

Reading Lists: a guide to creating an online list

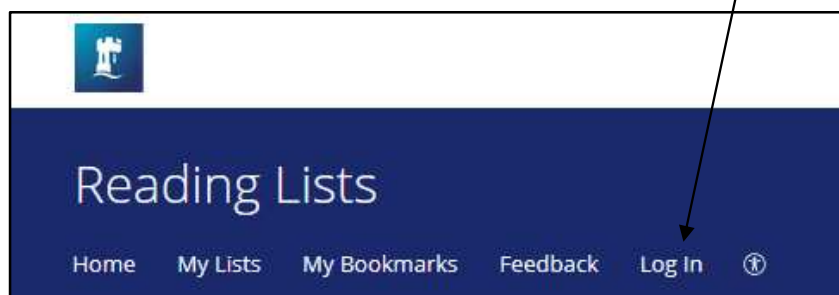
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1 Getting started

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



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.

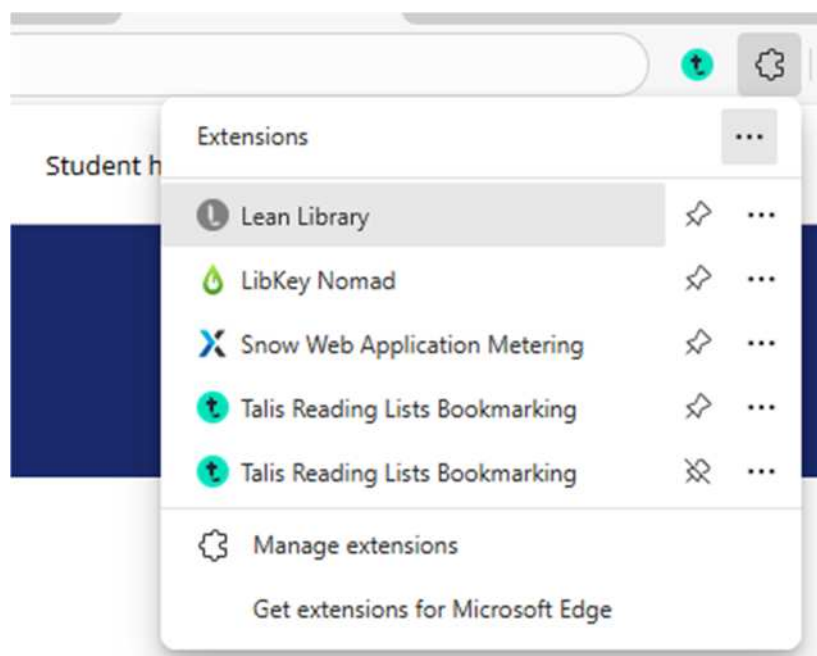


If the Talis icon does not appear on your toolbar automatically you may need to pin it to the toolbar.

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

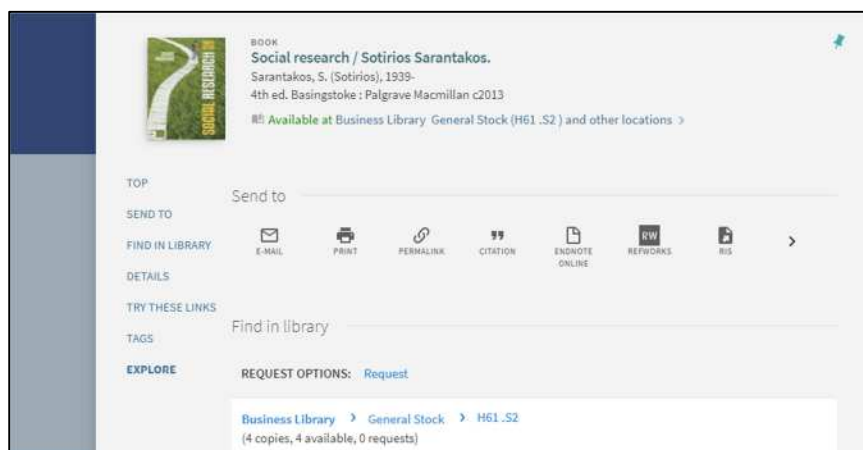
A main source of resources for your reading list will be the University of Nottingham library catalogue, NUsearch.

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
Preview bookmark from Primo Explore

Source: Library Catalogue Available in library Online resource

Social research		Library availability	
Book - by S. Sarantakos - c2013 - 4th ed		Book: CHECK FOR FULL TEXT	
Authors	S. Sarantakos	Business Library - General Stock H61 .S32	4 OF 4 COPIES AVAILABLE
Published date	c2013	George Green Library - General Stock H61 SAR	1 COPY AVAILABLE
Publisher	Palgrave Macmillan	Hallward Library - General Stock H61 .S2	5 OF 6 COPIES AVAILABLE
Pub place	Basingstoke		
Edition	4th ed		
ISBN	0230295320, 9780230295322		

The default match is usually preferred, but you may also select from **3 alternative options**. [See matches](#)

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

Select



Available in library



Online resource

Source: Library Catalogue

Social research

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

Select



Available in library



Online resource

Source: Library Catalogue

Social research / Sotirios Sarantakos.

