

# Reading Lists: a guide to creating an online list

---

## Table of Contents

1.	Getting 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.....	7
2.	Bookmarking resources .....	9
2.1.	Books and e-books.....	9
2.1.1.	Creating bookmarks for book chapters.....	10
2.1.2.	If a book is not on NUsearch .....	12
2.2.	Journal articles .....	13
2.2.1.	If an article is only available in print .....	14
2.2.2.	If the library does not have the article online or in print.....	16
2.3.	Other resources.....	16
2.4.	Bookmarking resources directly to existing lists .....	16
2.5.	Managing your bookmarks .....	17
3.	Creating a new list .....	18
3.1.	Creating sections .....	19
3.2.	Adding resources .....	21
3.3.	Re-arranging resources.....	23
3.4.	Setting importance.....	23
3.5.	Adding student/library notes.....	24
3.6.	Adding general notes.....	25
4.	Editing an existing list.....	26
5.	Publish .....	27
6.	Displaying lists in Moodle.....	28
6.1.	Method 1: Link in Resource Block .....	28
6.2.	Method 2: Link in central column.....	29
7.	Further help .....	29

# 1. Getting started

Open the University of Nottingham reading list page: <http://readinglists.nottingham.ac.uk>

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 (correct as of June 2020) are listed in the next sections.

Alternate instructions from Talis, the reading list system supplier, are available here:

<https://support.talis.com/hc/en-us/articles/360000415058-Installing-the-bookmarklet-extensions-for-Microsoft-Edge-Chrome-and-Firefox->

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.

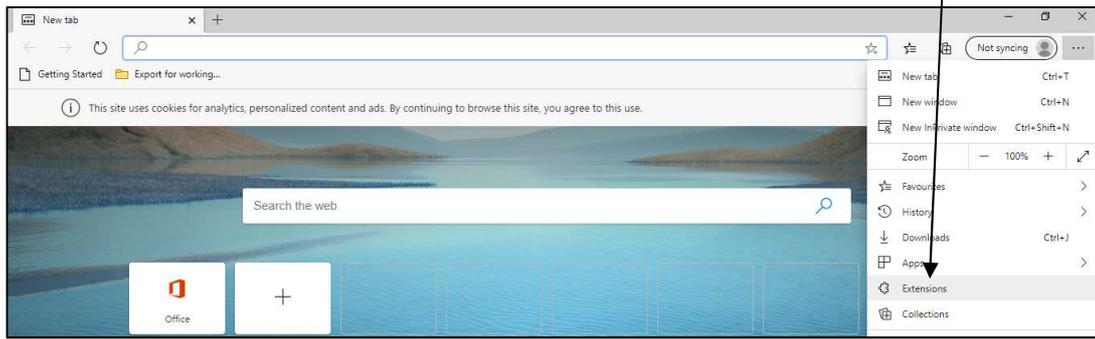
### 1.1.1. Microsoft Edge

These instructions are for the latest version of Microsoft Edge, which has this icon:

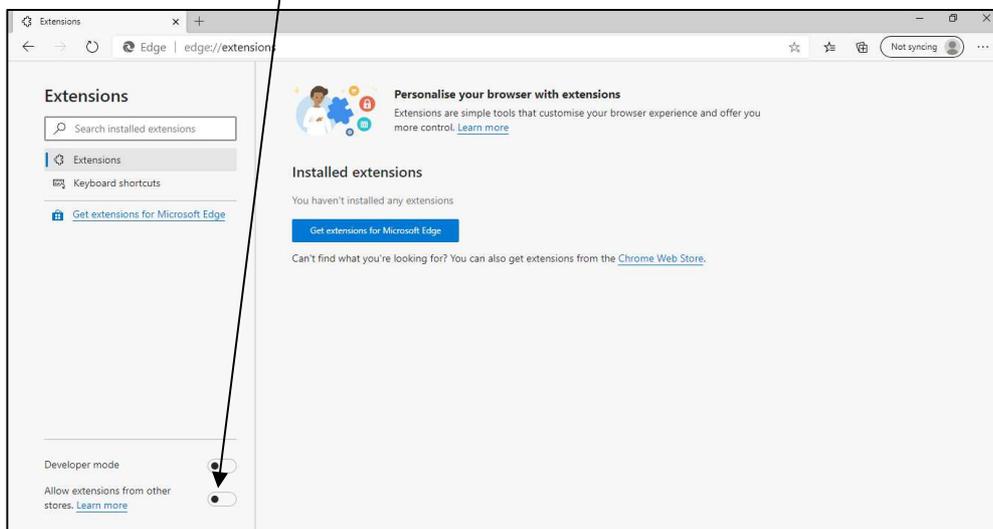


If using an older version of Microsoft Edge, please follow the instructions on this page: <https://support.talis.com/hc/en-us/articles/360000415058-Installing-the-bookmarklet-extensions-for-Microsoft-Edge-Chrome-and-Firefox->

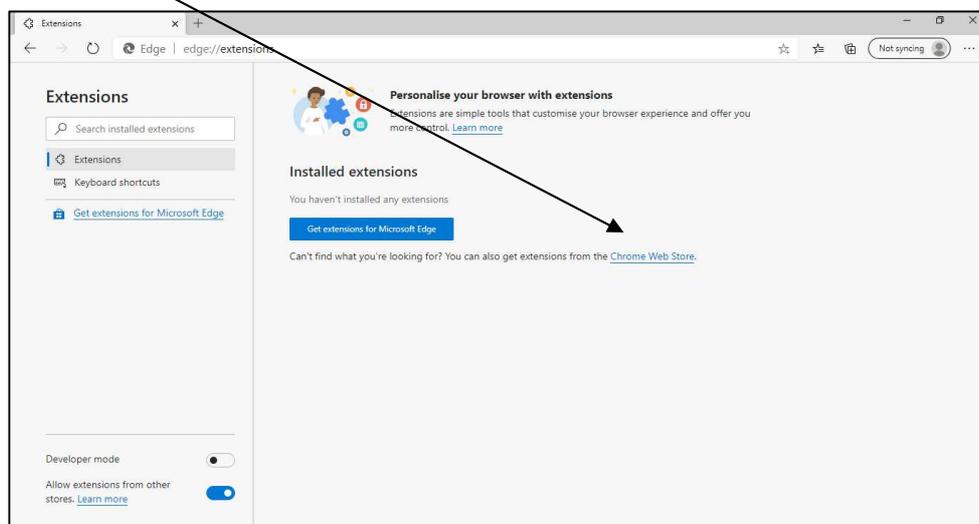
Open Edge and click the three dot menu in the upper right corner. Then click **Extensions**.



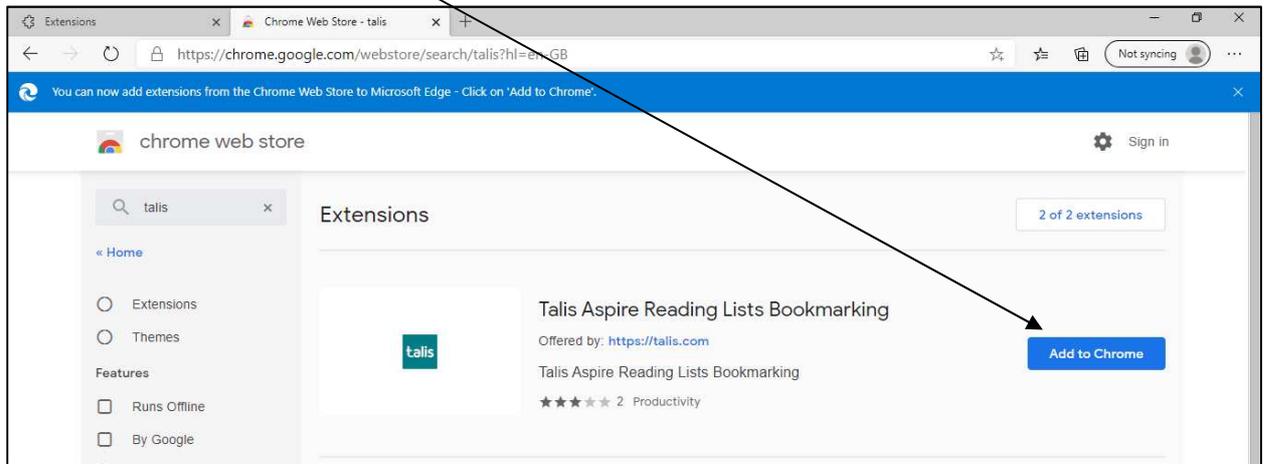
Toggle the **Allow extensions from other stores** option in lower left corner. Click **Allow** in the message box that appears.



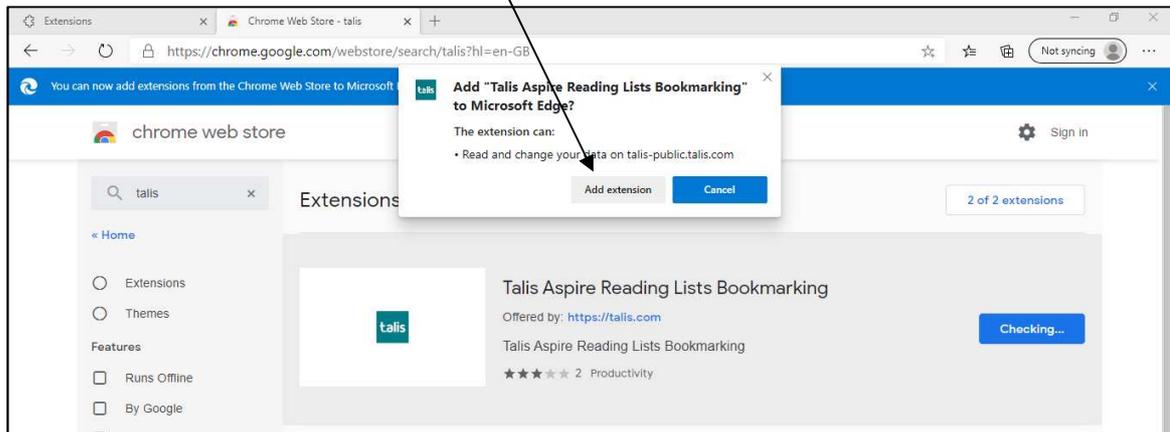
The toggle for **Allow extensions from other stores** will turn blue to show this option is now active. Click the **Chrome Web Store** link in the middle of the page.



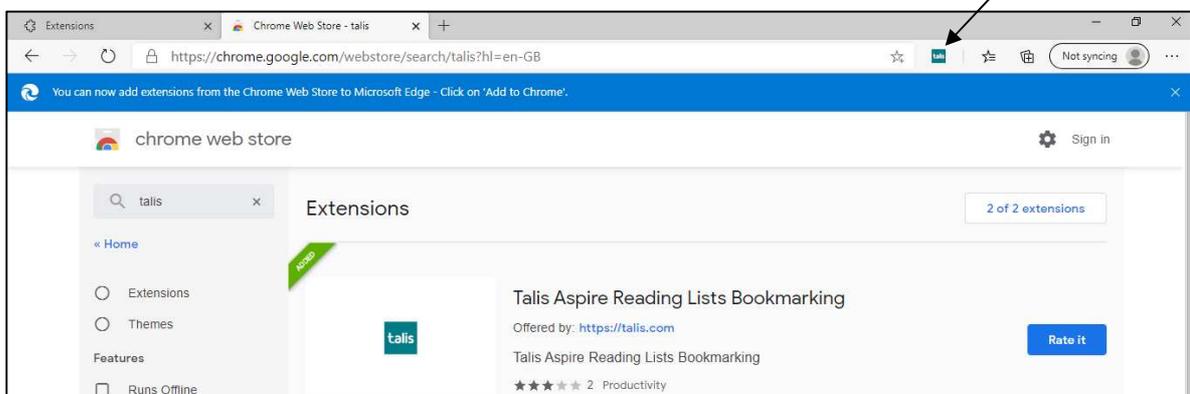
Search for “Talis” in the Chrome Web Store search box. Locate the result entitled **Talis Aspire** **Bookmarking** and click **Add to Chrome**.



