Reading Lists: a guide to creating an online list
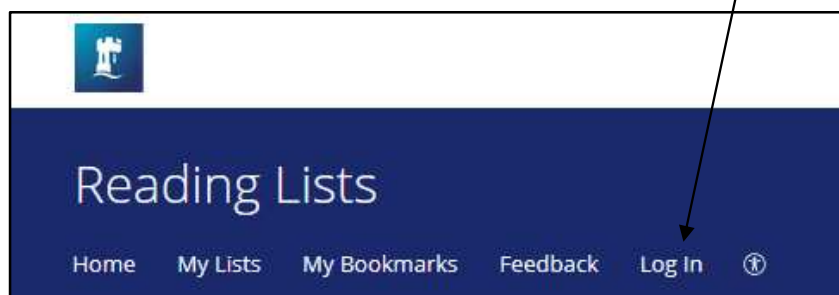
Table of Contents

1 Getting started

Open the University of Nottingham reading list page: https://notts.rl.talis.com/

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 list is capturing data of the resources you want to add. This is done by creating bookmarks from records on the University's library catalogue or from booksellers, journal publishers and other websites.

Before you can create any bookmarks, you will need to add the bookmarking extension to your web browser. You will only have to do this once for each browser.

To add the bookmarking extension. **Click on My Bookmarks**

Select Install **Bookmarking Extension**

Choose the option to install the extension for the browser you are using and follow the instructions

Find out how to install the bookmarking browser extension

How to Bookmark (English Subtitles) | ...

The bookmarking extension allows you to bookmark resources like books, journals, videos, or images from anywhere on the internet to your lists

Install the extension for your browser

- Chrome, Microsoft Edge, Opera, etc.
- Firefox
- Safari

Can't install the bookmarking extension?

Manually install the bookmarklet

Close

When installed, this Talis icon will be visible in the top right of your browser window. When you want to create a bookmark, click on this icon.
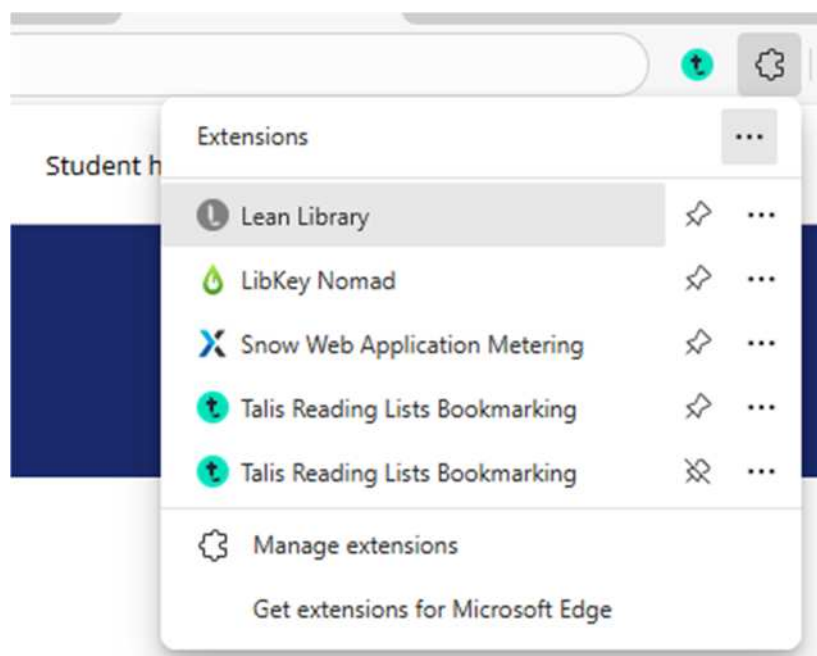

If the Talis icon does not appear on your toolbar automatically you may need to pin it to the toolbar.

Click on the Extensions icon

Click on the Pin icon next to Talis Reading Lists Bookmarking

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.

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

2.1 Books and e-books

Go to https://nusearch.nottingham.ac.uk/ and search for the book that you would like to add to a reading list.

If the book is on NUsearch, click on the title to load a screen with further details, like the one below. If the book is not on NUsearch, go to 2.1.1. of this guide
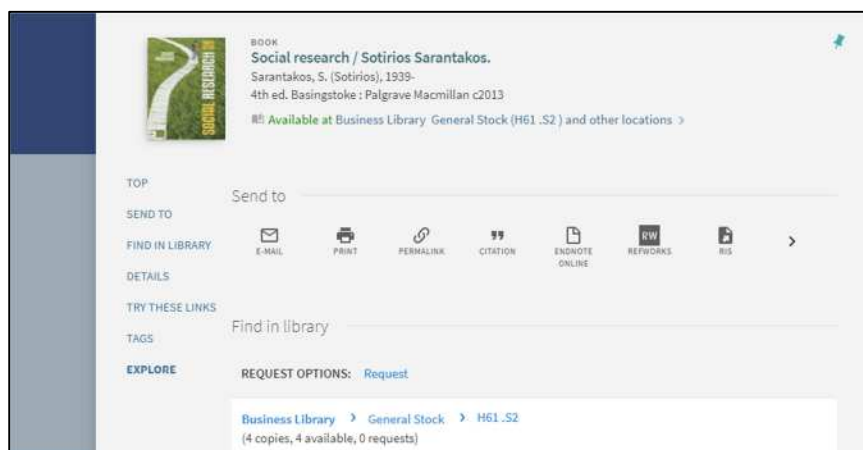
If it is a print book, click on the **Talis browser extension icon** whilst on this page.