Book - by Sarantakos, S. (Sotirios), 1939-

Select



Online resource

Source: Details extracted from Primo Explore

Social research

Book - by S. Sarantakos - 2013

Select

Source: Open Library

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

Authors Leonard Bickman; Debra J. Rog
Published date c2009
Publisher SAGE
Pub place Los Angeles; London
Edition 2nd ed
ISBN 1412973317, 1483348857, 9781412973311, 9781483348858

Library availability

Book

CHECK FOR FULL TEXT

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

Leonard

Surname

Bickman

Author

First name

Debra J.

Surname

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.

Edit resource

Chapter

There's a problem

- Enter a resource title

Resource type
Chapter

Title

A title is required

View online button
Select link for the online button
☒ OpenURL

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

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

Cancel

Save in My Bookmarks

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**.

Add to list

Select list

You can select a list you have recently modified or use the search box to search for lists you own or you have edit permission for.

Search list by title

Doing Ethnography SOCI4063

Add to list

Apocalyptic Thought from the 1st to 21st Century (HIST3096)

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**.

Importance

Importance helps students to prioritise their reading and the library to plan purchases in advance

Importance (Required)

Importance not set

Select position on the list

Position

At the bottom

Where

Of the list

Notes

Note for library

Note for student

Back

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)

Books > Literature & Fiction > Contemporary Fiction

The Dark Circle: Shortlisted for the Baileys Women's Prize for Fiction

2017 Paperback – 6 April 2017
by Linda Grant (Author)

4.0 ★★★★★ 953 ratings

Save 5% on any 4 Qualifying items | [Terms](#)

Shortlisted for the Baileys Women's Prize for Fiction
'Extraordinarily affecting' Alex Preston, *Observer*

'This is a novel whose engine is flesh and blood, not cold ideas... Grant brings the 1950s - that odd, downbeat, fertile decade between war and sexual liberation - into sharp, bright, heartbreaking focus' - Christobel Kent *Guardian*

All over Britain life is beginning again now the war is over but for Lenny and Miriam, East End London teenage twins who have been living on the edge of the law, life is suspended - they've contracted tuberculosis. It's away to the sanatorium - newly opened by the NHS - in deepest Kent for them where they will meet a very different world: among other patients, an aristocrat, a young university grad, a mysterious German woman and an American merchant seaman with big ideas about love and rebellion. They are not the only ones whose lives will be changed forever.

[Read more](#)

Kindle Edition £4.99 Available instantly
Audiobook £0.99 with membership
Hardcover £3.37
Paperback £9.19

Other Used and New from £0.90

Buy new: -8% £9.19
RSP: £9.99
FREE Returns

FREE delivery Thursday, 16 October on your first order to UK or Ireland. [Details](#)

Or fastest delivery Tomorrow, 14 October. Order within 5 hrs 8 mins. [Details](#)

Delivering to Nottingham NG8 - Update location

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
Published date	2017
Publisher	Virago Press
Pub place	London
ISBN	0349006784, 9780349006789

Greenfield Medical Library - Leisure Reading PR6057.R31.D2
1 COPY AVAILABLE

Once an 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' X All Collections 🔍

0 selected PAGE 1 116,928 Results Save query Personalise



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**



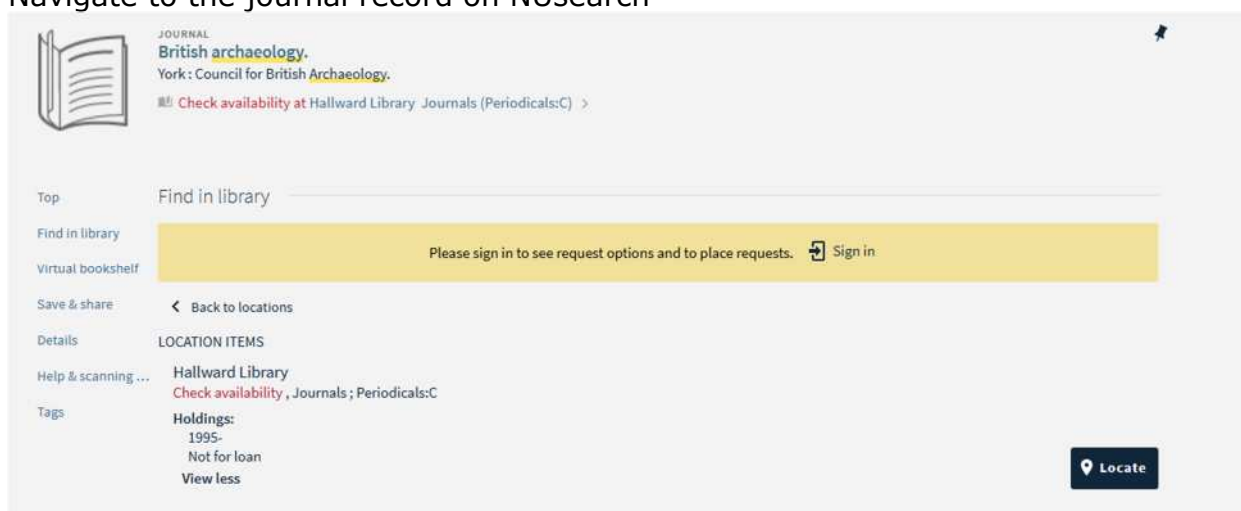
Check that both the article and the journal details have been gathered accurately and click on **Save in my Bookmarks**