In the message box that appears, click **Add extension**.



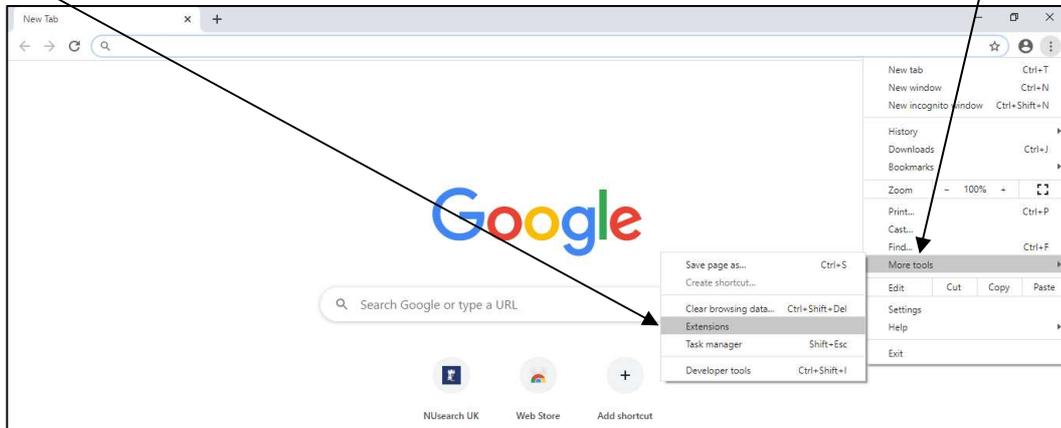
Another message box will appear notifying you that the extension had been installed. The extension is now in place and ready to use by clicking the icon whilst on a resource record.



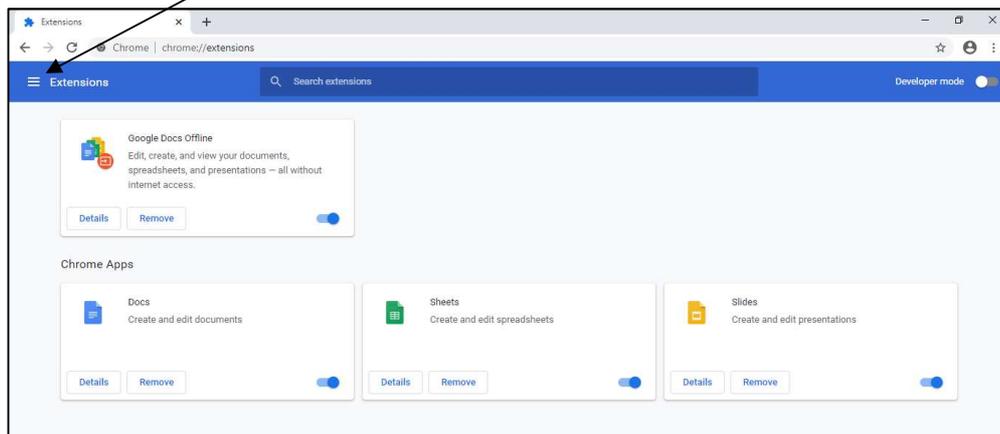
The first time you use the extension, you will be prompted to choose your institution. Select **University of Nottingham**, then **Save**.

### 1.1.2. Google Chrome

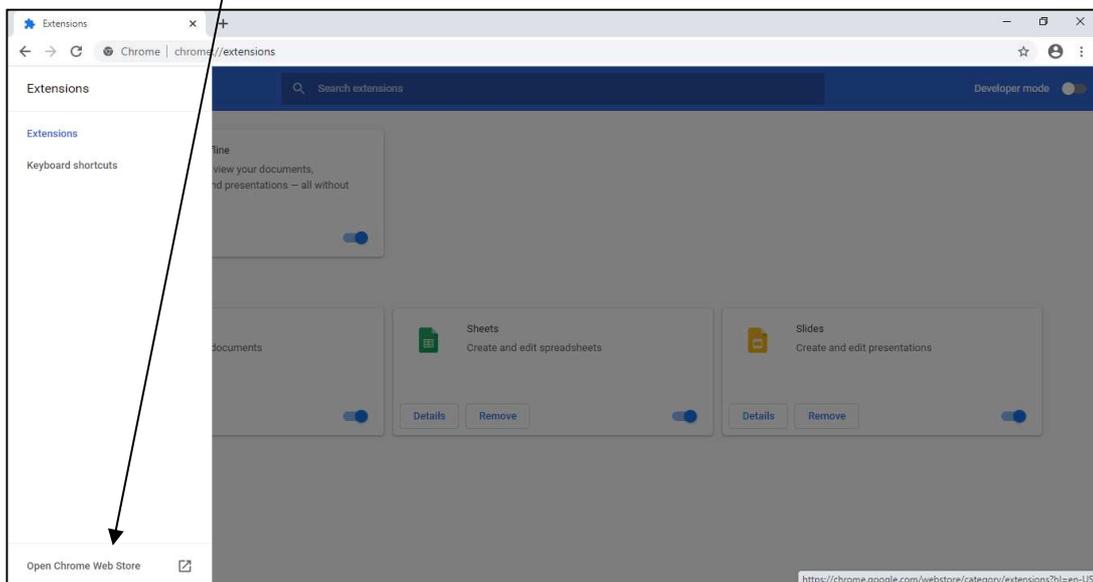
Open Chrome and click the three dot menu in the upper right corner. Hover over **More tools** then click **Extensions**



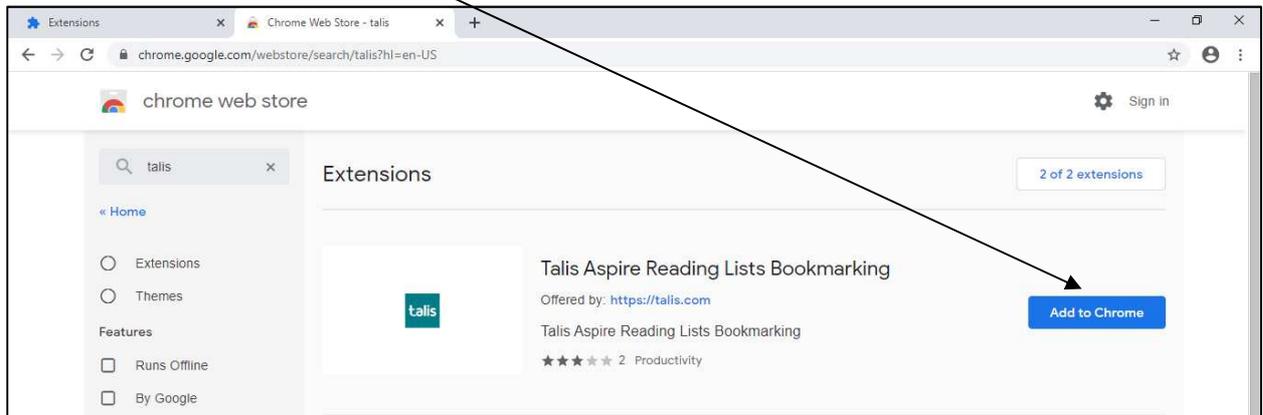
Click on the hamburger menu in the upper left corner.



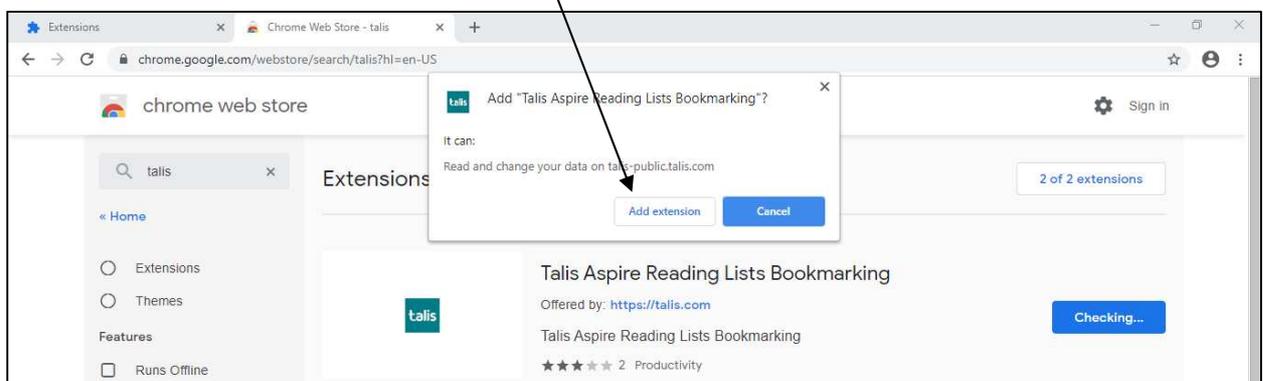
Then, click **Open Chrome Web Store** in the lower left corner



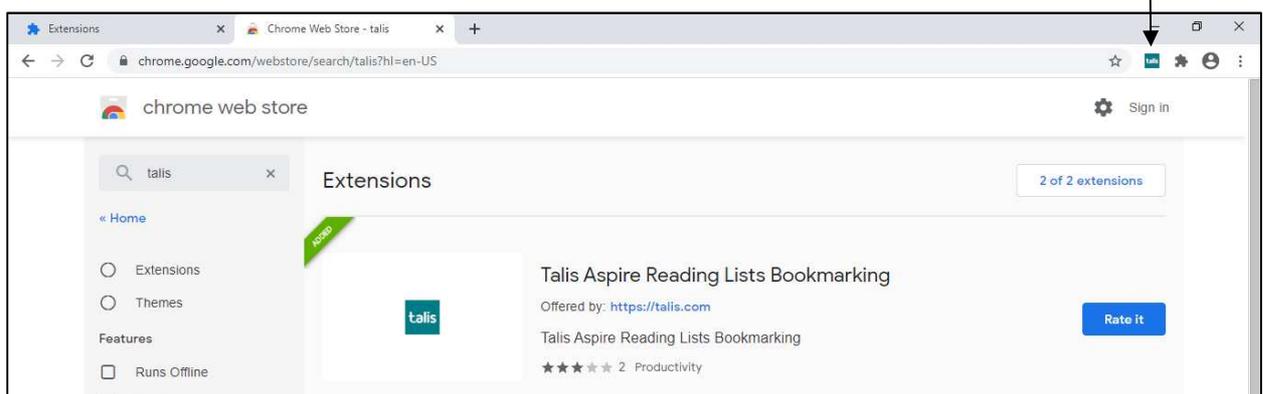
Search for “Talis” in the Chrome Web Store search box. Locate the result entitled **Talis Aspire Bookmarking** and click **Add to Chrome**.



A message box will appear, click **Add Extension**



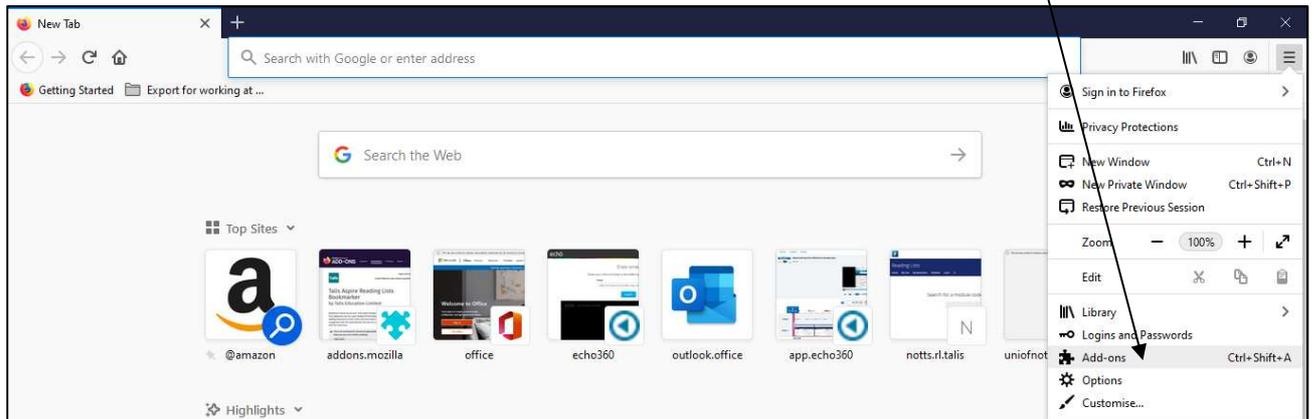
Another message box will appear notifying you that the extension had been installed. The extension is now in place and ready to use by clicking the icon whilst on a resource record.



