

Reading Lists: a guide to creating an online list

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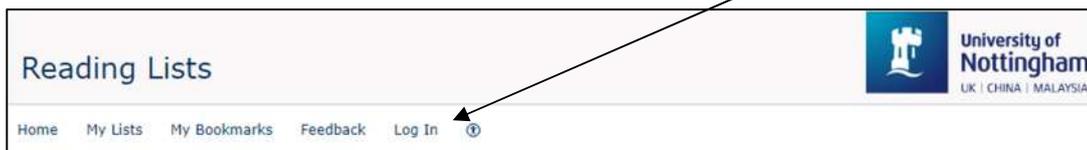
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1. Getting started

1.1. Logging in and creating a profile

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.



If it is the first time you have used the system you will be prompted to create a profile.

Complete all the fields including your name, University of Nottingham e-mail, type of user from the drop down menu, and your discipline.

A screenshot of the "Edit Profile" form. The form has a title "Edit Profile" and a "View Profile" link. It contains several input fields: "First name:*", "Surname:*", "Email address:*", "I'd describe myself as:*" (with a dropdown menu), and "Main discipline:" (with a dropdown menu). There is an "Add another email" link. A "Privacy" section has two radio button options: "My profile is public. Internet users can search and discover me by searching or finding content that I create or manage" (selected) and "My profile is private. Only administrators can review it". At the bottom are "Save profile" and "Cancel" buttons. An arrow points from the text below to the "Save profile" button. On the right side, there is a section titled "About your profile image" with a placeholder image and text explaining that the image comes from Gravatar and provides a "Visit Gravatar.com" link.

Click **Save Profile**.

1.2. Installing the Bookmarklet Tool

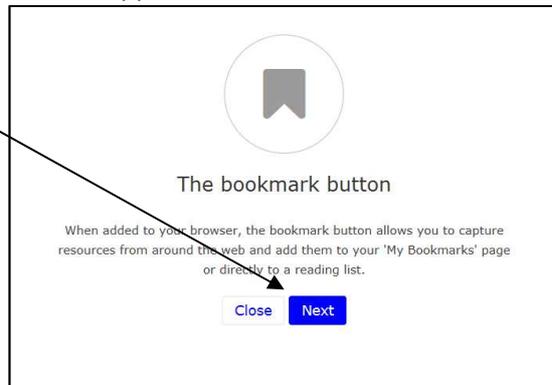
The first step in creating your list is capturing data of the resources you want to add. This is done by creating bookmarks from records on the University's library catalogue or from booksellers, journal publishers and websites.

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

Click on **My Bookmarks** and then **Install Bookmark Button**



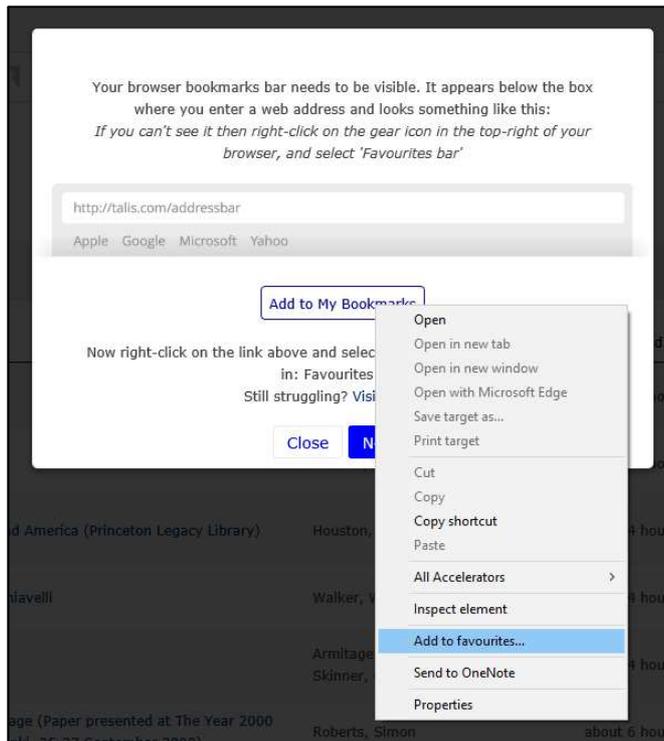
Click **Next** on the pop-up screen that appears



Which internet browser you are using determines your next step. Instructions for Internet Explorer (1.2.1.), Google Chrome (1.2.2.) and Firefox (1.2.3.) are below.