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.**

A screenshot of the 'Edit resource' form. The 'Journal' section has a 'Resource type' dropdown set to 'Journal', a 'Title' field with 'British archaeology', and a 'Contributors' section with 'Author' and 'Full name' (Council for British Archaeology). The 'Add all fields that apply' section includes checkboxes for 'Part: Article, Chapter, etc.' (checked), 'Is part of: Book, journal, etc.', 'Add online resource', 'Authors', 'DOI', 'Web addresses', 'Volume', 'Issue', 'Dates', 'ISSNs', 'EISSNs', and 'Start page'.

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**

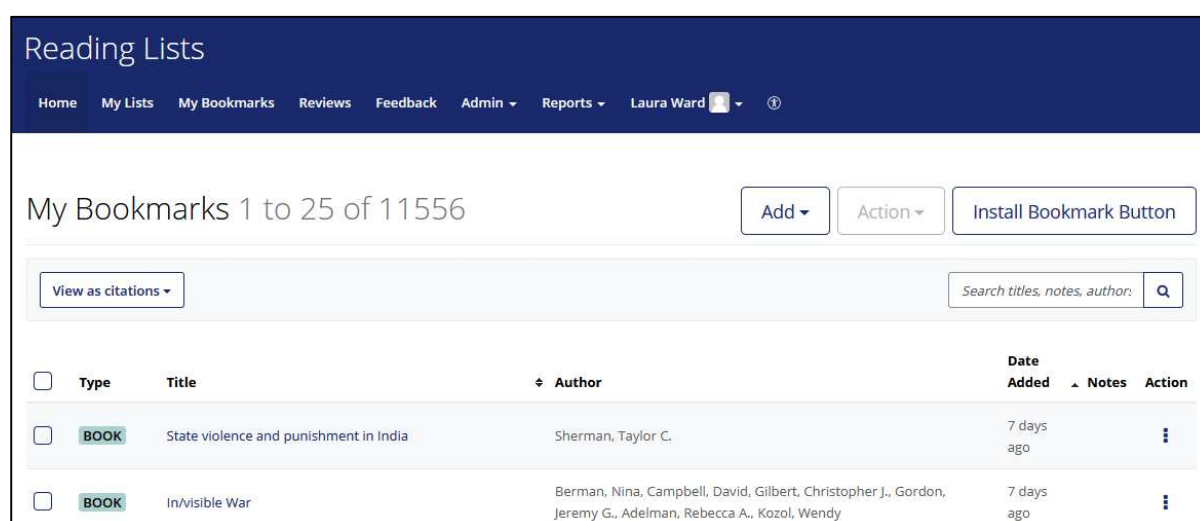


Follow the previous steps to add more relevant information about the resource.

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.

A screenshot of the 'Reading Lists' application interface. The top navigation bar is dark blue with links for Home, My Lists, My Bookmarks, Reviews, Feedback, Admin, Reports, and a user profile for Laura Ward. The main content area is titled 'My Bookmarks 1 to 25 of 11556'. It includes a search bar with the placeholder 'Search titles, notes, author:' and a 'View as citations' dropdown. Below the search bar is a table with columns: Type, Title, Author, Date Added, Notes, and Action. The table lists two bookmarks, both marked as 'BOOK'. The first bookmark is 'State violence and punishment in India' by Sherman, Taylor C., added 7 days ago. The second bookmark is 'In/visible War' by Berman, Nina, Campbell, David, Gilbert, Christopher J., Gordon, Jeremy G., Adelman, Rebecca A., Kozol, Wendy, also added 7 days ago. Each row has a three-dot menu icon in the Action column.

