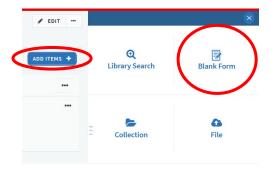
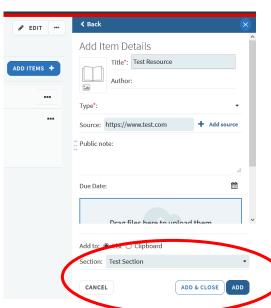
Creating Items from Scratch (Box of Broadcasts Links)







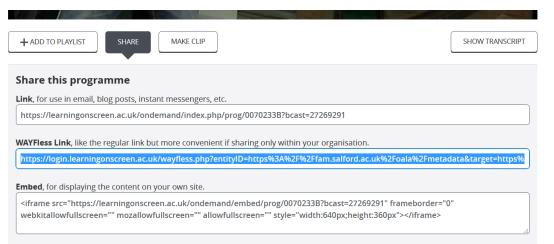
If an item you require isn't available in the library, and you can't find a reference online, then you can create your own citation from scratch.

- Click on the Add Items button
- Click Blank Form on the menu
- Select the resource type of the item you are creating
- Add a title and any other information that will help the library to source the resource
- You can also add a file to the citation if required
- If there is a reference to this resource online, then you can also add the URL in the Source box.
- Choose which section of your list you want to item to be added to
- Click Add

Adding Links to Box of Broadcasts (BoB)

The method above can be used to link to video resources found on Box of Broadcasts. Just follow the process already mentioned, but remember:

- Set the resource type as <u>Video</u>
- Find the video you wish to add on BoB
- · Click Share underneath the video
- Copy the <u>WAYFless link</u>
- Paste this into the <u>Source</u> section
- Choose the section of your list to add to, and click Add



As with any changes you make to your list, ensure to click *Library Review* once you are done editing.