1.2.1. Internet Explorer

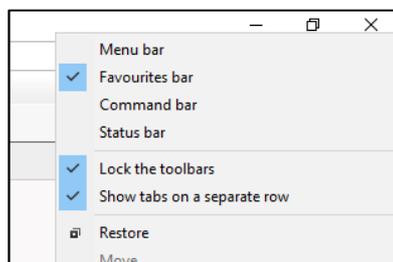
Right click on the **Add to my Bookmarks** button and select **Add to favourites...**



Select **Favourites Bar** from the drop-down menu

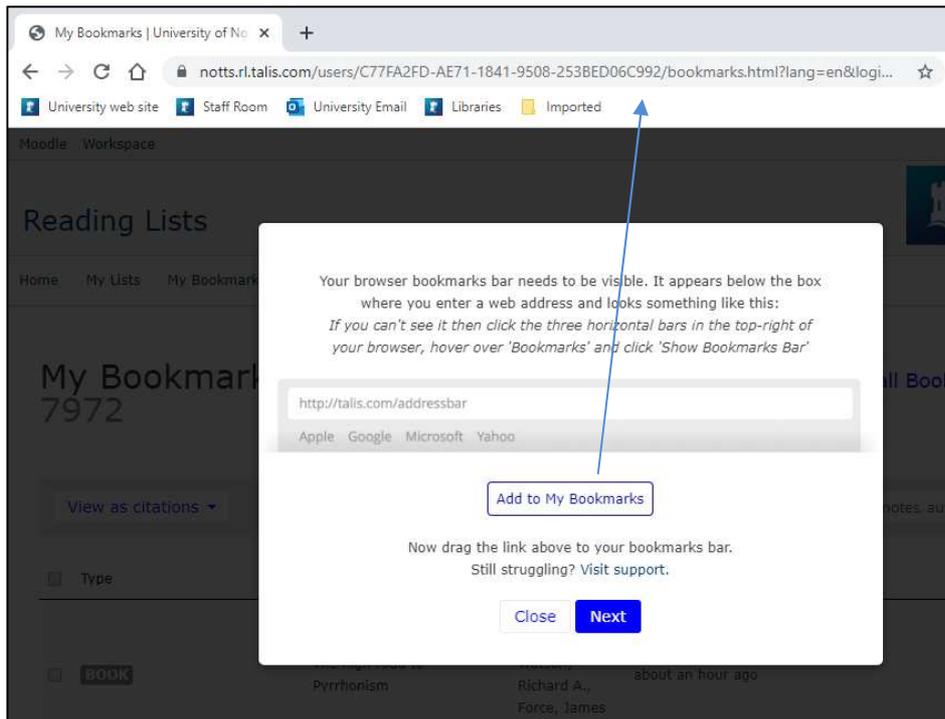


You may find that the Favourites Bar is not automatically displaying on your browser. If this is the case right click at the top of your screen and click on **Favourites Bar**.

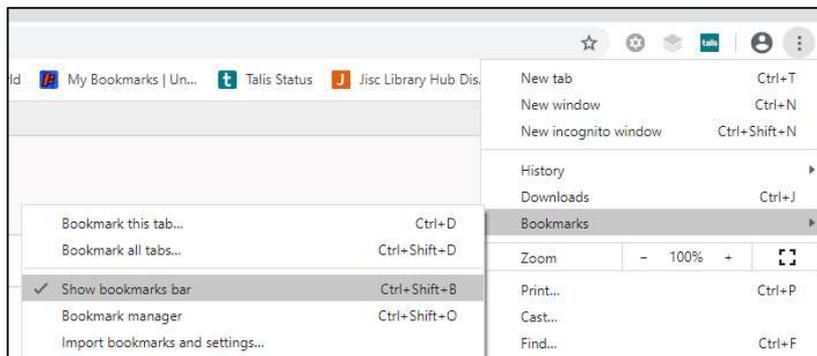


1.2.2. Google Chrome

Click and drag the **Add to My Bookmarks** button to the bookmarks bar.