<input type="checkbox"/>	Type	Title	Author	Date Added	Notes	Action
<input type="checkbox"/>	BOOK	State violence and punishment in India	Sherman, Taylor C.	7 days ago		⋮
<input type="checkbox"/>	BOOK	In/visible War	Berman, Nina, Campbell, David, Gilbert, Christopher J., Gordon, Jeremy G., Adelman, Rebecca A., Kozol, Wendy	7 days ago		⋮

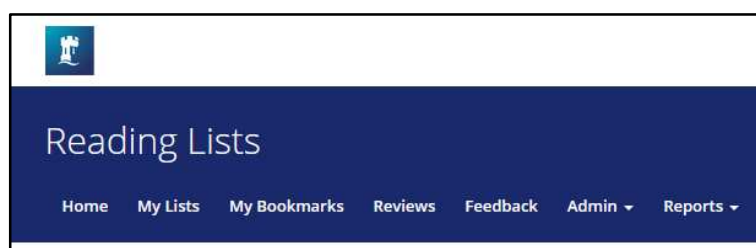
Clicking on the three dots in the 'Action' column will allow you to add the bookmark to a list as well as view, edit, export, or remove the bookmark from your My Bookmarks collection.

3 Creating a new list

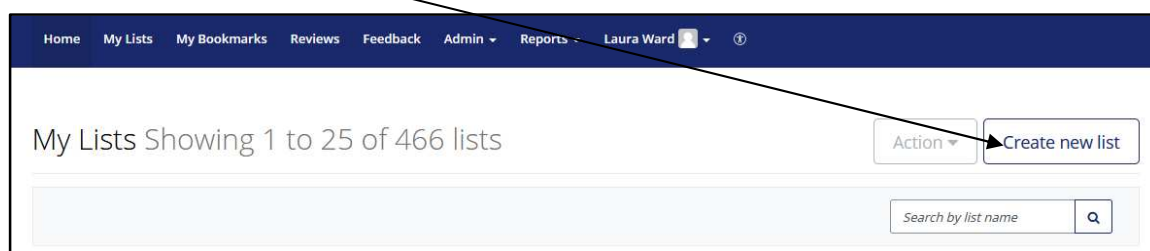
At the end of the academic year, published reading lists are automatically duplicated to create draft reading lists for the next academic year. These draft lists are only visible to logged in staff.

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



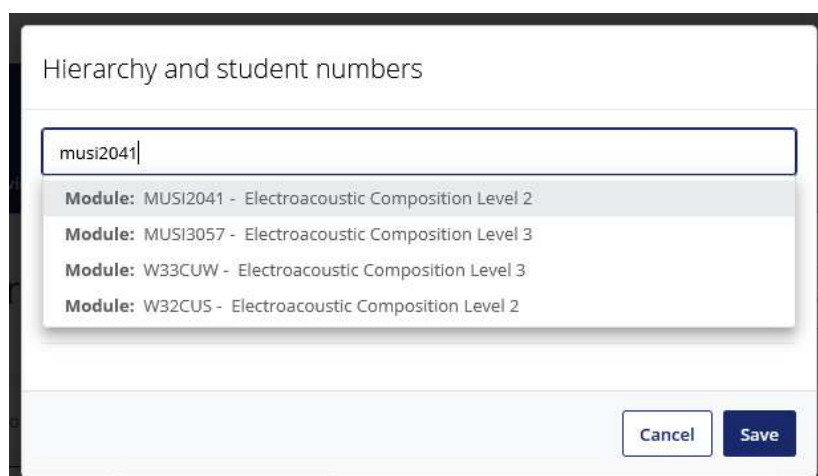
Then click on the **Create New List** button



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.

The screenshot shows a web interface for a reading list. At the top, the title 'test' is displayed. Below it, a status bar indicates 'DRAFT LIST' in a teal box, followed by the text 'Students can't see this draft.' and a green checkmark with 'Changes saved'. A blue 'Publish' button is in the top right corner. Below the status bar, there's a row of controls: 'Created a few seconds ago | Updated a few seconds ago', 'Edit' with a dropdown arrow, 'View & Export' with a dropdown arrow, and 'My Lists' with a checkmark and an information icon. Below this is a light blue bar with filters: 'Table of Contents' with a dropdown arrow, 'Type: All' with a dropdown arrow, 'Filter: All' with a dropdown arrow, 'Citation Style: None' with a dropdown arrow, and a search bar with the placeholder 'Search' and a magnifying glass icon. At the bottom, a light blue box contains a lightbulb icon and the text 'Empty list! Start by adding one of the following items'. To the right of this box are three buttons: 'Add resource', 'Add paragraph', and 'Add section'.

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 screenshot shows a web interface for a reading list. At the top, the title 'nicola testing' is displayed. Below it, a status bar indicates 'DRAFT LIST' in a teal box, followed by the text 'Students can't see this draft.' and a green checkmark with 'Changes saved'.

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

The screenshot shows a close-up of the 'Publish' button, which is a dark blue rectangle with the word 'Publish' in white. Below it, there's a row of controls: 'Edit' with a dropdown arrow, 'View & Export' with a dropdown arrow, and 'My Lists' with a checkmark and an information icon.

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.

The screenshot shows a web interface for a reading list. At the top, the title 'Weekly Readings' is displayed. Below it, a status bar indicates 'PUBLISHED' in a teal box, followed by the text 'This list is live, students can see latest changes.' and a green checkmark with 'Changes saved'.