The system will display a preview of what the book will look like on your reading list

There are sometimes alternative options available for you to look at if you click on **See matches**

Select a resource

We search for the selected resource in your library catalogue, Crossref, and/or Open Library, and what we extracted from the page with the extension so you can choose the right source.

Social research
Book - by S. Sarantakos - c2013 - 4th ed

🏛 Available in library   🗔 Online resource

Source: Library Catalogue

[Select]

Social research
Book - by S. Sarantakos - c2013 - 4th edition

🏛 Available in library   🗔 Online resource

Source: Library Catalogue

[Select]

Social research / Sotirios Sarantakos.
Book - by Sarantakos, S. (Sotirios), 1939-

🗔 Online resource

Source: Details extracted from Primo Explore

[Select]

Social research
Book - by S. Sarantakos - 2013
Source: Open Library

[Select]

[Cancel]

Generally, it is best to choose the Library Catalogue option which displays the details of print copies. You will need to click on Select to see the full preview which will include this information. (If we also have an ebook of the title the system should add this too, but it will be added later as part of the reading list review process if necessary).

If it is an e-book, click on the title or the green Available Online link then click the **Talis browser extension icon**

BOOK
📖 2 versions of this record exist. See all versions ›
Handbook of applied social research methods.
The SAGE handbook of applied social research methods / Leonard Bickman, Debra J. Rog.
2nd ed. Los Angeles ; London : SAGE c2009
🔗 Available online ›

Clicking the Talis extension icon will redirect you to a preview of what the book will look like on your reading list.

Source: Library Catalogue

Available in library   Online resource

The SAGE handbook of applied social research methods
Book - by Leonard Bickman; Debra J. Rog - c2009 - 2nd ed

Details		Library availability	
Authors	Leonard Bickman; Debra J. Rog	Book	CHECK FOR FULL TEXT
Published date	c2009		
Publisher	SAGE		
Pub place	Los Angeles; London		
Edition	2nd ed		
ISBN	1412973317, 1483348857, 9781412973311, 9781483348858		

The default match is usually preferred, but you may also select from **2 alternative options**.   See matches

If you need to add any additional information or amend any of the fields, click on edit resource.

Back   Edit resource   **Save in My Bookmarks**

Edit resource

Book

Resource type
Book ▾

Title
The SAGE handbook of applied social research methods

Contributors

Author

First name	Surname	
Leonard	Bickman	⋮

Author

First name	Surname	
Debra J.	Rog	⋮

Publication details

Edition

2nd ed	⋮

Date

c2009	⋮

Add all fields that apply

Part: Article, Chapter, etc.   Is part of: Book, journal, etc.

Add online resource

Authors   Editors   Publisher names

ISBN-13s   ISBN-10s   Edition

Start page   End page   Web addresses

Show all fields

To reference a specific chapter, choose **Part, Article, Chapter, etc** from the field menu on the right. A new form will appear to enter details of the chapter.

When the details are complete click on **Save in my bookmarks**. You will them be redirected back to the bookmark preview webpage.

You can add the resource directly to a list by searching for the list title in the top right box beside the bookmark preview. Find your list and click on **add to list.**

You will be asked to set the importance of the resource and choose where on the list you would like it to appear. You can also add a Note for Library or Note for Student. When complete click on **Finish**.

2.1.1 If a book is not on NUsearch

If a book you wish to add to your reading list is not available in the library, search for the book on a bookseller's website e.g. Amazon or a publisher's site. (It works best if you choose the paperback/hardback edition rather than a Kindle book)

Make sure only the item you wish to add to your list is displaying on the screen and

click on the **Talis browser extension icon.**

If the book is held by the library then library availability information should be displayed on the screen.

Preview bookmark from Amazon

Source: Library Catalogue   🏛 Available in library

The dark circle
Book - by Linda Grant - 2017

Details		Library availability	
Authors	Linda Grant	Greenfield Medical Library - Leisure Reading PR6057.R31.D2	
Published date	2017	1 COPY AVAILABLE	
Publisher	Virago Press		
Pub place	London		
ISBN	0349006784, 9780349006789		

Once and item has been purchased, 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 full-text article.

