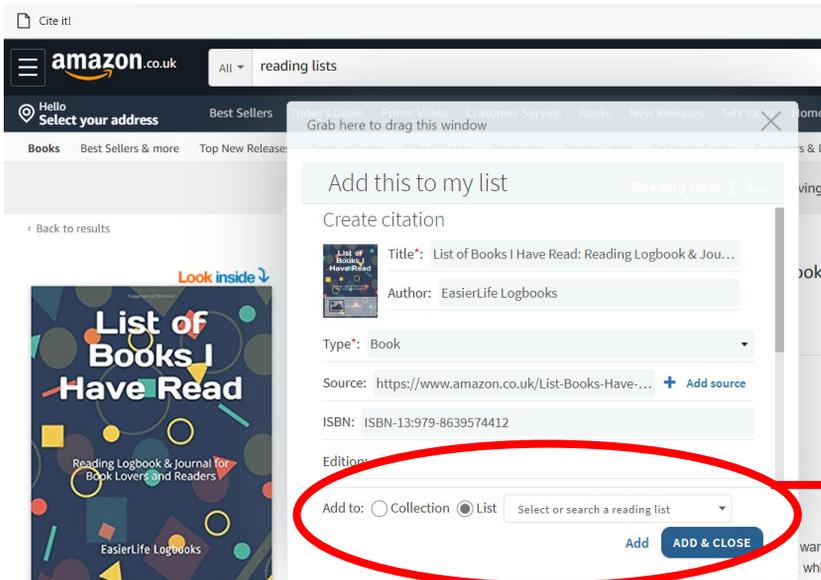
Now your bookmarklet is set up, you can browse all supporting websites for additional resources. When you find an item you wish to add to your list, simply click Cite It! on your bookmark toolbar.



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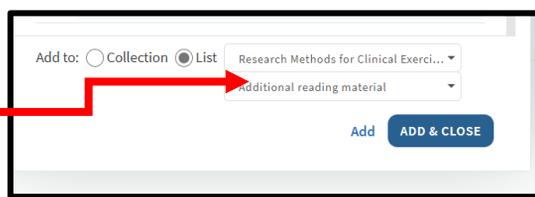


An information box will then pop up containing the item details:

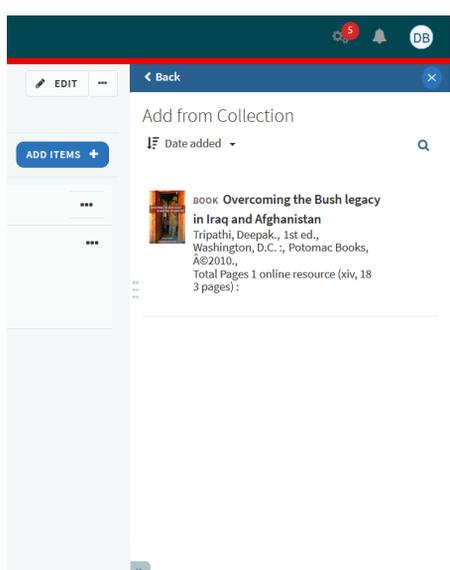
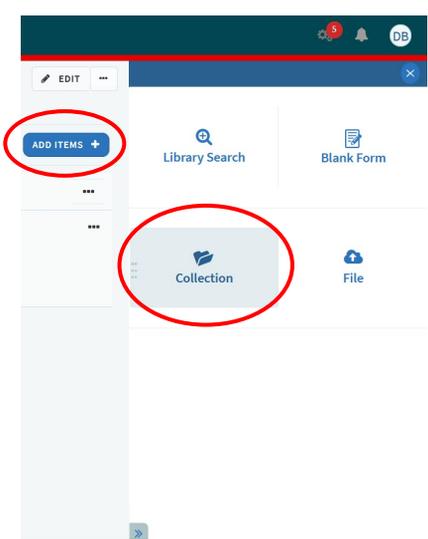
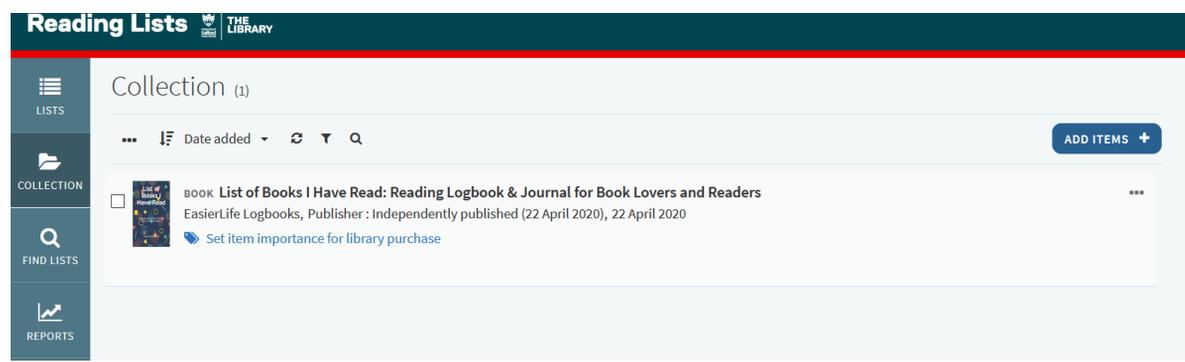


You will be given the option to add the item to a specific list, or to your Collection.

Adding to a list will allow you to choose both the list and the section within the list that the item is added to:



Adding to Collection will save the item in your saved citations. These can then be accessed by clicking Collection on the left-hand side of the homepage.



You can also access your collection on the Add Items section of your reading lists. Click the Collection option on the menu, and you can then drag & drop items from your collection into your lists.

Remember once changes have been made to click Library Review.