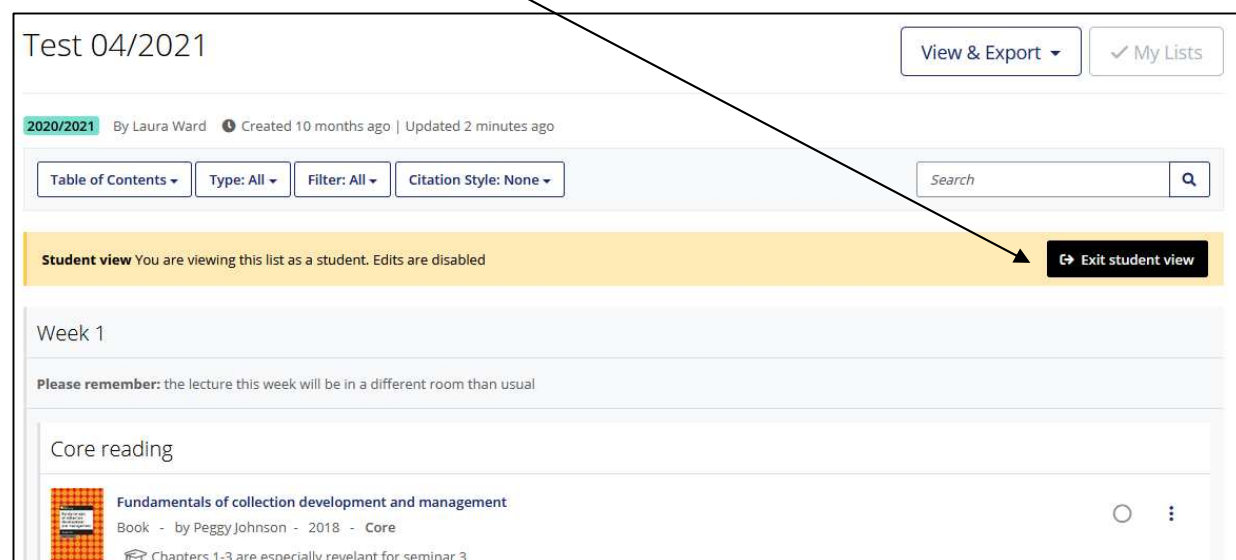
If changes have been made to the list since it was last published it will be labelled as **Unpublished changes**.



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.



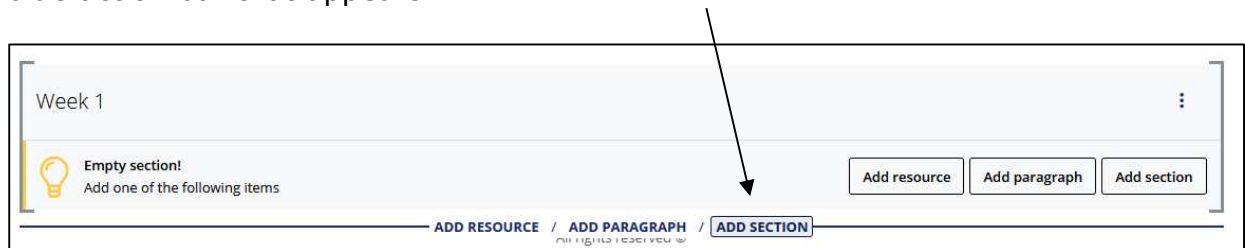
4.1 Creating sections

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-sections 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.



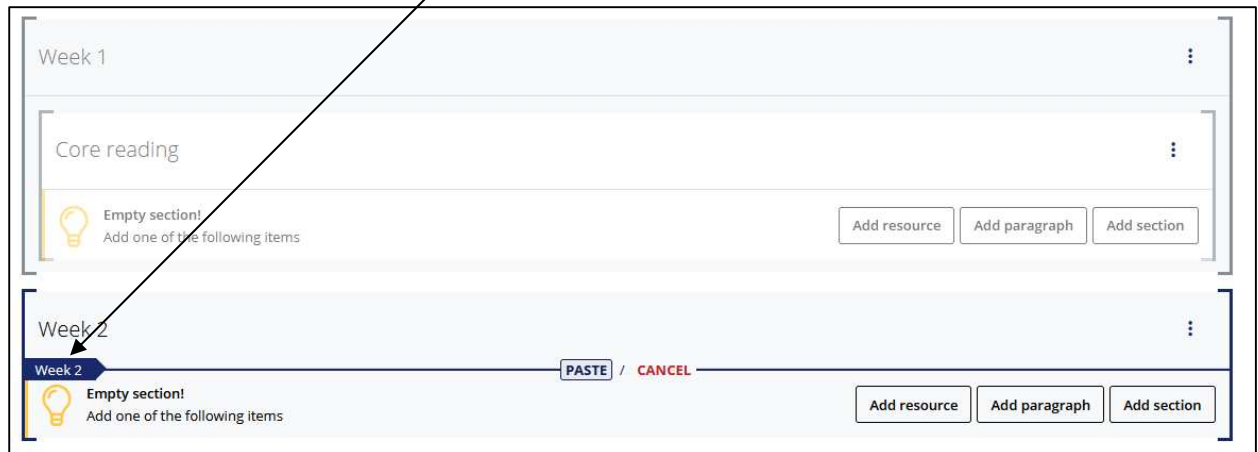
Clicking the three-dot icon lets you **edit** the name of the section, **delete** the section, or reposition the section.