Professionals and the 'Knowledge Economy'   ✕ / All Collections ▾ 🔍

☐ 0 selected   PAGE 1   116,928 Results   📌 Save query   ⬤ Personalise

1 ARTICLE / multiple sources exist. see all
Professionals and the `Knowledge Economy': Rethinking the Theory of Postindustrial Society
Brint, Steven
Current Sociology, July 2001, Vol.49(4), pp.101-132
❝ doubled. Brint: Professionals and the 'Knowledge Economy... : Professionals and the 'Knowledge Economy' 103 biases... Brint Professionals and the 'Knowledge ❞
🗂 PEER REVIEWED

🔗 Available online ⬀ ›
📖 View issue contents ⬀

Whilst viewing the full-text article, click the **Talis browser extension icon**
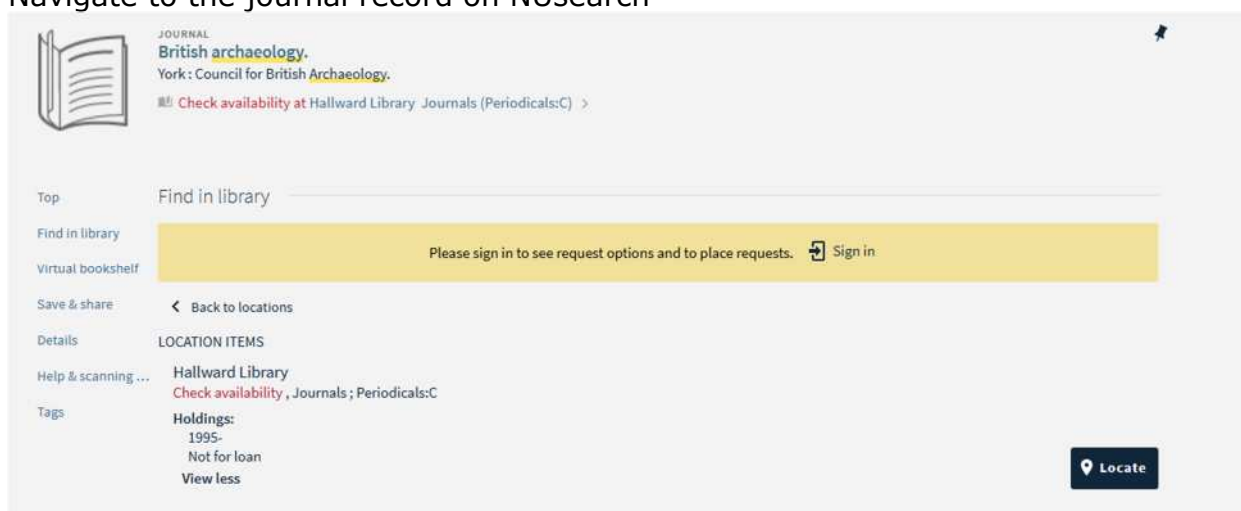
Check that both the article and the journal details have been gathered accurately and click on **Save in my Bookmarks**

[Cancel]   [Save in My Bookmarks]

2.2.1 If an article is only available in print

Navigate to the journal record on NUsearch

and click the **Talis browser extension icon** Select **Edit resource**

Choose **Part:Article, Chapter etc.**

Add the article title. Additional fields can be added to help students locate the article – We recommend recording author/s, volume, issue, date, page numbers, etc.

Once the relevant fields are filled in, click **Save in My Bookmarks**

2.2.3 If the library does not have the article online or in print

If the library does not own a print copy or have electronic access to an article, you can still add it to the reading list. If you can, we recommend noting additional information like journal name, author name, publication date and/or publisher. Contact Reading-List-Support-Service@nottingham.ac.uk for help with adding these.

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 icon**
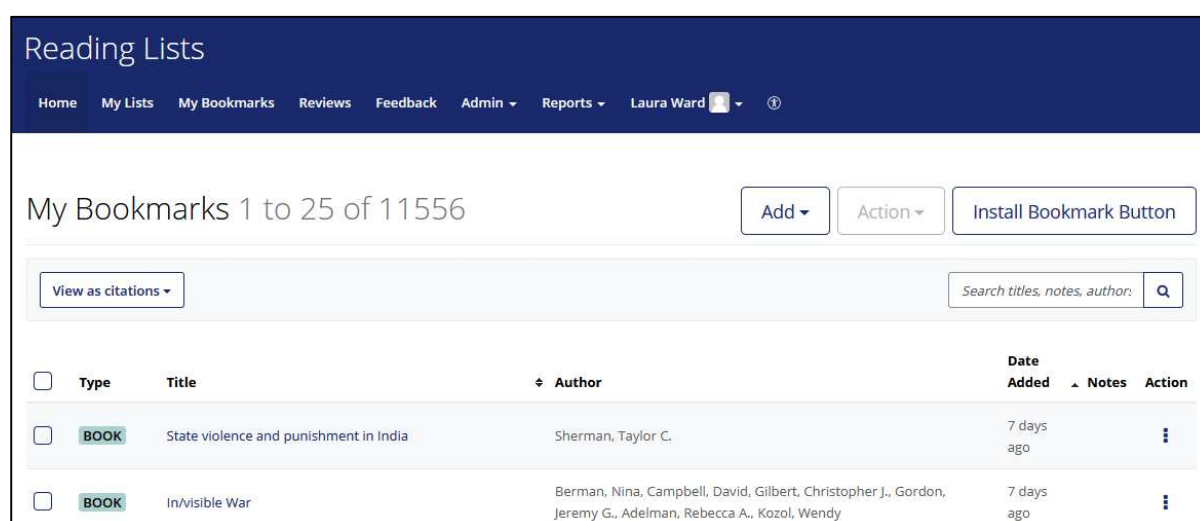
 Follow the previous steps to add more relevant information about the resource.