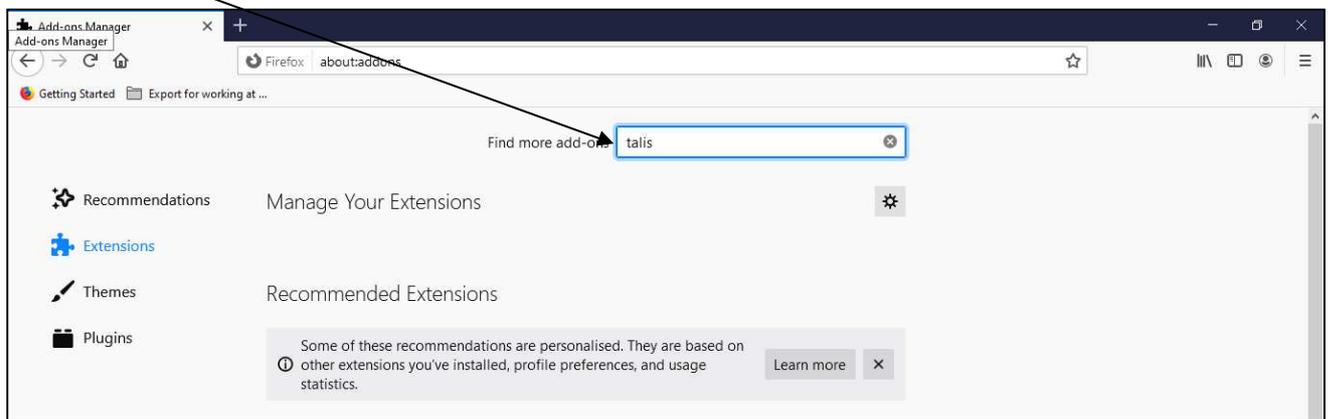
The first time you use the extension, you will be prompted to choose your institution. Select **University of Nottingham**, then **Save**.

### 1.1.3. Mozilla Firefox

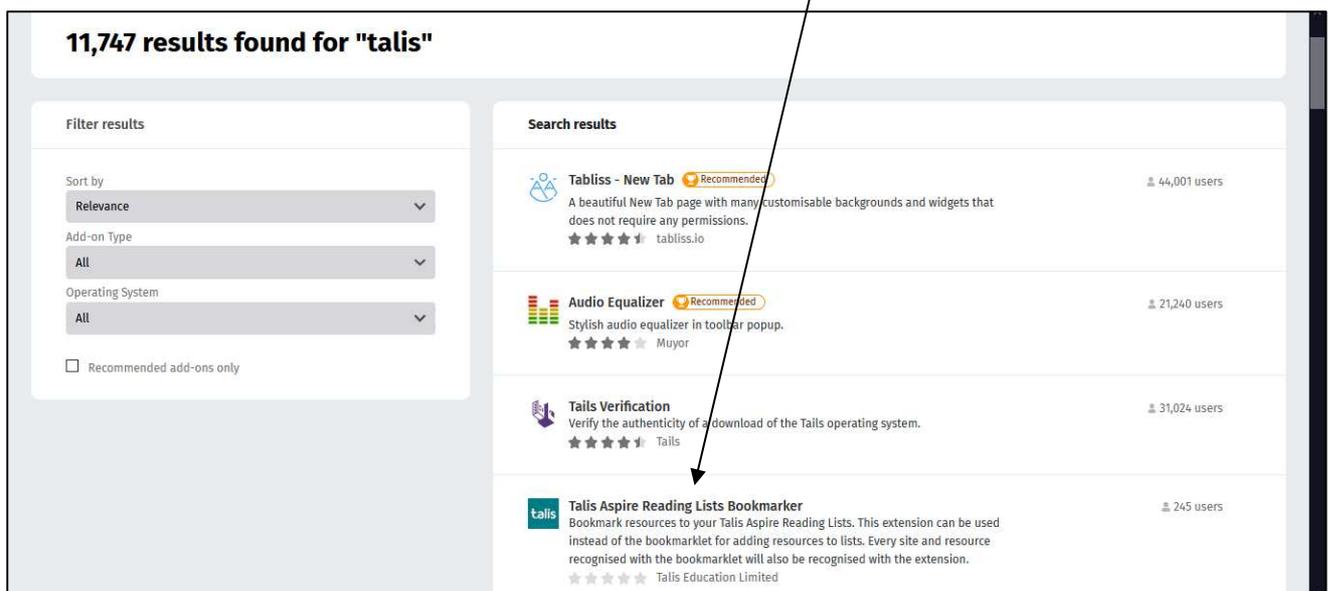
Open Firefox and click the hamburger menu in the upper right corner. Then, click **Add-ons**.



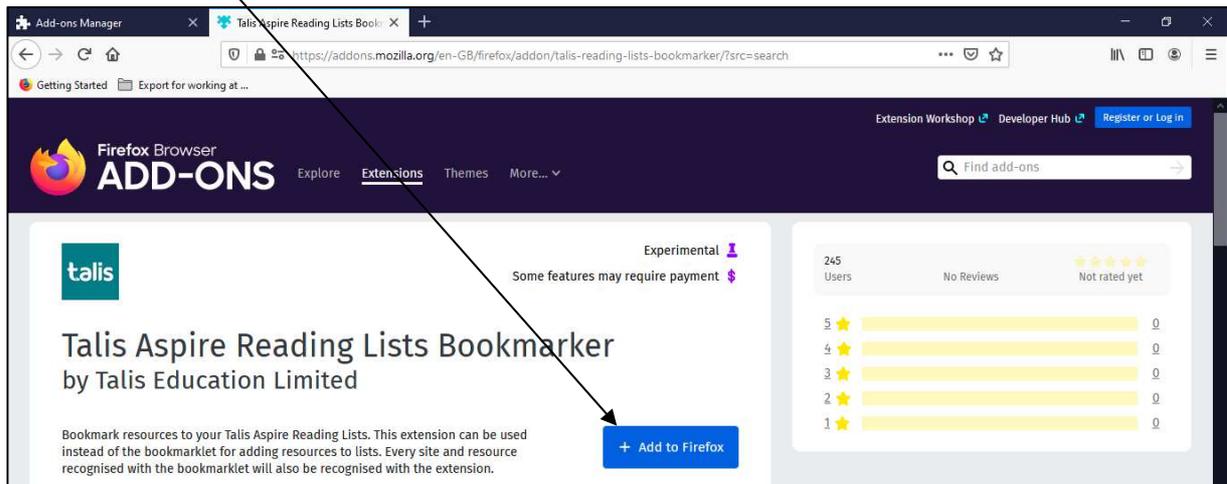
Type "Talis" in the search bar and press enter.



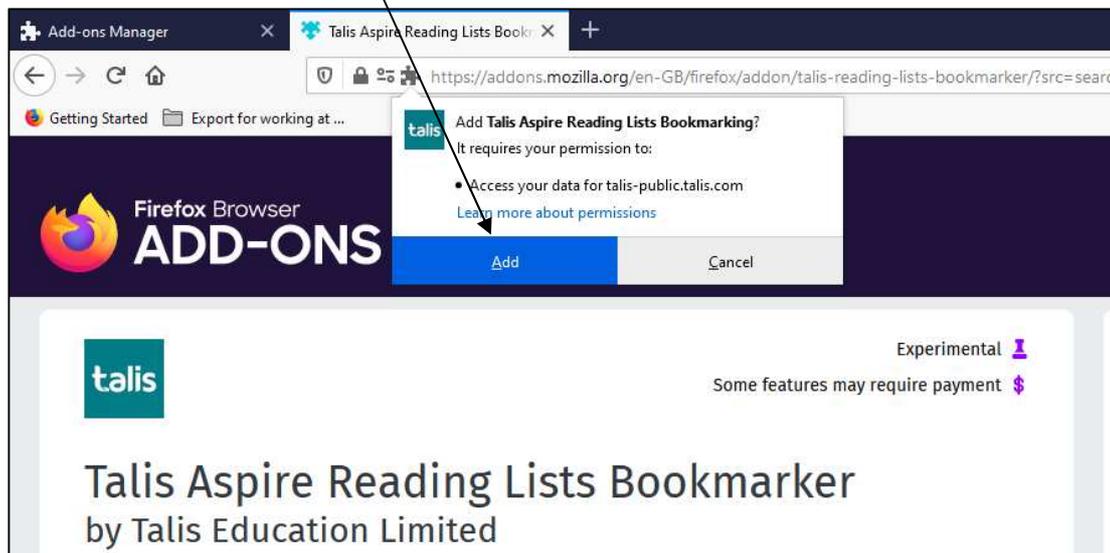
Locate the result entitled **Talis Aspire Reading Lists Bookmarker** and click the title.



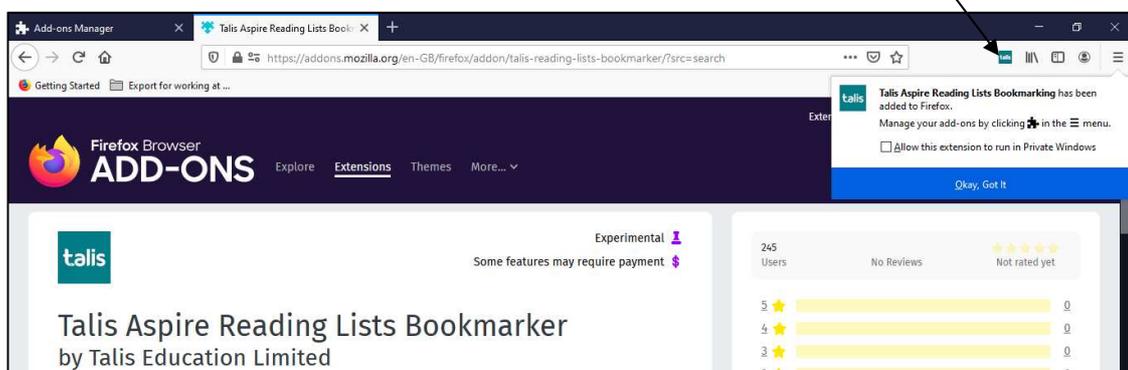
Click **Add to Firefox**



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**, then **Save**

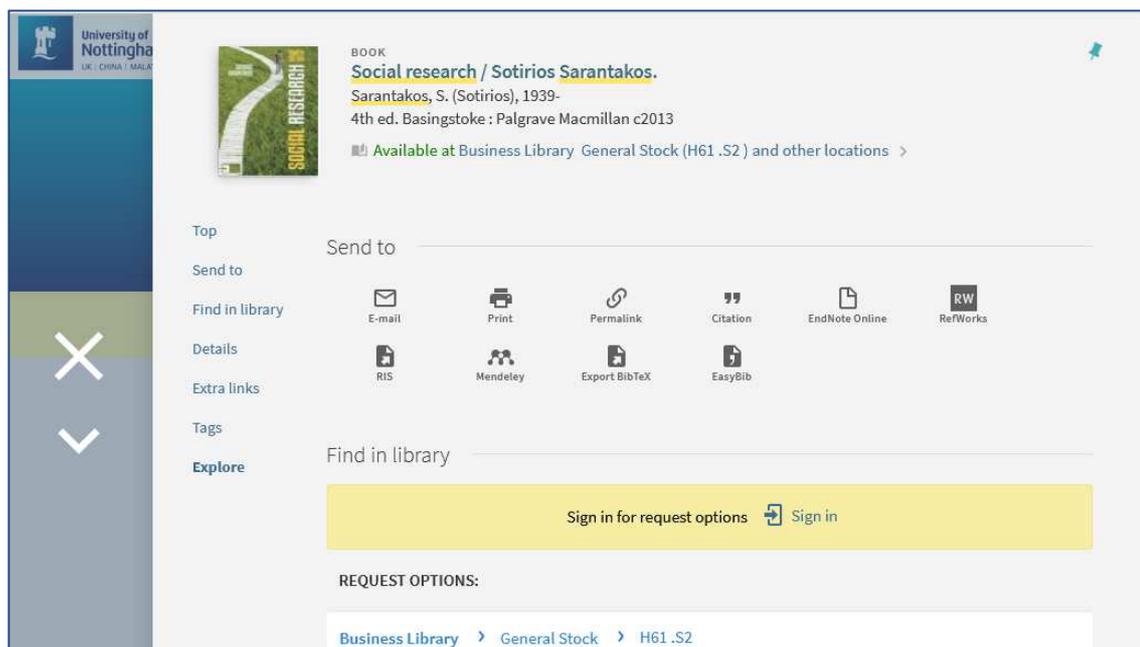
## 2. Bookmarking resources

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

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:



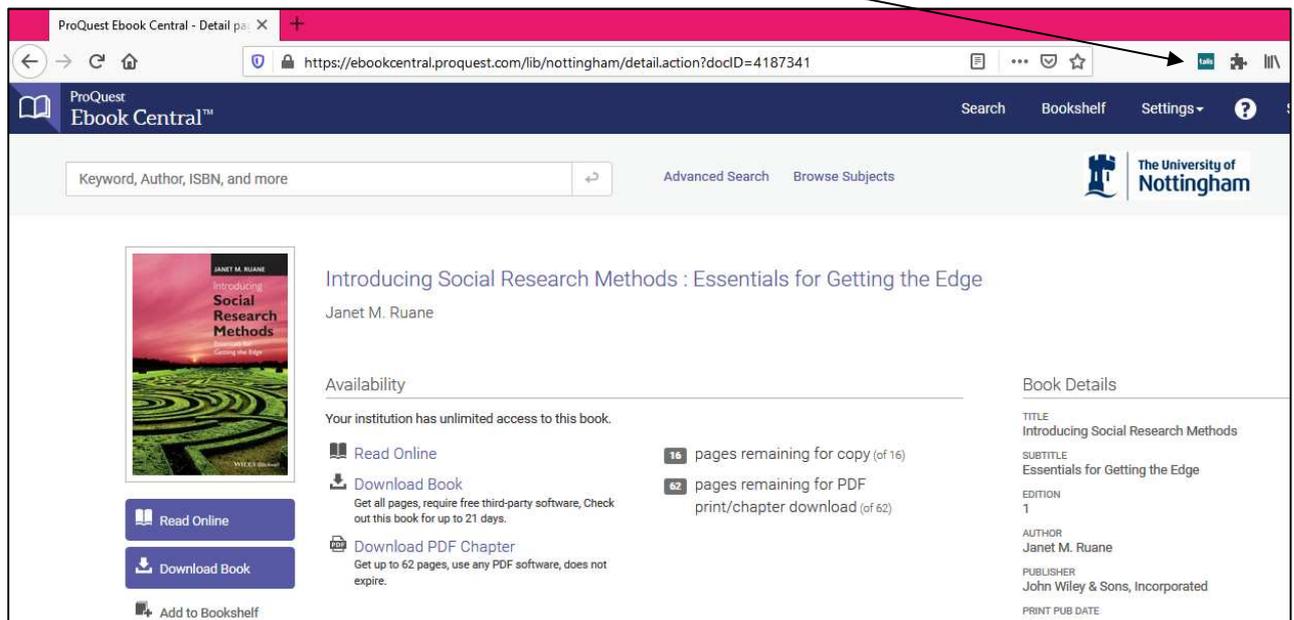
If it is a print book, click on the **Talis browser extension** whilst on this page.



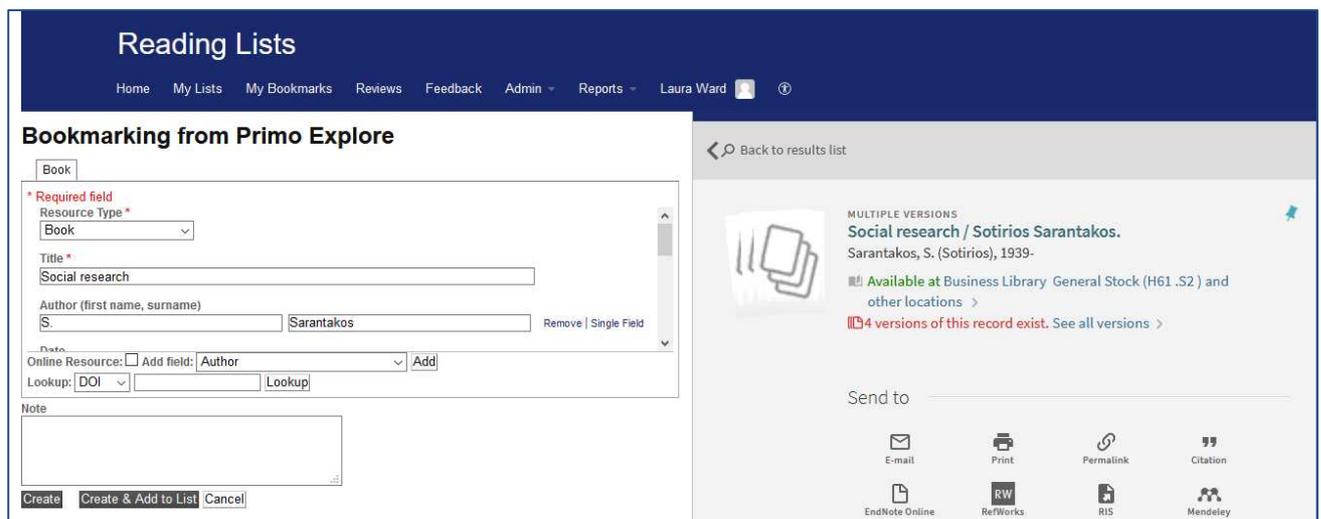
If it an e-book, click the **Available Online** link on the NUsearch page to load the e-book.



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**



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:



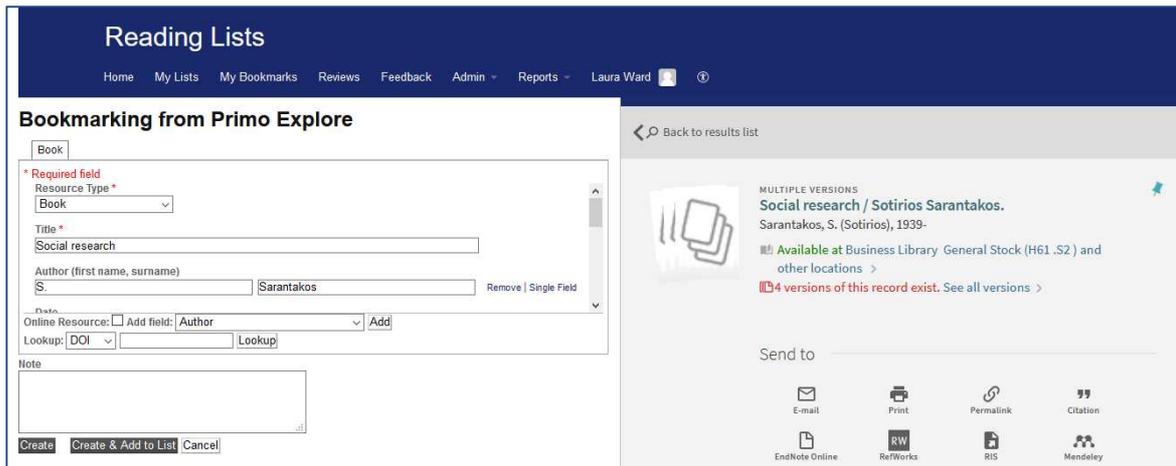
Check the details the bookmarking tool has gathered and put in the form as this is the information that will display in the reading list.

Click **Create** to create the bookmark to add to a list later.

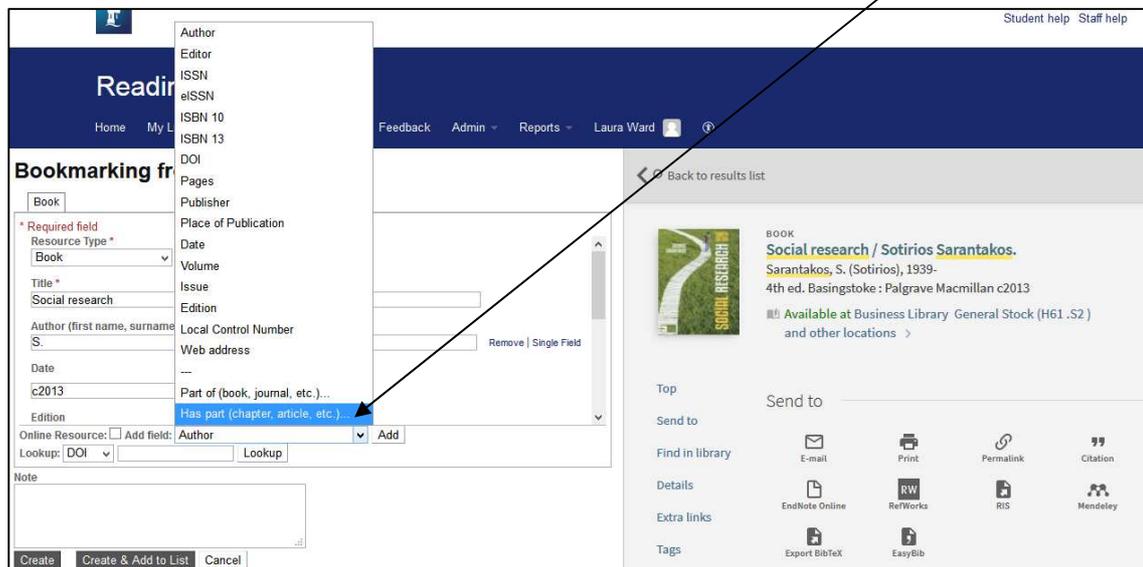
Click **Create & Add to List** to add the bookmark immediately to an existing list (see section 2.4)

### 2.1.1. Creating bookmarks for book chapters

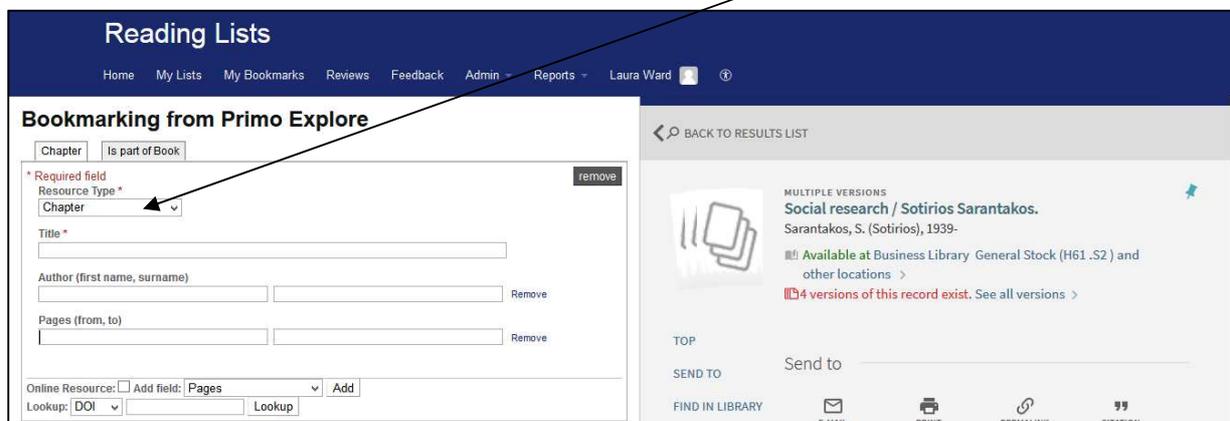
To reference a specific chapter, follow the instructions in the previous section for creating a bookmark of a book until you reach the split screen with the bookmark template form on the left and the NUsearch/e-book page on the right:



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.