To move a section to elsewhere in the list, click **Cut** in the three-dot icon menu.

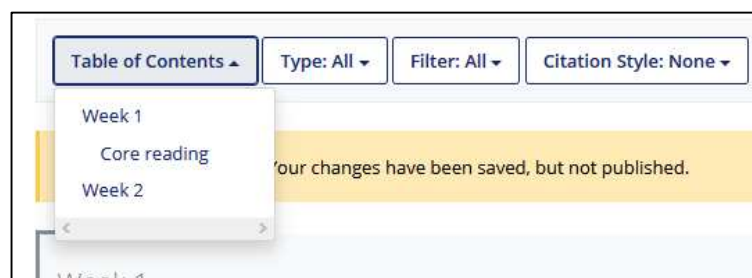


The section being moved will become faded and the blue action bar will change from showing **Add resource / Add note / Add section** to **Paste / Cancel**. Position the mouse where you would like to paste the section and click **Paste**.

If adding to an existing section, 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

Search by title, author, or ISBN-13

Q

RECENTLY BOOKMARKED




The Business-Social Policy Nexus: Corporate Power and Corporate Inputs into Social Policy in

Journal of Social Policy

Article - by KEVIN FARNSWORTH; CHRIS HOLDEN - 07/2006

Online resource


Add to list



Capitalists in communist China

Book - by Keming Yang - c2013

Add to list




Causes of Business-to-Government Corruption in the Tendering Process in China in Journal of

Management in Engineering

Article - by Bing Zhang; Yun Le; Bo Xia; Martin Skitmore - 03/2017

Online resource

Add to list




The Business-Social Policy Nexus: Corporate Power and Corporate Inputs into Social Policy in

Journal of Social Policy

Article - by KEVIN FARNSWORTH; CHRIS HOLDEN - 07/2006

Online resource

Add to list



History: an introduction to theory, method and practice

Book - by Peter Claus; John Marriott - 2017 - Second edition

Online resource

Add to list

Show more

Can't find what you're looking for? [Create manually.](#)

Close

Using the search box will return two sets of search results:

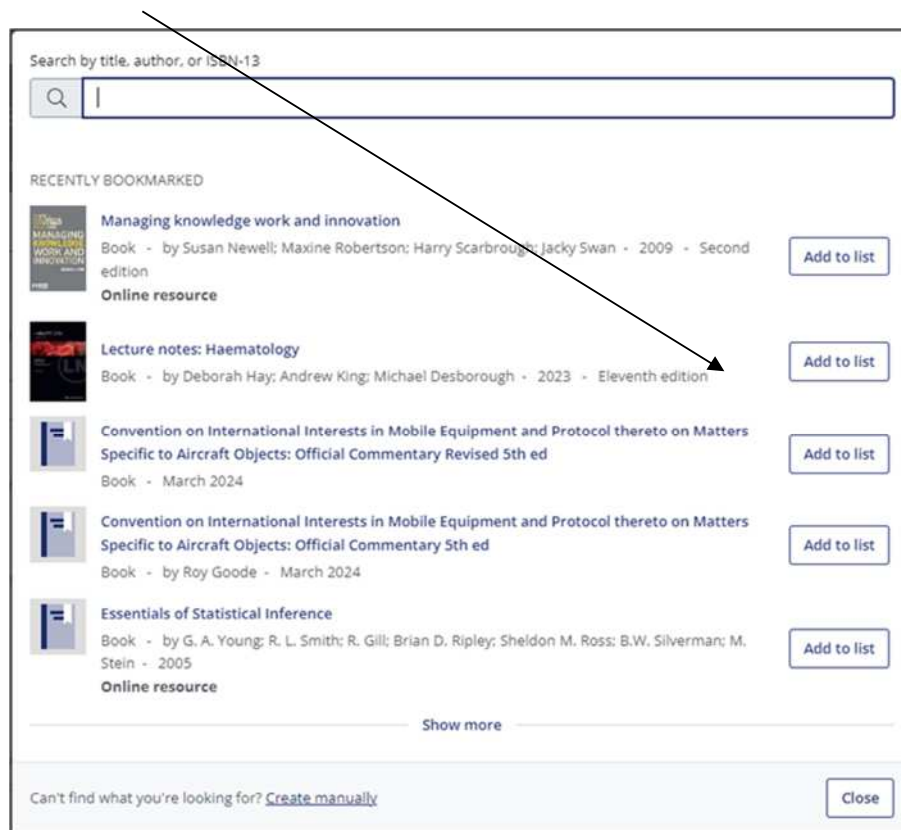
My Bookmarks – bookmarks you have created that contain the search term. Clicking these will immediately add them to the reading list.