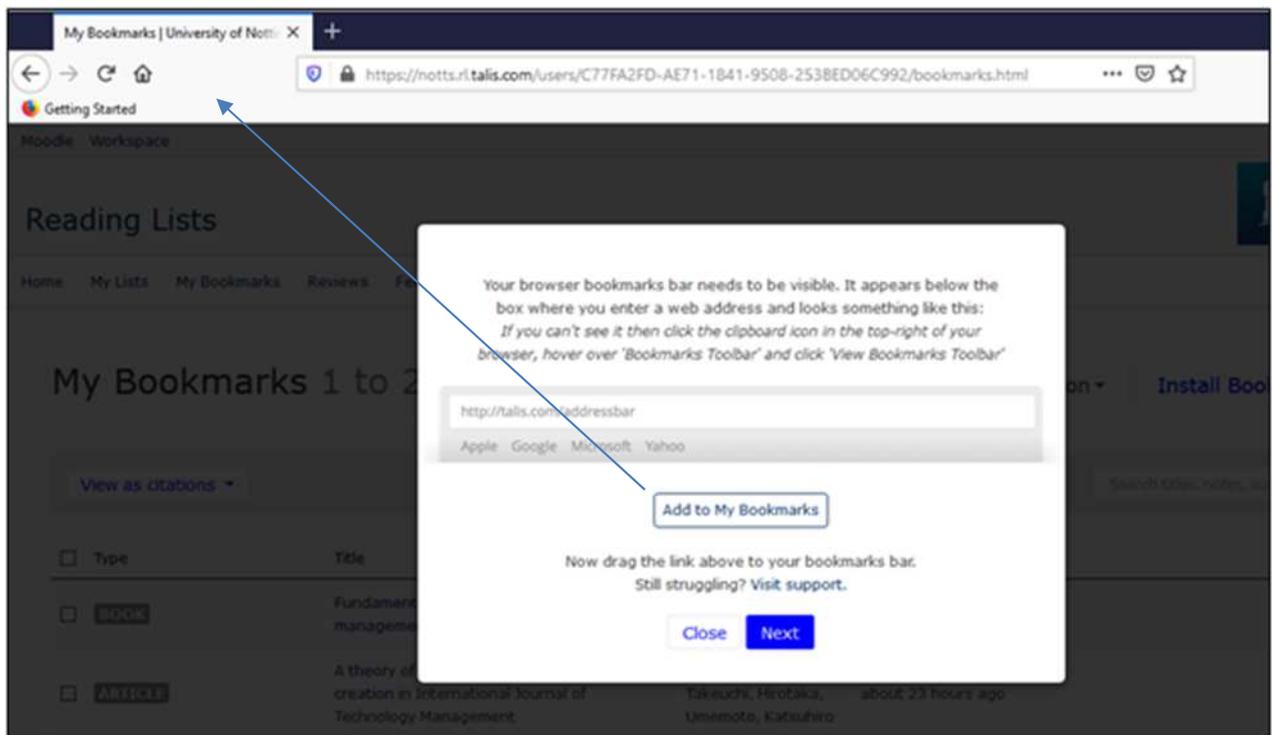


If your bookmarks bar is not visible then click the three vertical dots in the top-right corner of your browser, hover over **Bookmarks** and click **Show Bookmarks Bar**

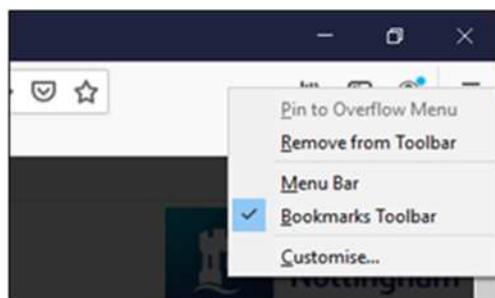


1.2.3. Mozilla Firefox

Click and drag the **Add to My Bookmarks** button to the bookmarks bar.



You may find that the Bookmarks Bar is not automatically displaying on your browser. If this is the case right click at the top of your screen and click on **Bookmarks Toolbar**.



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 basically the same for all 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 a screen with further details, like the one below:

BOOK
Social research / Sotirios Sarantakos.
 Sarantakos, S. (Sotirios), 1939-
 4th ed. Basingstoke : Palgrave Macmillan c2013
 Available at Business Library General Stock (H61 .S2) and other locations >

TOP
 SEND TO
 FIND IN LIBRARY
 DETAILS
 TRY THESE LINKS
 TAGS
 EXPLORE

Send to _____

E-MAIL PRINT PERMALINK CITATION ENDNOTE ONLINE REFWORKS RIS >

Find in library _____

REQUEST OPTIONS: Request

Business Library > General Stock > H61 .S2
 (4 copies, 4 available, 0 requests)

If it is a print book, click on **Add to my Bookmarks** whilst on this page.

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

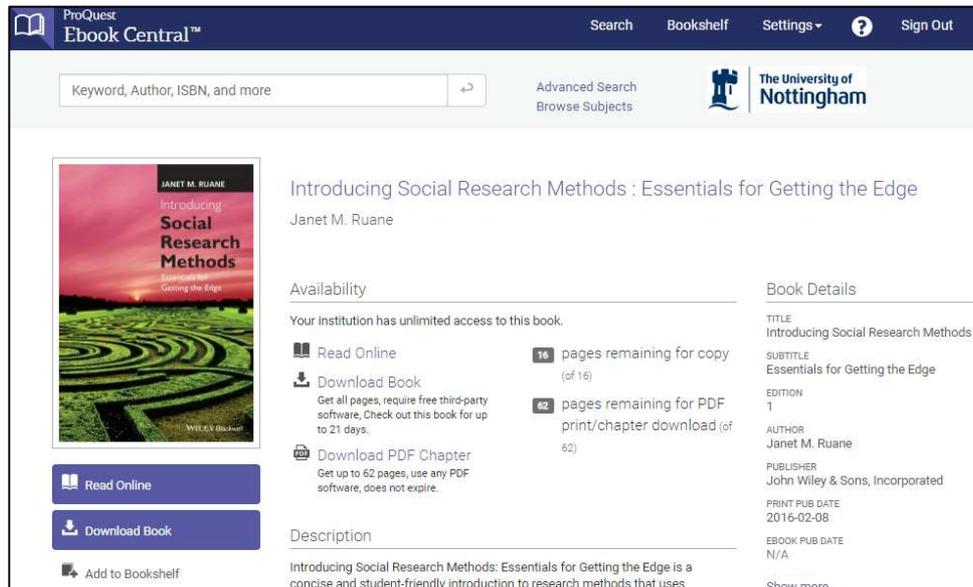
BOOK
Introducing social research methods : essentials for getting the edge / Janet M. Ruane.
 Ruane, Janet M., 1954- author.
 Chichester, England : Wiley Blackwell 2016, ©2016
 Available online >