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



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**

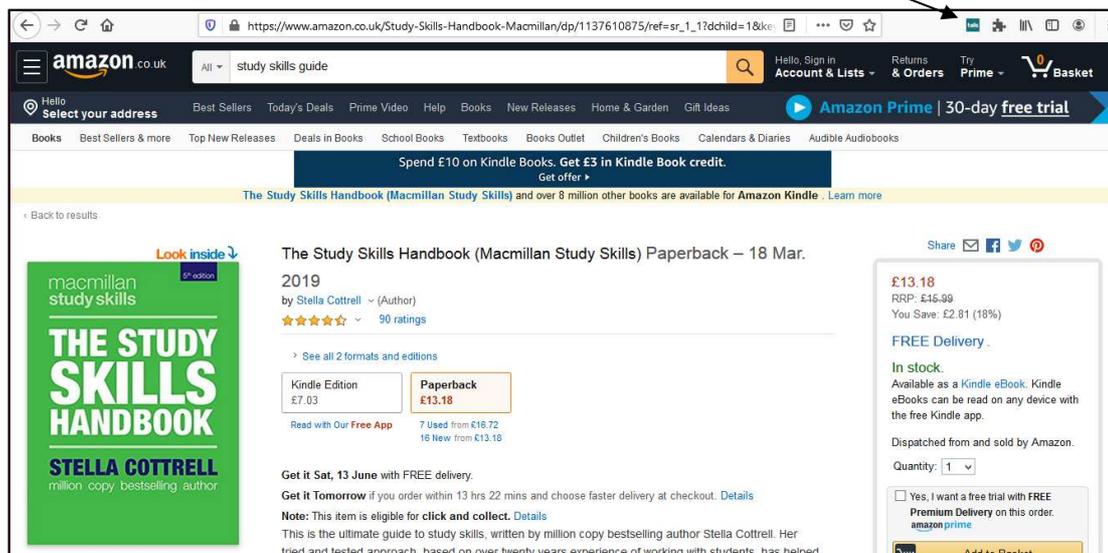
When you are done, either click **Create** to create the bookmark to add to a list later or **Create & Add to List** to add the bookmark immediately to an existing list (see section 2.4).

### 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**



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.

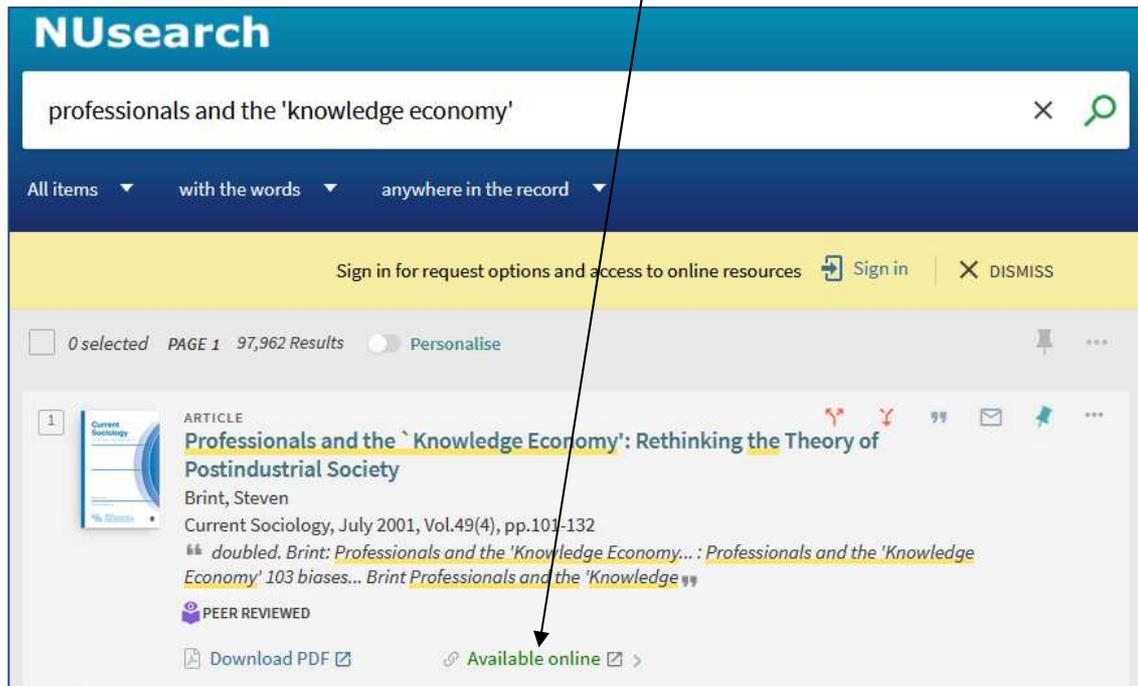
Some fields may need to be amended, please make sure the book title, author and the ISBN are included.

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.

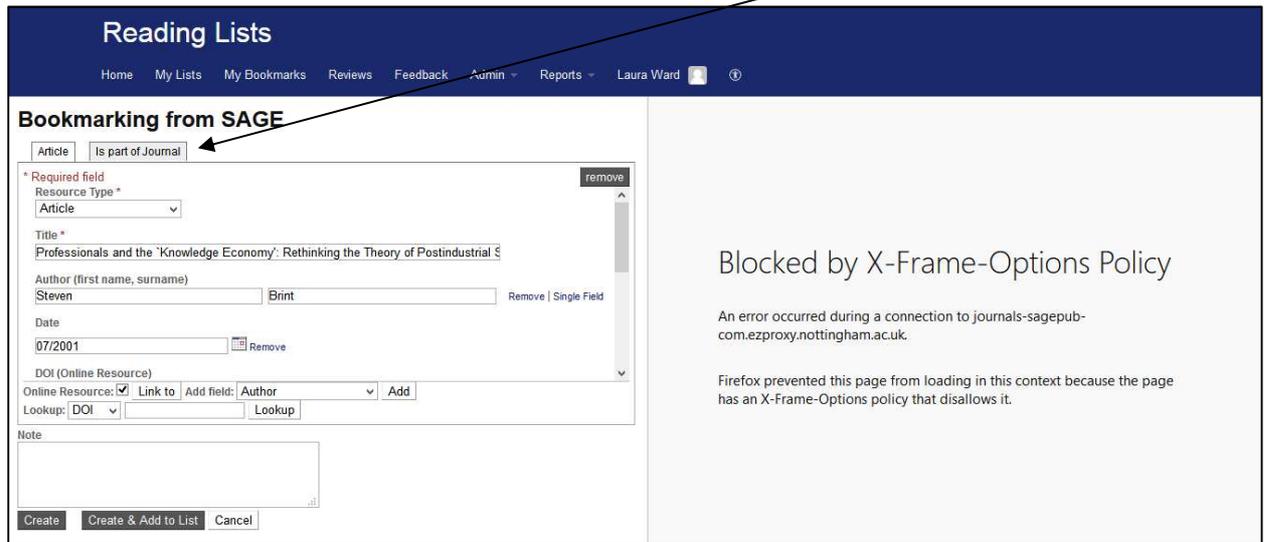


Whilst viewing the article record on the supplier website (which vary in appearance), click the **Talis browser extension**.



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

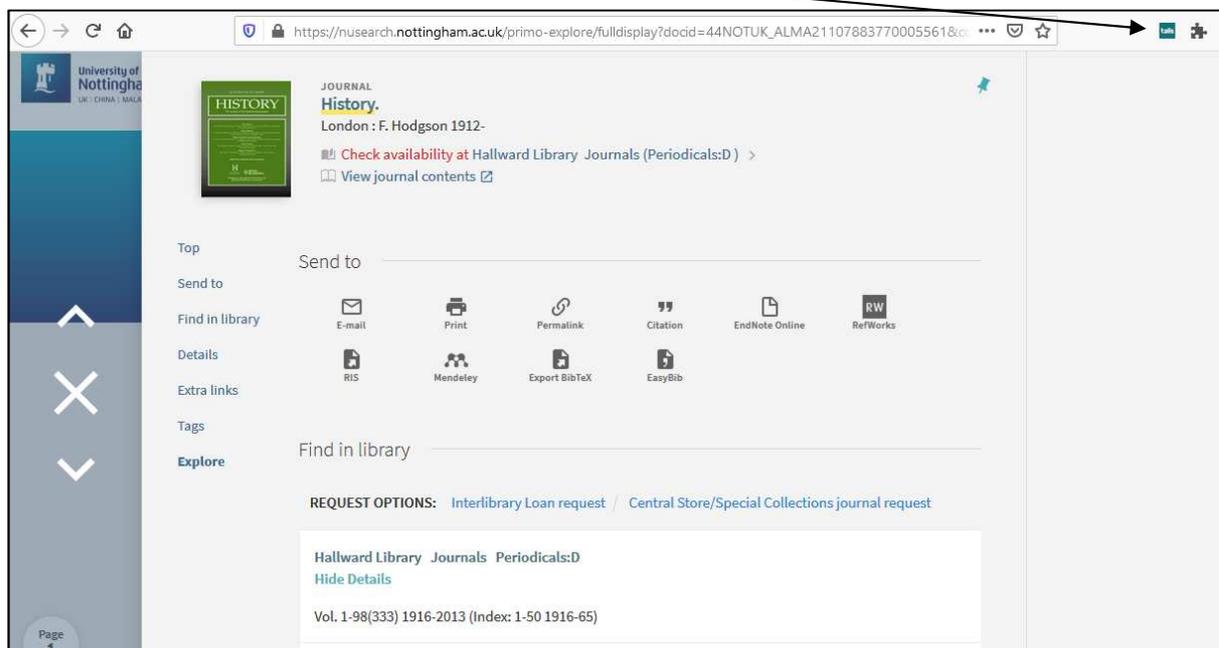
Check the details the bookmarking tool has gathered on both the **Article** and **Is part of Journal** tabs of the form as this is the information that will display in the reading list.