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.

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

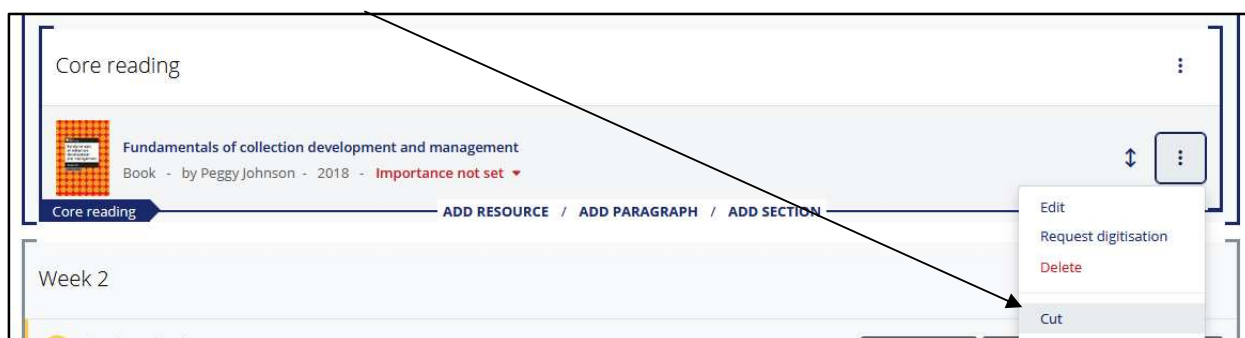


4.3 Re-arranging resources

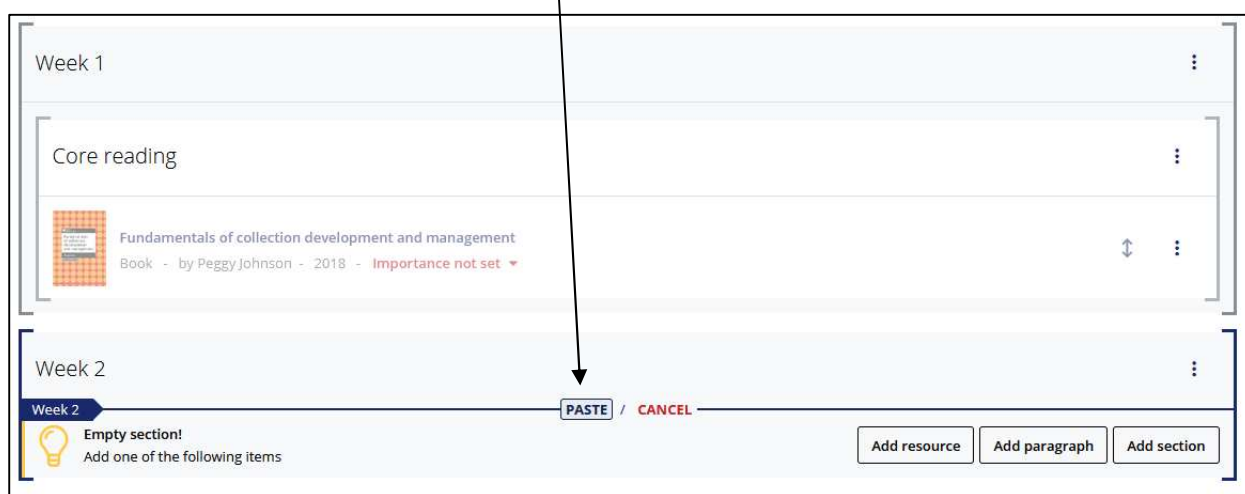
You can move items a short distance by clicking and dragging the two-way arrow of the resource bookmark into a new position.



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.