TOP
 SEND TO
 AVAILABLE ONLINE
 DETAILS
 TRY THESE LINKS
 TAGS

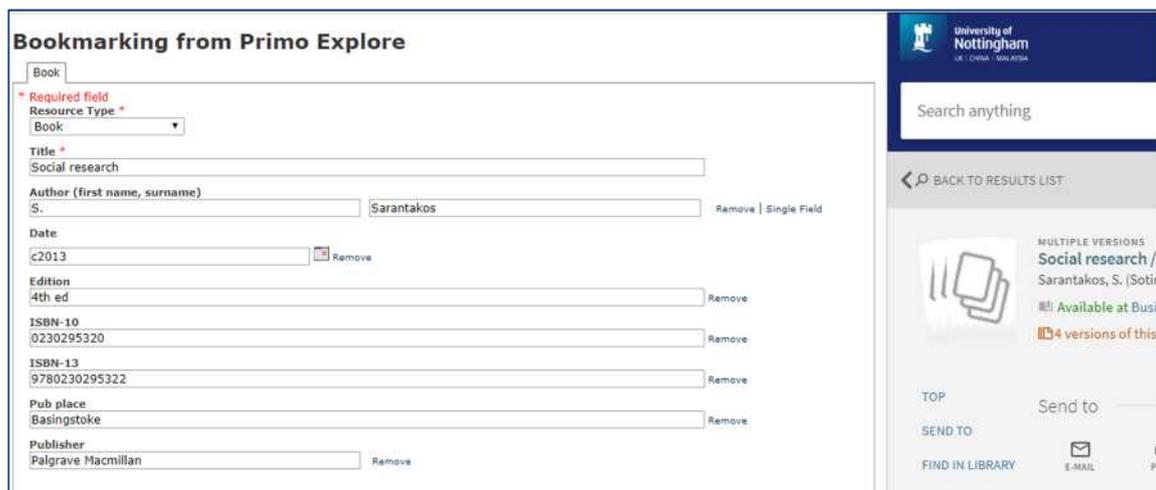
Send to _____

E-MAIL PRINT PERMALINK CITATION ENDNOTE ONLINE REFWORKS
 RIS MENDELEY EXPORT BIRTEX EASYBIB

You may be prompted to sign in. A page will then load on the e-book supplier website. Click **Add to my Bookmarks**.

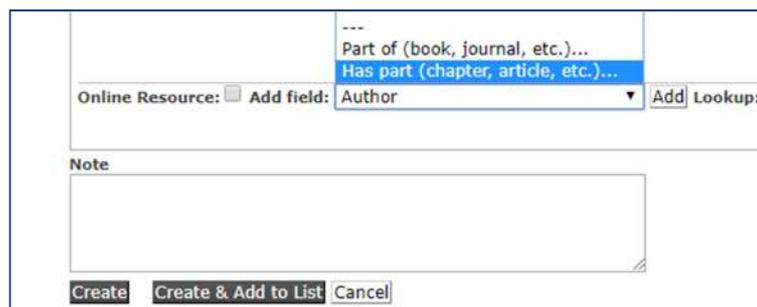


Once you have clicked **Add to My Bookmarks**, a split screen with the NUsearch/e-book page on the right and a bookmark template form on the left will load:



Check the details the bookmarklet tool has gathered as this is the information that will display in the reading list. You may need to amend some of the fields.

To reference a specific chapter: click the **Add field** drop-down list at the bottom of the form, select **Has part (chapter, article, etc.)...** then click the **Add** button. A new form will appear in which to enter details of the chapter.



To create the bookmark to add to a list later click **Create**

To add the bookmark and add it to a list immediately click **Create & Add to List**.