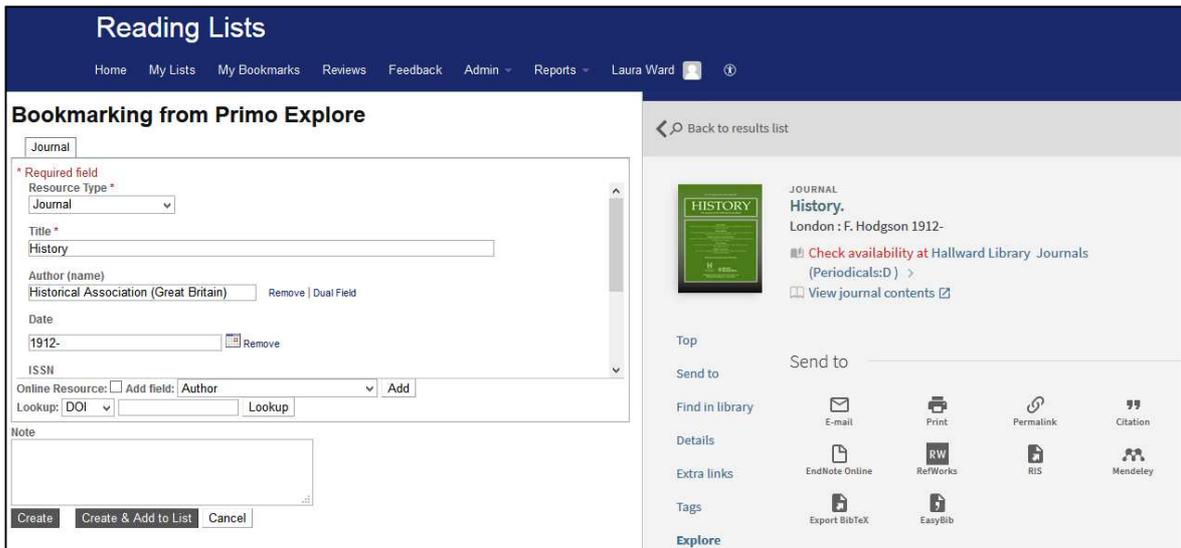
When you are done, either click **Create** to create the bookmark to add to a list later or **Create & Add to List** to add the bookmark immediately to an existing list (see section 2.4).

### 2.2.1. If an article is only available in print

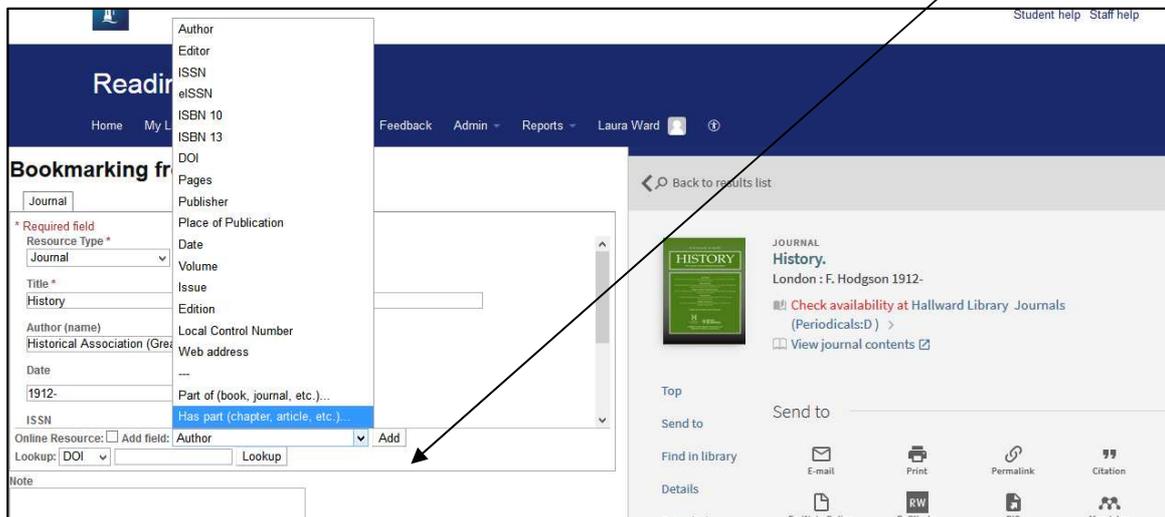
Search for the journal title in NUsearch and click on the title to open the full record, like the one below. Click the **Talis browser extension**



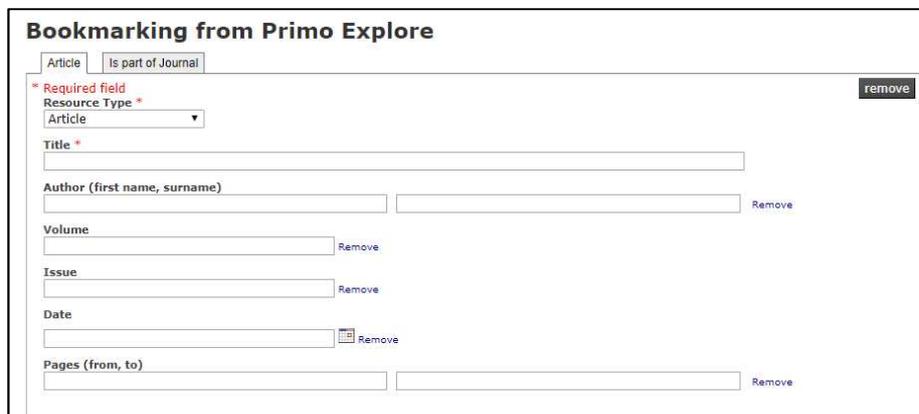
A split screen with the bookmark template form on the left and the NUsearch/e-book page on the right will load:



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



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



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.

The screenshot shows the 'Reading Lists' interface. At the top, there's a navigation bar with 'Home', 'My Lists', 'My Bookmarks', 'Reviews', 'Feedback', 'Admin', 'Reports', and a user profile for 'Laura Ward'. Below this is the 'Bookmarking from Youtube' section. It includes a dropdown for 'Resource Type' (set to 'Audio-visual document'), a 'Title' field with the text 'Why students should have mental health days | Hailey Hardcastle - YouTube', and a 'Web address (Online Resource)' field with the URL 'https://www.youtube.com/watch?v=1qg7IDL-bzY'. Below these fields, there's a section for 'Online Resource' with a checked checkbox, a 'Link to' button, and an 'Add field: Author' dropdown. There's also a 'Lookup: DOI' dropdown and a 'Lookup' button. At the bottom of the form are three buttons: 'Create', 'Create & Add to List', and 'Cancel'. A black arrow points from the text above to the 'Online Resource' checkbox.

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**.

This is a close-up of the bottom part of the bookmarking form. It shows the 'Online Resource' checkbox (unchecked), the 'Add field: Author' dropdown, the 'Add' button, the 'Lookup: DOI' dropdown, and the 'Lookup' button. Below these is a 'Note' text area. At the bottom are three buttons: 'Create', 'Create & Add to List', and 'Cancel'. Two black arrows point from the text above to the 'Create & Add to List' button and the 'Create' button.

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:

**Create & Add to List**

**Add to list**  
 Test 02/2020 (2019/2020) ▼

at the top of  
 at the bottom of

The list: ▼

**Note for student**  
 [Text area]

**Importance**  
 [Dropdown menu]

**Note for library**  
 [Text area]

**WARNING: Items will not appear publicly until the list is published.**

OK Cancel

Select the list from the drop-down menu

Select which section you would the item to appear in

You can add a note for students and/or a note for the library

Click **OK** when all field are complete.

N.B. You will need to publish the list again after making any additions to make these visible to students.

## 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.

My Bookmarks 1 to 25 of 8328

Add Action Install Bookmark Button

View as citations Search titles, notes, authors

<input type="checkbox"/>	Type	Title	Author	Date Added	Notes	Action
<input type="checkbox"/>	BOOK	Financial Accounting and Reporting	Elliott, Barry, Elliott, Jamie	about an hour ago		⋮
<input type="checkbox"/>	BOOK	Principles of corporate finance	Brealey, Richard A., Myers, Stewart C., Allen, Franklin	about 2 hours ago		⋮
<input type="checkbox"/>	BOOK	Business finance: theory and practice	McLaney, E.J.	about 2 hours ago		⋮
<input type="checkbox"/>	CHAPTER	Ancient woodland in The West Midlands in the early Middle Ages	Gelling, Margaret	about 2 hours ago		⋮
<input type="checkbox"/>		English place-names and landscape	Cullen, Paul, Carroll, Jayne			⋮

View bookmark  
 Add to list  
 Edit  
 Export to citations  
 Export to RefWorks  
 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.

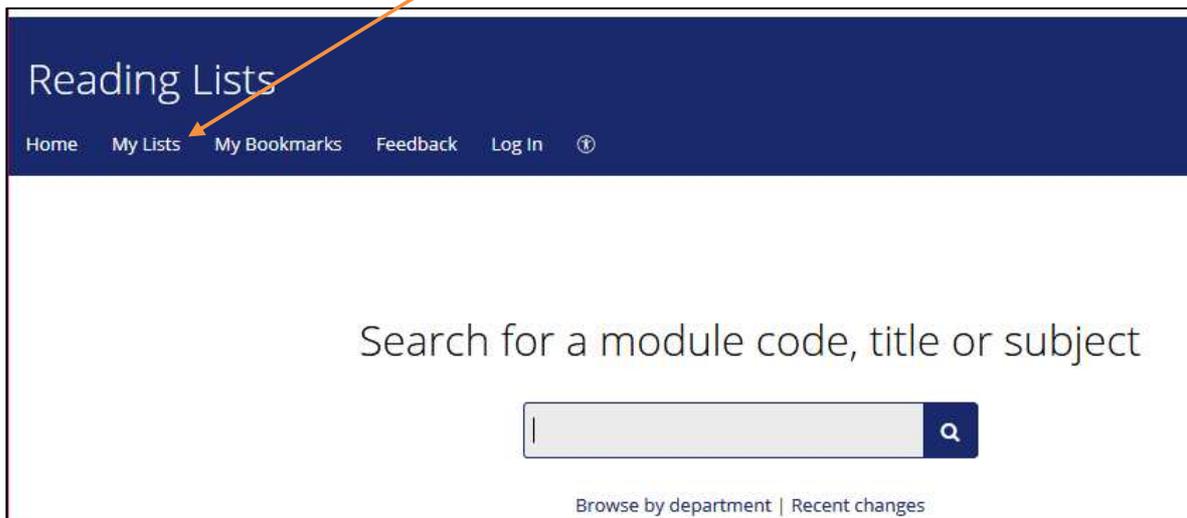
Clicking on the three dots will allow you to add the bookmark to a list as well as view, edit, export, or remove the bookmark from your **My Bookmarks** collection.

### 3. Creating a new list

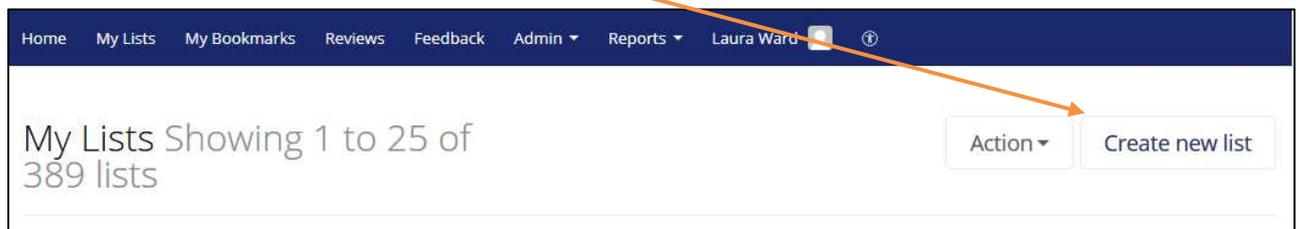
Before creating a new list, first check if a draft or published list already exists for the module by logging in and searching for the module code.

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.