2.4 Managing your bookmarks

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

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


Clicking on the three dots in the 'Action' column 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

At the end of the academic year, 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.

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. Please contact Reading-List-Support-Service@nottingham.ac.uk if you cannot find your rollover list or if you need help creating a new list.

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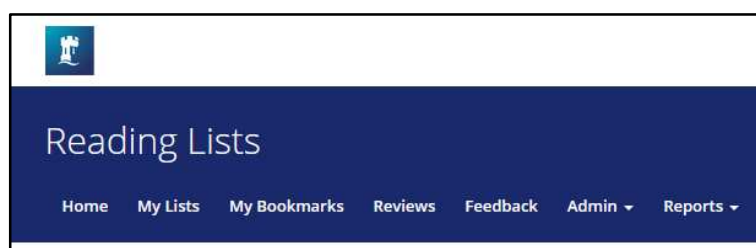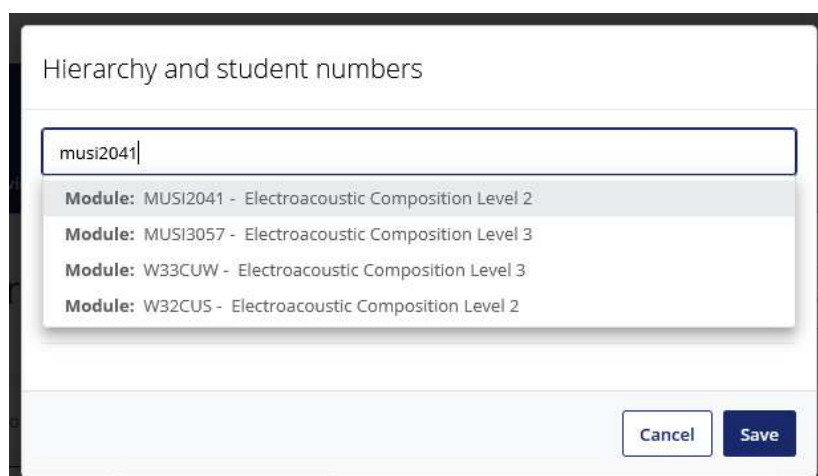

Then click on the **Create New List** button
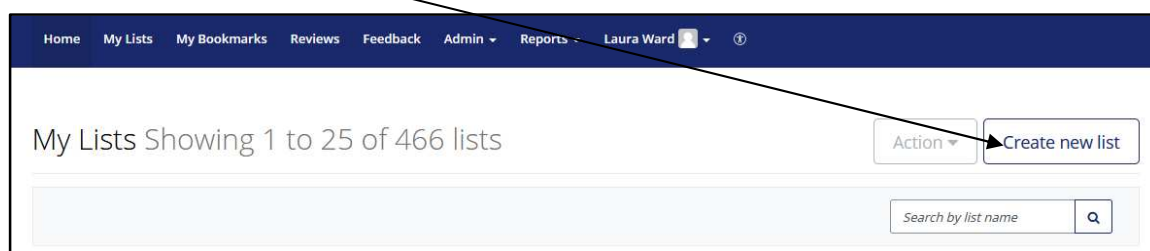
Enter the list details:
- **List name**: should be formatted as Module Name (Module Code):
  eg . Electroacoustic Composition Level 2 (MUSI2041)
- **Hierarchy**: Click **Select Hierarchy** and enter the module code/s.

The full module name will appear in the drop-down, click this and then click **Save**

- **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.

4 Editing a list

There is no need to create or edit a reading list in one go – changes are automatically saved as you make them. Students will only see the most recent published version of the list.

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.

The list must be published to make changes visible to students.

Once it has been published, the label will change from 'Draft list' or 'Unpublished changes' to 'Published' and students can see the latest changes since publishing.


If changes have been made to the list since it was last published it will be labelled as **Unpublished changes**.