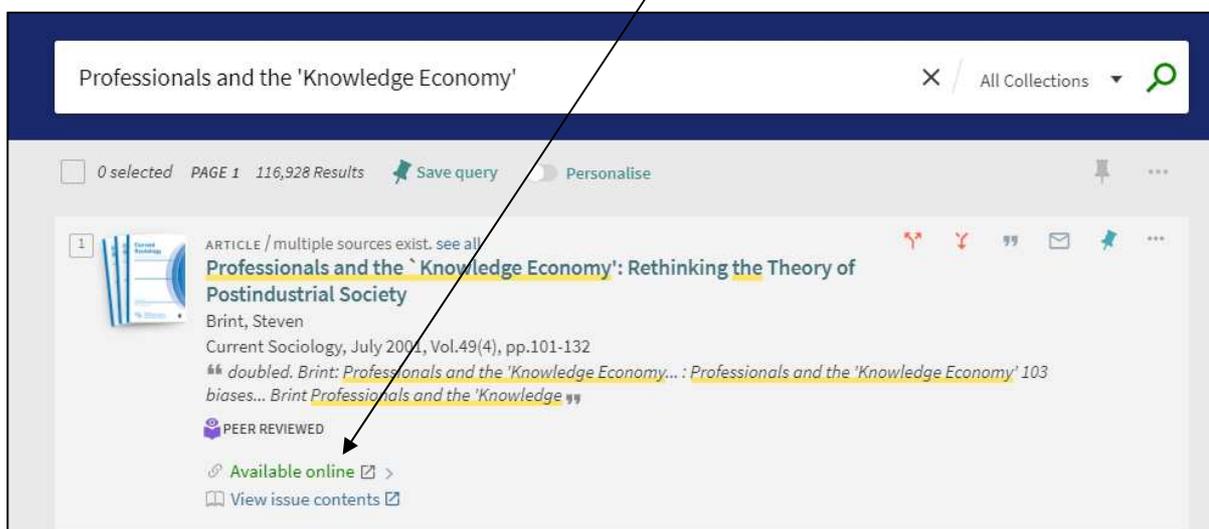
2.1.1. If a book is not on NUsearch

If a book you wish to add to your reading list that is not available in the library, search for the book on a bookseller website e.g. Amazon or a publisher's site.

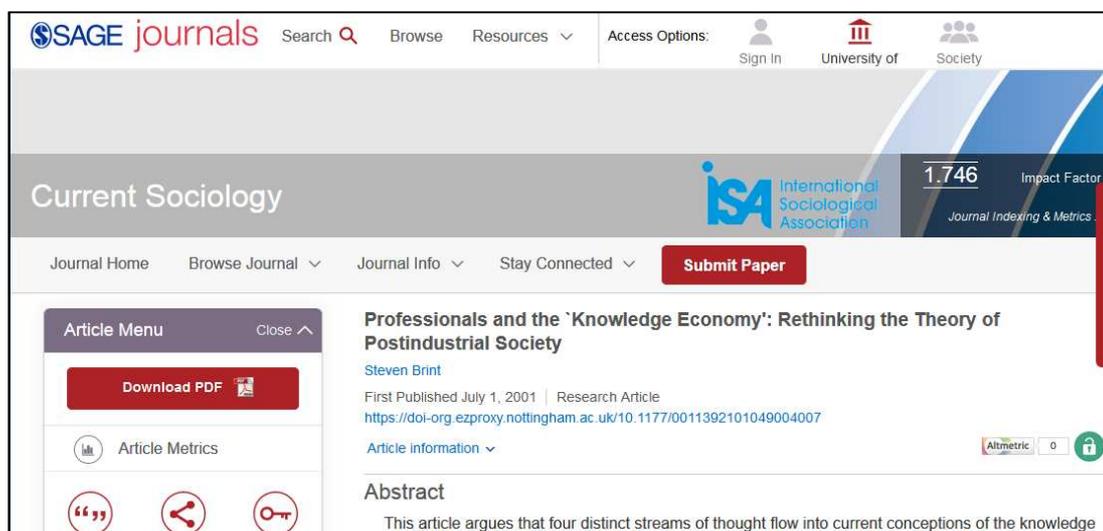
Make sure only the item you wish to add to your list is displaying on the screen and click on **Add to My Bookmarks**. Once the book has been purchased by the library, the reading list system will automatically link the reading list bookmark to the library catalogue record and display library availability 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 full-text article.



You may be prompted to sign in using your usual University username and password. When viewing the full-text article on the supplier/publisher website, click the **Add to my Bookmarks** button:



Check that the details in both the **Article** and **Is part of Journal** tabs have been gathered accurately and then click on **Create** or **Create & Add to List**.