To create a new reading list, click on **My Lists** on the reading lists homepage

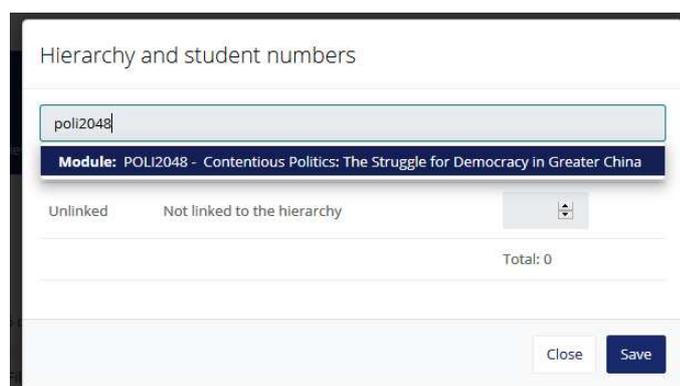


Then click on the **Create New List** button



Enter the list details:

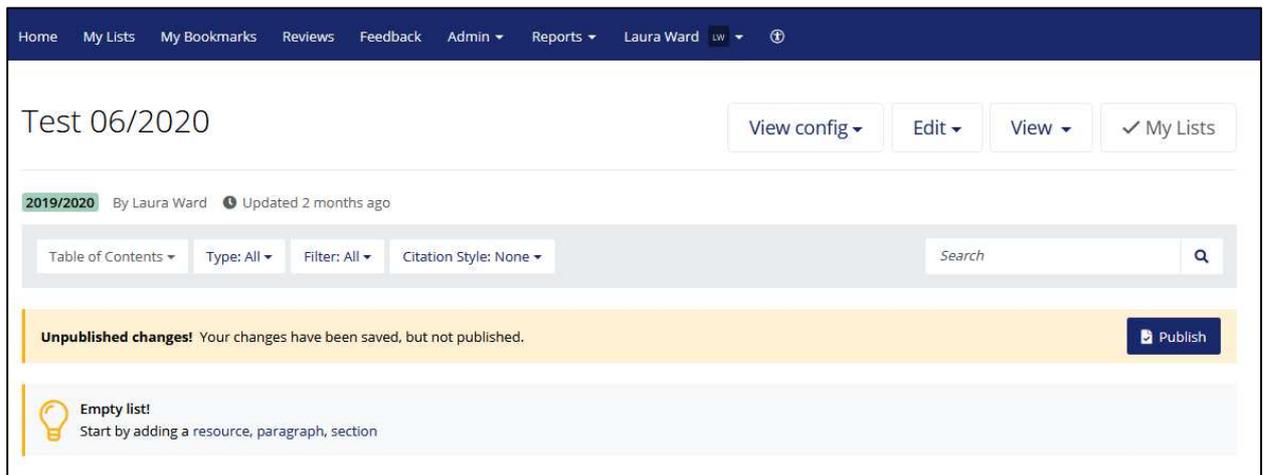
- List name: should be formatted as Module Name (Module Code) eg . Contentious Politics: The Struggle for Democracy in Greater China (POLI2048)
- Hierarchy: Click **Select Hierarchy** and enter the new-style 8 character module code/s.



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.



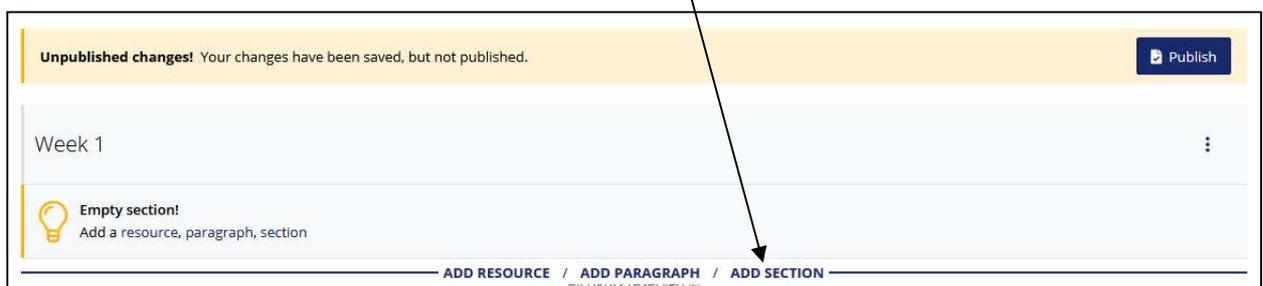
### 3.1. Creating sections

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:



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.



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.

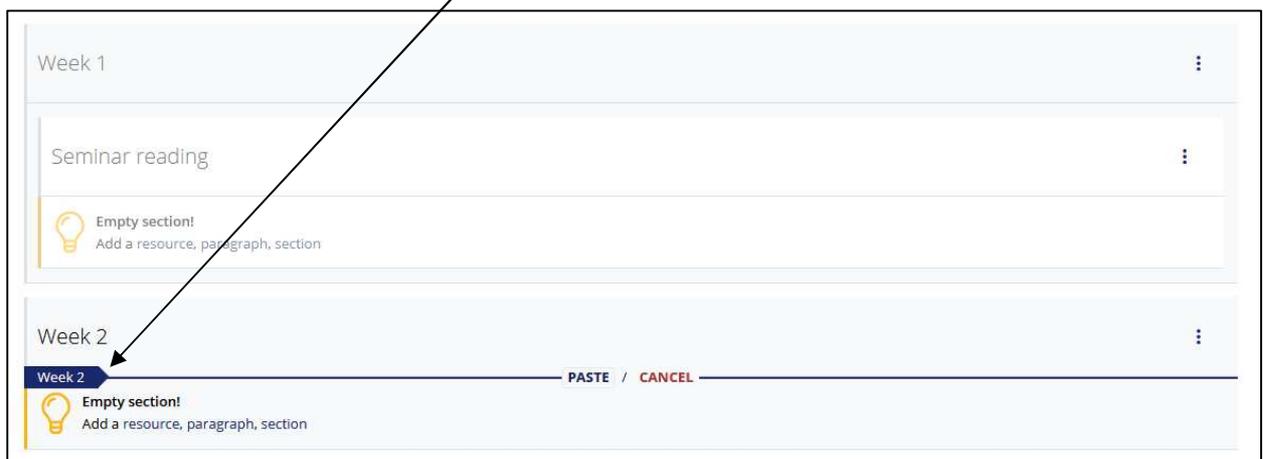


Clicking the three dot icon lets you **Edit** the name of the section, **Delete** the section, or reposition the section. To move a section to elsewhere in the list, click **Cut** in the three dot icon menu.



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



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.

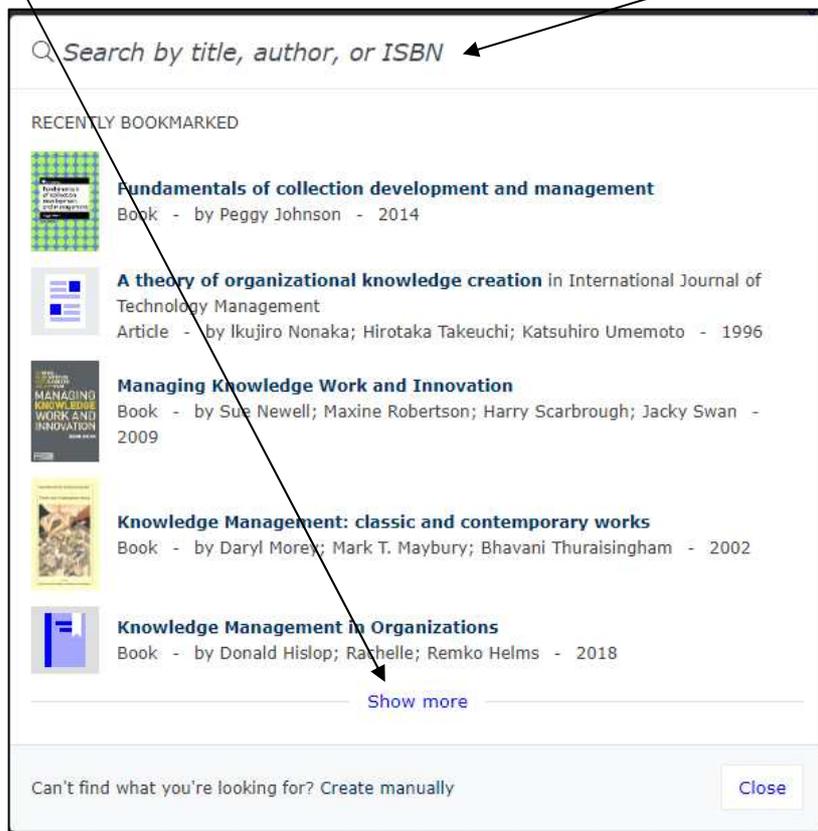


### 3.2. Adding resources

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



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



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

fundamentals of collection development and management

MY BOOKMARKS

 **Fundamentals of collection development and management**  
Book - by Peggy Johnson - 2018

 **Fundamentals of collection development and management**  
Book - by Peggy Johnson - 2014

BOOKS SEARCH

 **Fundamentals of Collection Development and Management**  
Book - by Peggy Johnson

Edition	ISBN	Published	Format	In library	
4th New edition	9781783302741	2018	Paperback / softback	✓	+
4th Revised edition	9780838916414	2018	Paperback / softback	✗	+
3rd Revised edition	9780838911914	2014	Paperback / softback	✗	+
3rd edition	9781856049375	2014	Paperback / softback	✓	+
2nd Revised edition	9780838909720	2009	Paperback / softback	✗	+

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

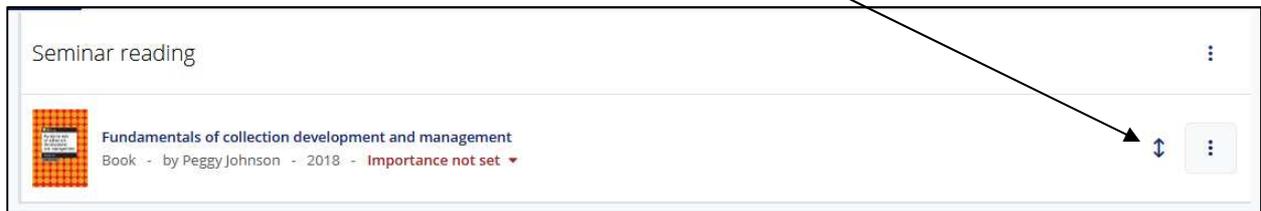
Seminar reading

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

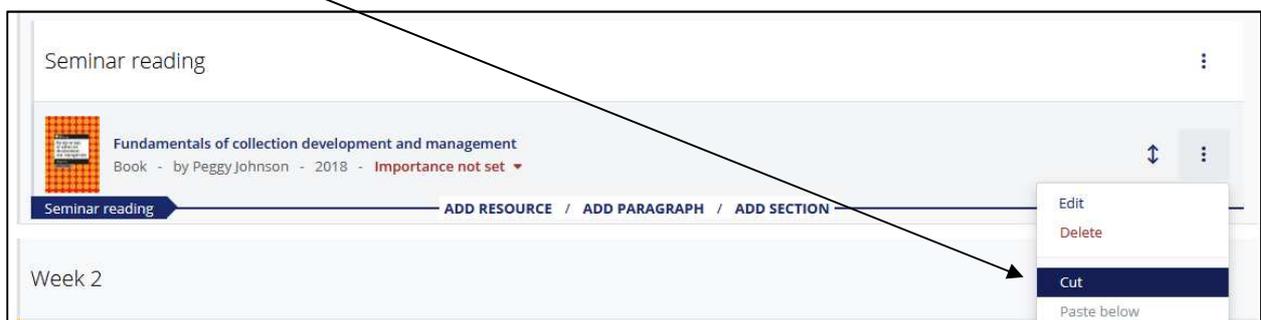
Edit  
Delete

### 3.3. Re-arranging resources

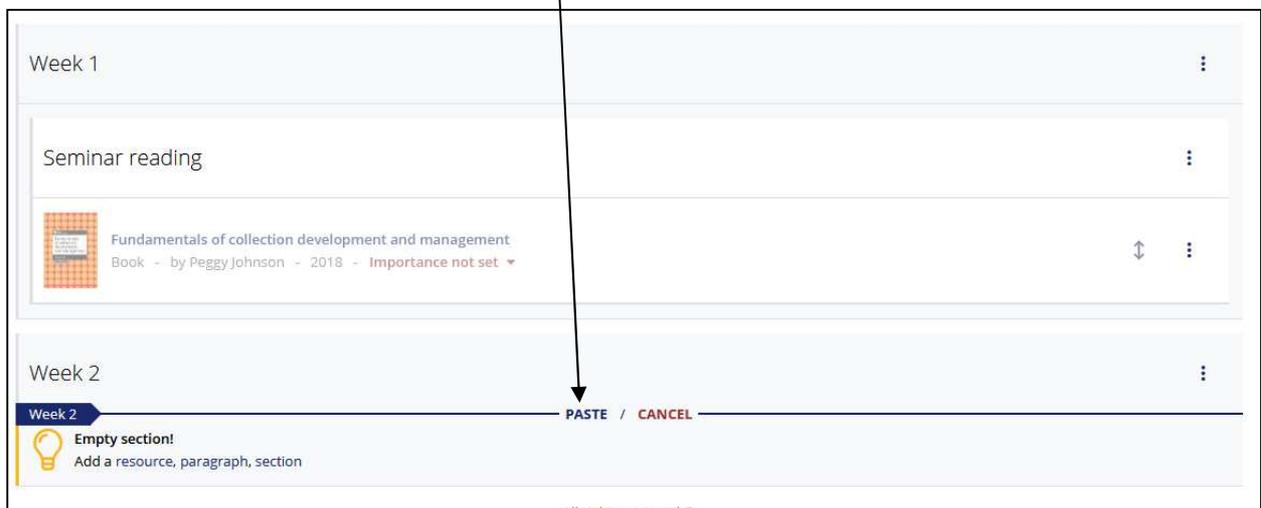
You can move items by clicking and dragging the two-way arrow of the resource bookmark into a new position.