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.
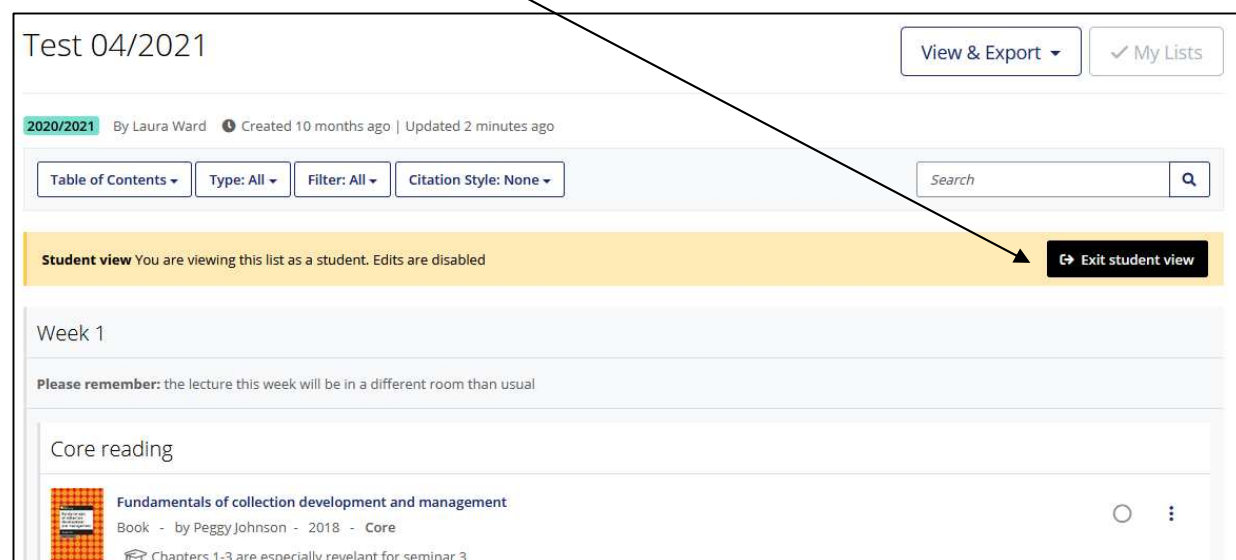

4.1 Creating sections

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 **Add section** in the **Empty List!** information box:

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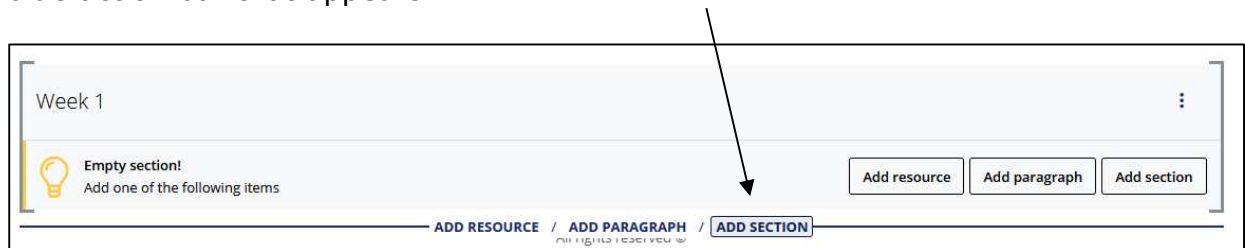
You can create sub-sectionsin a similar way – if adding to an empty section, you can click **section** in the **Empty section!** information box, otherwise position your mouse and click **Add section** on the blue action bar.