Bookmarking from SAGE

Article **Is part of Journal**

* Required field remove

Resource Type *
Article

Title *
Professionals and the 'Knowledge Economy': Rethinking the Theory of Postindustrial Society

Author (first name, surname)
Steven Brint Remove | Single Field

Date
07/2001 Remove

DOI (Online Resource)
10.1177/0011392101049004007 Remove

Issue
4 Remove

Page start
101 Remove

Page end
132 Remove

Volume
49 Remove

Online Resource: [Link to](#) Add field: Author Add Lookup: DOI [Lookup](#)

Note

Create **Create & Add to List** Cancel

2.2.1. If an article is not available online

If the journal article is not online at all, or we hold the print copy but do not subscribe to the relevant year of the online version:

Navigate to the journal record on NUsearch and click **Add to My Bookmarks**

 **JOURNAL**
Archaeology.
New York : Archaeological Institute of America, 1948
[Check availability at Hallward Library Journals \(Periodicals:C\)](#) >

TOP

SEND TO

FIND IN LIBRARY

DETAILS

TRY THESE LINKS

TAGS

REQUEST OPTIONS: [Interlibrary Loan request](#) / [Central Store/Special Collections journal request](#)

Hallward Library Journals Periodicals:C
[Hide Details](#)

Vol. 12- 1959- (Index:Vol. 11-26 1958-73, Vol. 27-43 1974-90; Wants: 27(1))

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

Another form in a second tab will appear in which to add the article details. Select **Article** from the **Resource Type** drop-down menu.

Add additional fields using the **Add field** drop-down so students can locate the article – author/s, volume, issue, date, page numbers:

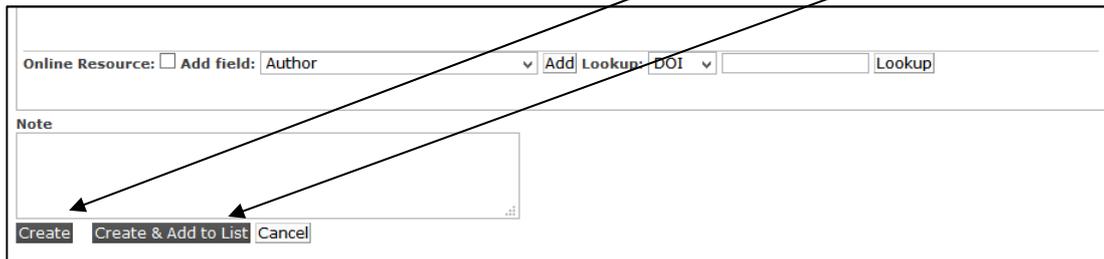
Once the relevant fields are filled in, click **Create** or **Create & Add to List**

2.3. Other resources

You can add bookmark other resources such as webpages and YouTube videos by navigating to the relevant location and clicking **Add to my Bookmarks**.

2.4. Bookmarking resources directly to existing lists

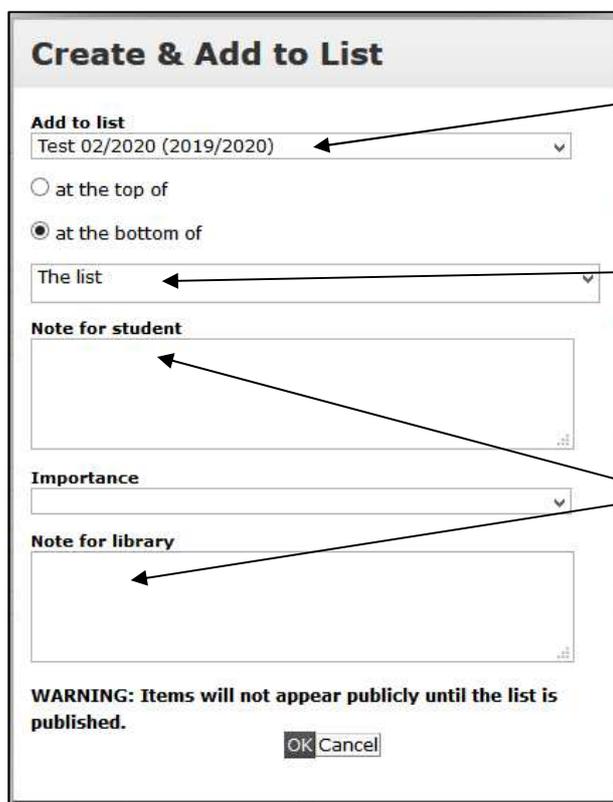
When creating any bookmark, you have the option to either **Create** or **Create & Add to List**.