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**

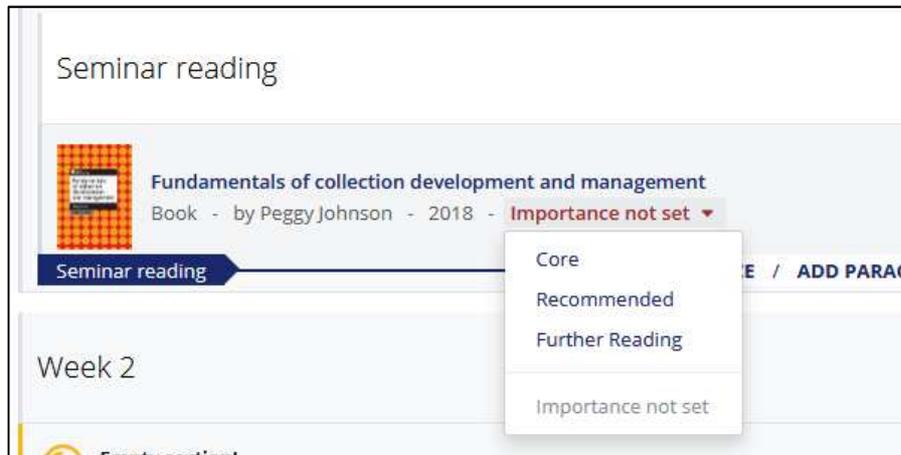


### 3.4. Setting importance

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: <https://www.nottingham.ac.uk/library/reading-lists/staff/best-practice.aspx>

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



### 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.**

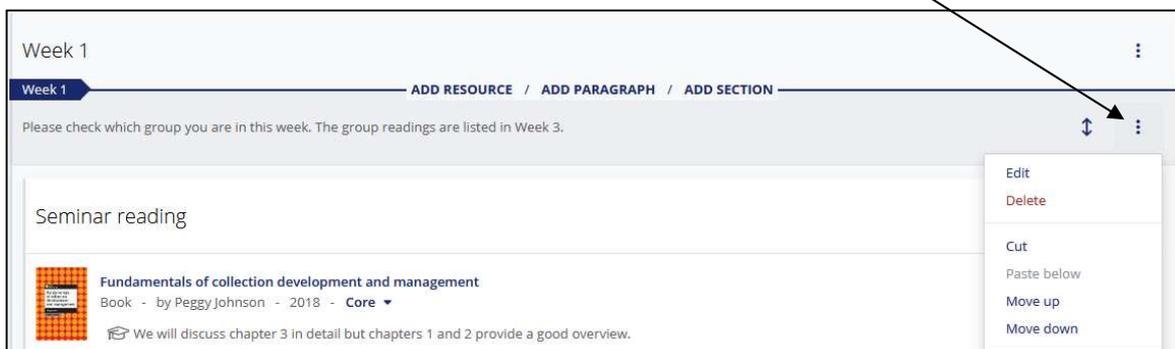
To create a general note, position your mouse and click **Add Paragraph** in the blue action bar.



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



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

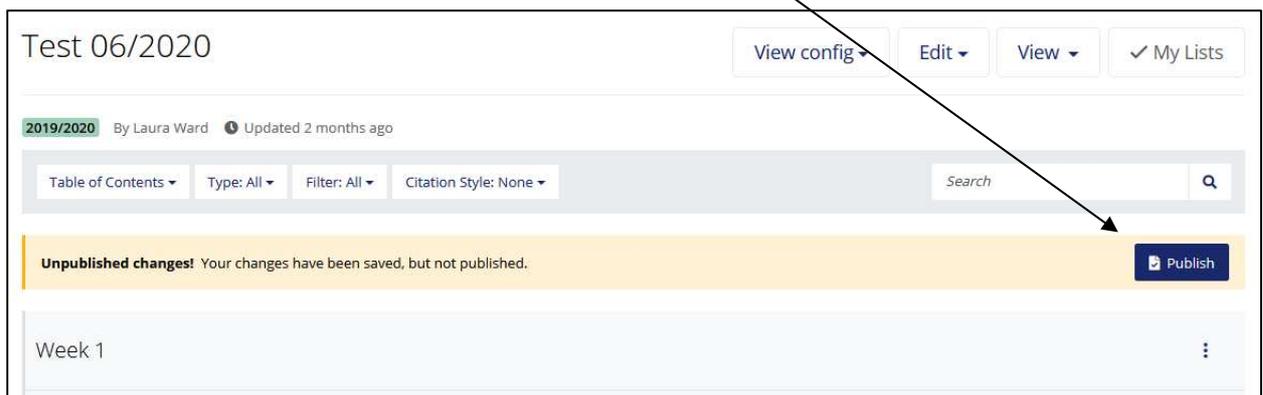


## 4. Editing an existing list

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.



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

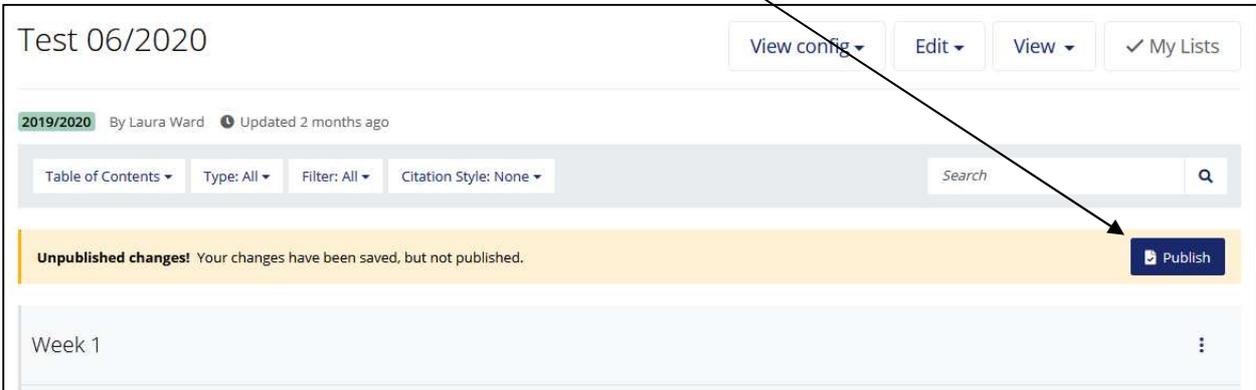


A yellow notification bar will appear and the blue action bar will not appear under your cursor. To exit student view, click the **Exit student view** button in the yellow notification bar.



## 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.



The screenshot shows a web interface for managing a course list. At the top, the title "Test 06/2020" is displayed. To the right of the title are buttons for "View config", "Edit", "View", and "My Lists". Below the title, there is a section for the current year "2019/2020" by "Laura Ward", updated "2 months ago". A navigation bar contains "Table of Contents", "Type: All", "Filter: All", "Citation Style: None", and a search box. A prominent yellow bar contains the text "Unpublished changes! Your changes have been saved, but not published." and a blue "Publish" button. An arrow points from the text in the first paragraph to the "Publish" button. Below the yellow bar, the list content begins with "Week 1" and a vertical ellipsis menu icon.

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: <http://workspace.nottingham.ac.uk/pages/viewpage.action?pageId=178128954>

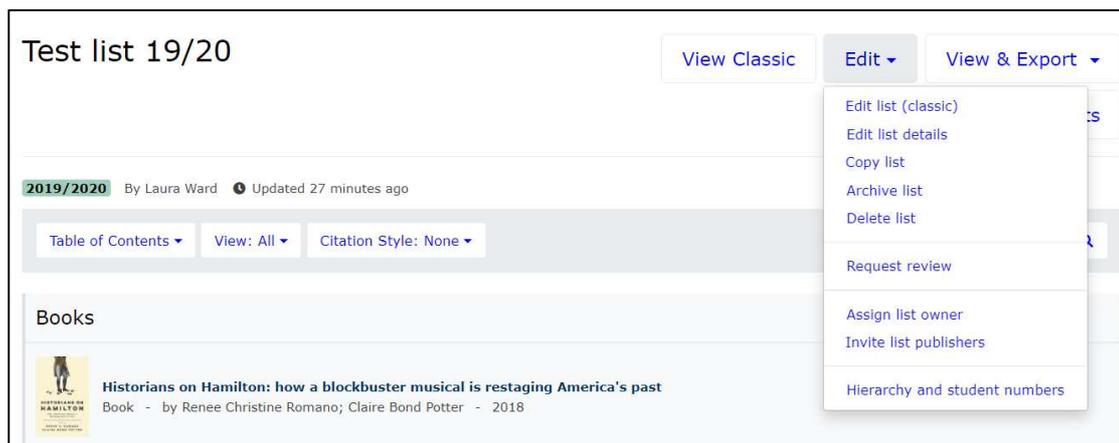
Please note that an overnight refresh may be required for changes to take effect.

### 6.1. Method 1: Link in Resource Block

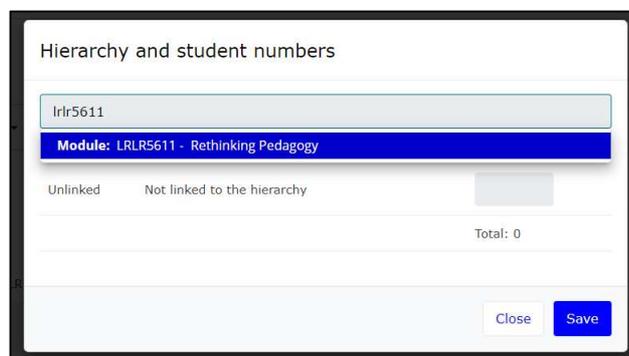
For this method to work, the list must be associated with a single module code in the hierarchy (for lists associated with multiple modules, see Method 2). You can see which modules a list is associated in the information bar



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



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



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 [Reading-List-Support-Service@nottingham.ac.uk](mailto:Reading-List-Support-Service@nottingham.ac.uk)

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:

<http://workspace.nottingham.ac.uk/pages/viewpage.action?pageId=178128954>

## 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:

<http://workspace.nottingham.ac.uk/pages/viewpage.action?pageId=178128954>

## 7. Further help

### **Help and suggestions**

If you have any problems or queries please contact the Reading List Support Service ([Ua-Reading-List@exmail.nottingham.ac.uk](mailto:Ua-Reading-List@exmail.nottingham.ac.uk)).

Reading list staff help pages, including FAQs and best practice, are available here:

<https://www.nottingham.ac.uk/library/reading-lists/staff/index.aspx>