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, a blue flag on the action bar will also indicate which section it will be added to
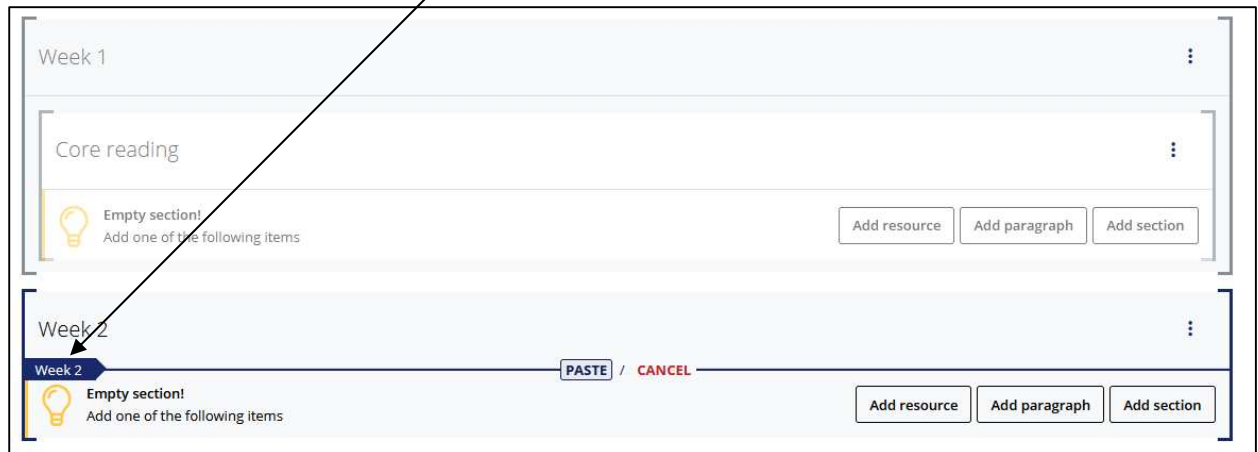
A **table of contents** at the top of the list displays all sections and sub-sections on the list. You can use the table of contents to jump straight to the relevant part of the list.
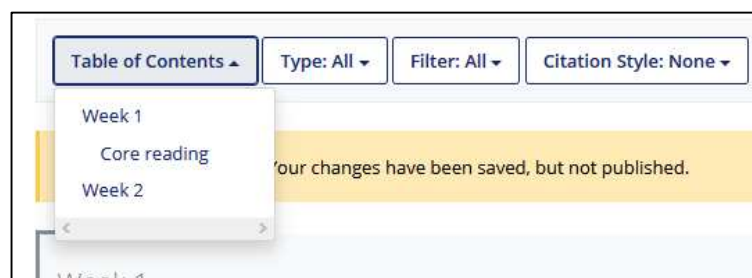
4.2 Adding resources

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.

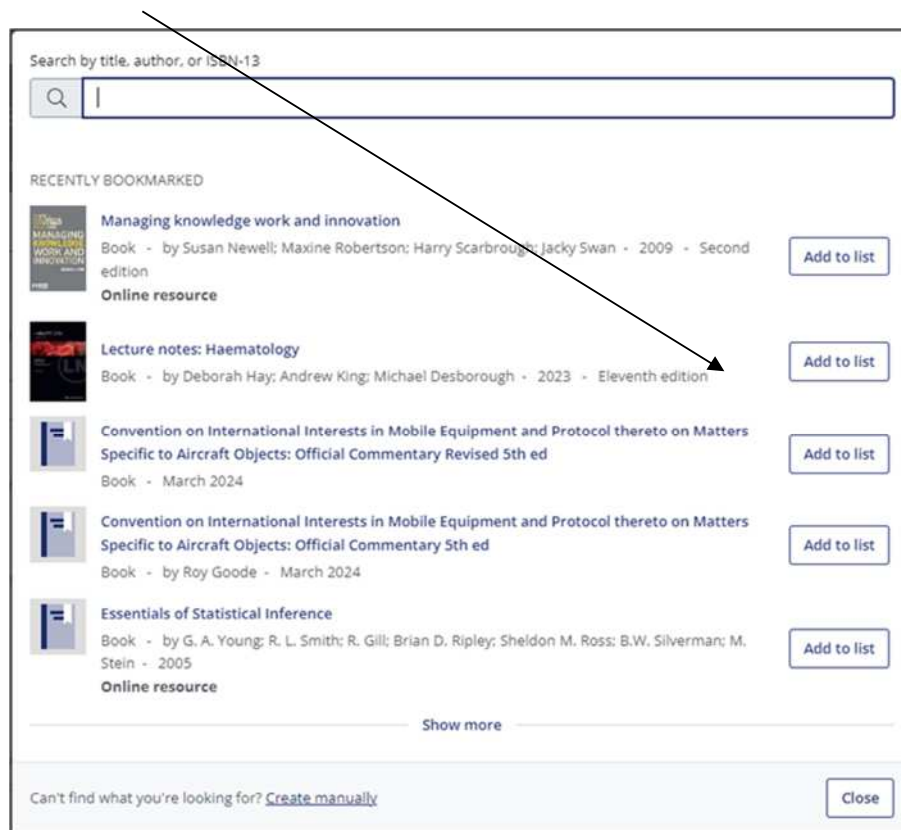You can then click Add to list to immediately create and add a bookmark to the reading list.

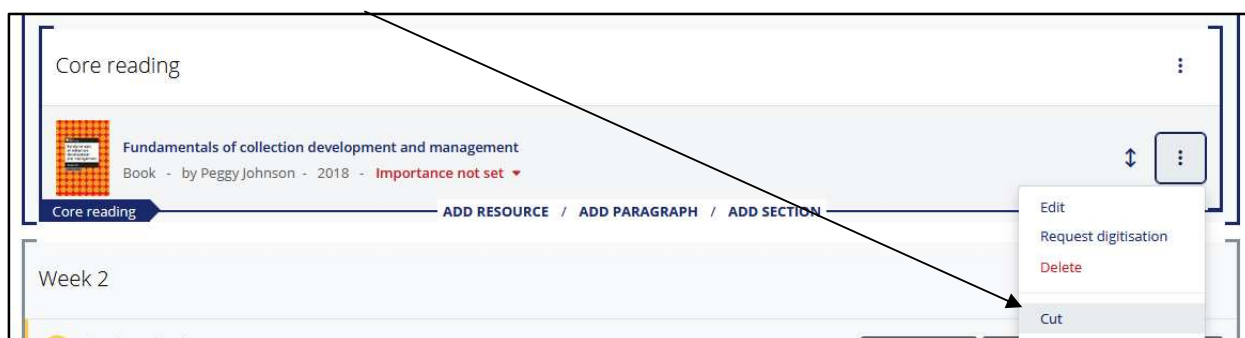You can remove resources from a list by clicking the three dots, then **Delete**.