The screenshot shows a form for creating a bookmark. At the top, there is a section for 'Online Resource' with a checkbox, an 'Add field:' dropdown menu currently set to 'Author', an 'Add' button, a 'Lookup:' dropdown menu currently set to 'DOI', and a 'Lookup' button. Below this is a 'Note' text area. At the bottom of the form, there are three buttons: 'Create', 'Create & Add to List', and 'Cancel'. Two arrows point from the text above to the 'Create & Add to List' 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 a reading list, click **Create & Add to List**. The following pop-up box will appear:



The screenshot shows a pop-up box titled 'Create & Add to List'. It contains the following fields and options: 'Add to list' with a dropdown menu showing 'Test 02/2020 (2019/2020)'; radio buttons for 'at the top of' and 'at the bottom of' (the latter is selected); 'The list' with a dropdown menu; 'Note for student' with a text area; 'Importance' with a dropdown menu; and 'Note for library' with a text area. At the bottom, there is a 'WARNING: Items will not appear publicly until the list is published.' and 'OK' and 'Cancel' buttons. Arrows from the text on the right point to the 'Add to list' dropdown, 'The list' dropdown, the text areas, and the 'OK' button.

Select the required 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 or changes 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.

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.

My Bookmarks 1 to 25 of 131

Add Action Install Bookmark Button

View as citations Search titles, notes, authors

Type	Title	Author	Date Added	Notes	Action
CHAPTER	Chapter 10, Narrative in Aesthetics of Music	Reyland, Nicholas, Downes, Stephen	3 months ago		⋮
CHAPTER	A5 Kinetic data: Integration in Instant notes in sport and exercise biomechanics	Grimshaw, P.	3 months ago		
ARTICLE	William Paddison: Marsh Farmer and Survivor of the Agricultural Depression, 1873-96 in The Agricultural History Review	Crust, Linda	5 months ago		
BOOK	The farmer in England, 1650-1980		5 months ago		

The census and the servant: a reassessment of the

- View bookmark
- Add to list
- Edit
- Export to citations
- Export to RefWorks
- Remove

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.

Published reading lists are automatically duplicated at the end of the academic year 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/s) eg . From Reformation to Revolution: an introduction to early modern history c.1500-1789 (HIST1006) (HIST1007) (HIST1008)
- **Hierarchy:** Click **Select Hierarchy** and enter the new-style 8 character module code/s.

Type	Name	Student numbers
Module	HIST1006 - From Reformation to Revolution: An introduction to early modern history c.1500-1789	0
Module	HIST1007 - Europe in Transition: An Introduction to Early Modern History c.1500-1789	0
Module	HIST1008 - From Reformation to Revolution: an introduction to early modern history c.1500-1789	0

Total: 0

Close Save

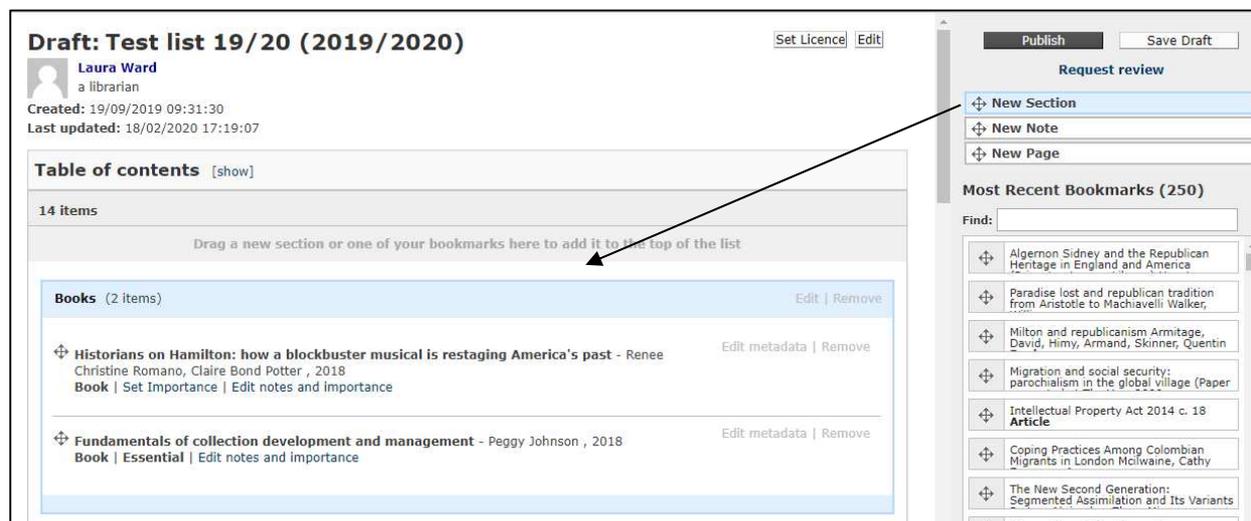
The full module name will appear in the drop-down, click this and then click **Save** (old-style codes still appear as older lists have been archived, please only link new lists to the new-style codes)

- **Year:** Select the correct academic year from the drop-down menu

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 a section, position your cursor over the four-way arrow next to **New Section**, click and drag it into position on the list then release.