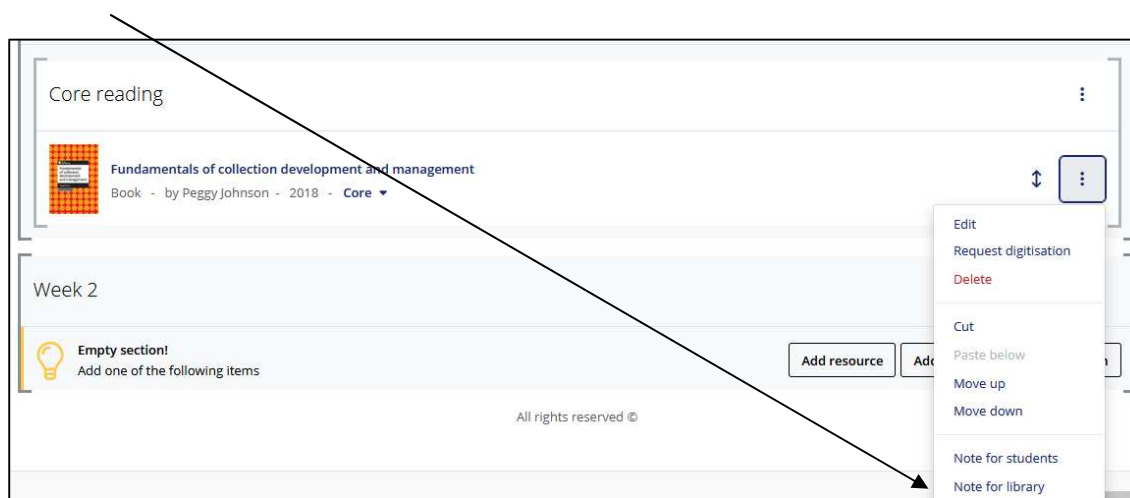
You can add additional information and guidance to individual resource bookmarks through the student/library note function.

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.



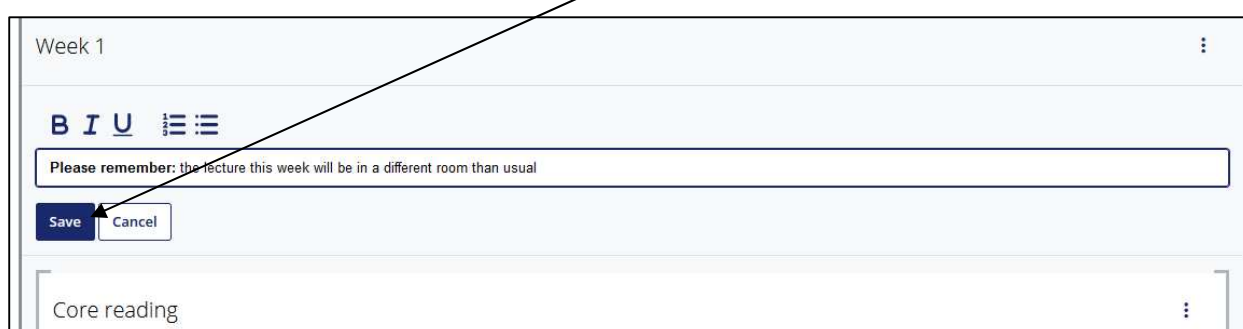
4.5 Adding general notes

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.**

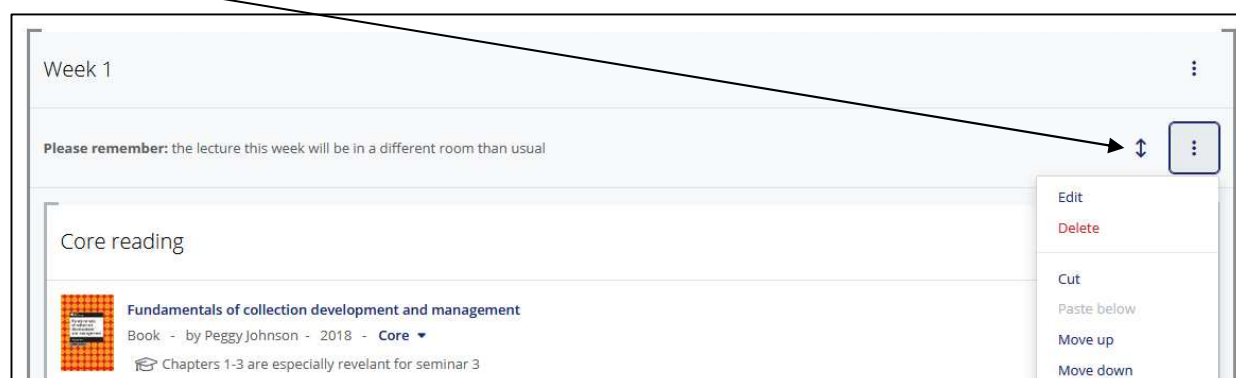
To create a general note, position your mouse and click **Add Paragraph** in the blue action bar.



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

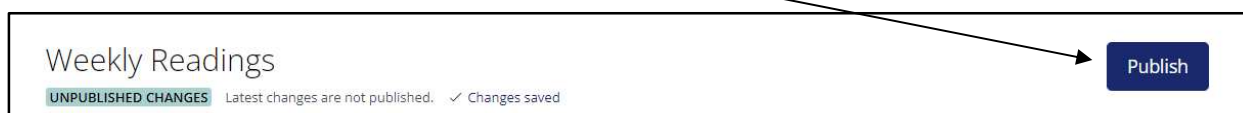


You can **edit**, **delete** and **move** general notes in the same way as you would with resources by clicking the three-dot icon and choosing the relevant option:



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).