4.3 Re-arranging resources

You can move items a short distance 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**
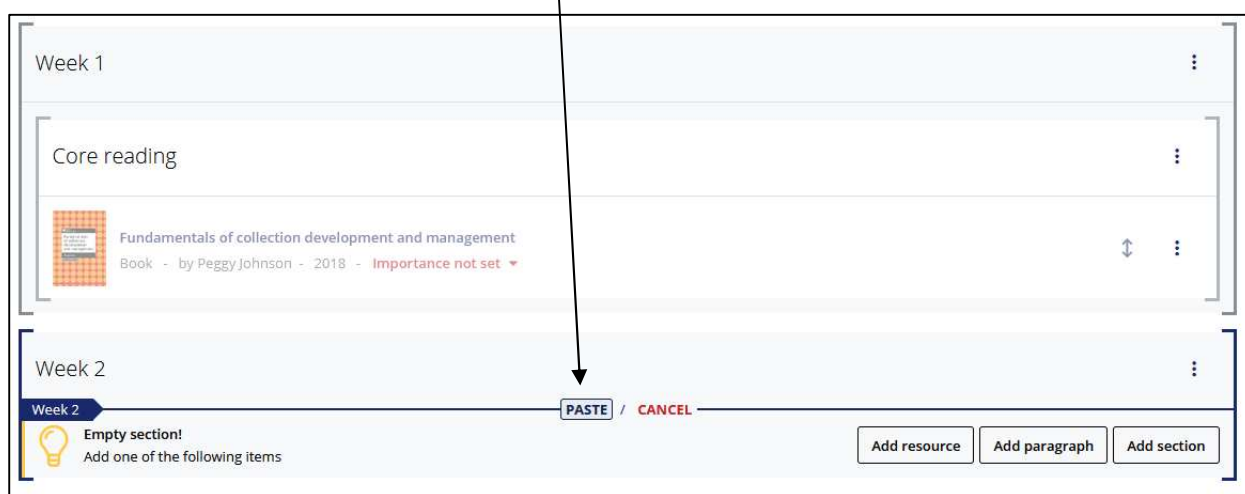
4.4 Setting importance, adding student/library notes

For each item on the list, you can set the importance to **Core, Recommended** or **Further reading.** The definitions of each importance are available here (3rd box down): https://www.nottingham.ac.uk/library/reading-lists/staff/best-practice.aspx

Clicking the red **Importance not set** text beneath the bookmark will let you choose from a drop-down of these options. Please utilise this function so the library can order an appropriate number of copies of core texts ahead of the start of semester.

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/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. **Please do not use library notes to request digitisation of extracts** – see this page for how to place digitisations requests:
https://www.nottingham.ac.uk/library/help/copyright/teaching/scanning.aspx

To add a student/library note, click the three-dot icon and then either **Note for students** or **Note for library.**
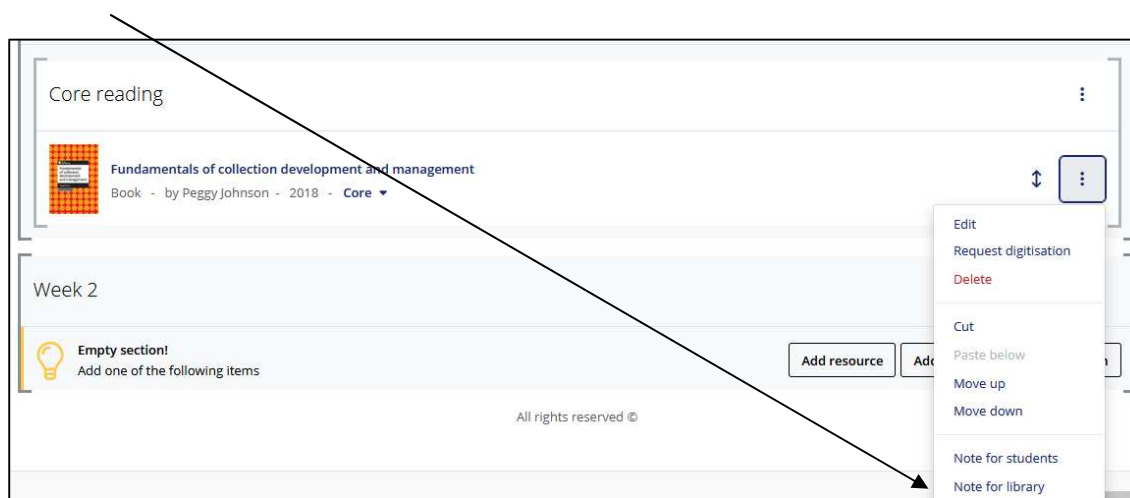
You can add both a student and a library note to a resource if required.


4.5 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.**
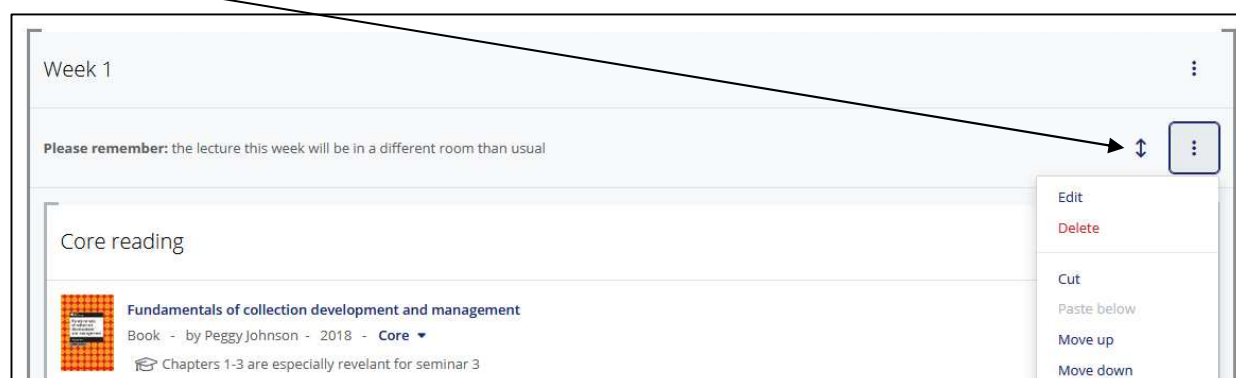
To create a general note, position your mouse and click **Add Paragraph** in the blue action bar.

Type your text into the box as required, then click **Save**
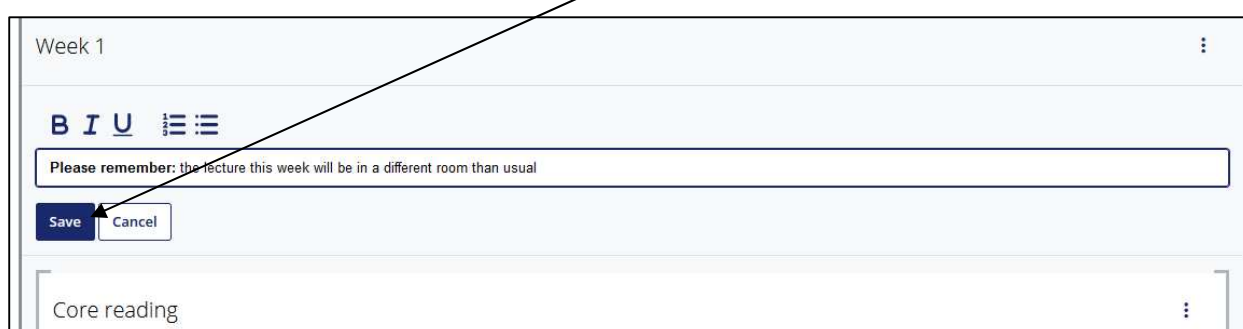
You can **edit, delete** and **move** general notes in the same way as you would with resources by clicking the three-dot icon and choosing the relevant option:

5 Publish

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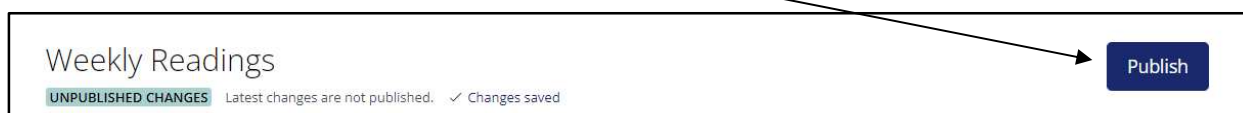
Once published, a review of the list will automatically be opened. Library staff will review the list and order any resources not already available in the library. When the review has been completed you will receive an automated email.

5.1 Displaying lists in Moodle

Full instructions on both methods of adding a reading list link to the module Moodle page can be found here:
https://nottshelp.atlassian.net/wiki/spaces/moodlestaff/pages/830315/How+do+I+add+a+reading+list+to+my+module

6 Further help

Help and suggestions

If you have any problems or queries, please contact the Collections Team (UA-Collections@exmail.nottingham.ac.uk).