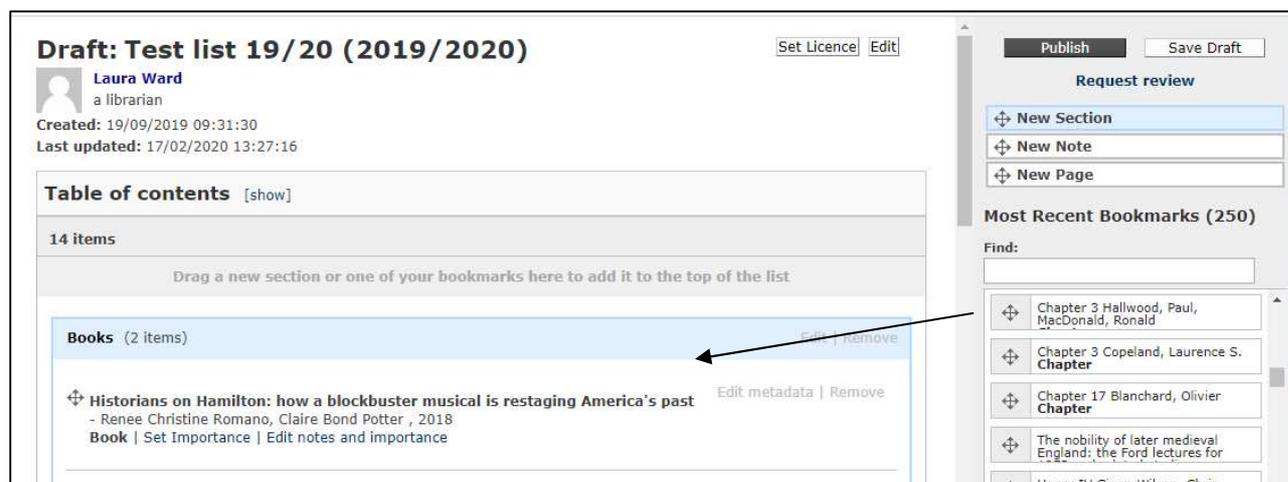
Type in a suitable title for the section, for example Week 1. Repeat the process for every subsequent section (eg. Week 2, Week 3 etc.).

You can create sub-sections by dragging and dropping a new section within an existing section.

You will notice that a **table of contents** appears at the top of the list which displays all sections and sub-sections on the list. Students 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, click and hold your cursor over the four-way arrow next to the bookmark in the **Most Recent Bookmarks** box, drag it into position and release.



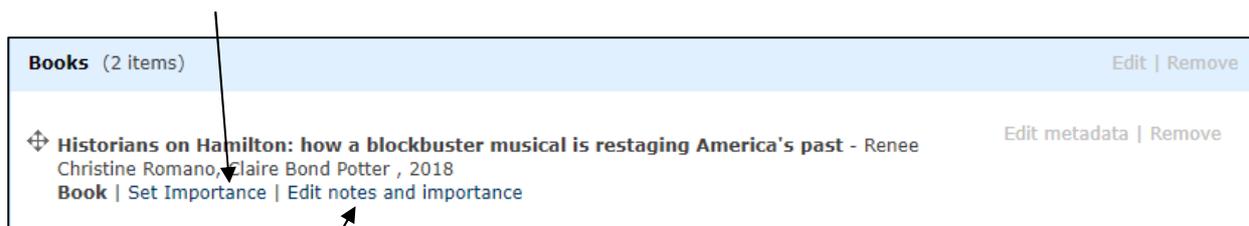
You can move items already on the list by clicking and dragging the four-way arrow of the resource bookmark into the new position.

Clicking **Remove** will remove the bookmark from that particular list but not from your **My Bookmarks** collection or any other list that it may on.

3.3. Setting importance, adding student/library notes

For each item on the list, you can set the importance to **essential**, **recommended**, **alternative** or **suggested for student purchase**.

Clicking **Set Importance** beneath the bookmark will let you choose from a drop-down of these options.



Clicking **Edit notes and importance** allows you to set importance and add student and library notes.

A screenshot of a form titled 'Edit Item'. It has three main sections: 'Note for student' with a text input field and a 'Show Help' link; 'Importance' with a dropdown menu and a 'Show Help' link; and 'Note for library' with a text input field and a 'Show Help' link.

Note for student: anything added in this field will be visible to anyone viewing the list. For example, a note to indicate 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. For example, a note that the item is not already in the library or that you would like an extract digitised.

3.4. Adding general notes

As well as adding notes to individual resources, you can also add a general note to the list.

To create a note, click and drag the four-way arrow by **New Note** and release it wherever you want it in your list and type your text as required.

Draft: Test list 19/20 (2019/2020) Set Licence | Edit

 **Laura Ward**
a librarian

Created: 19/09/2019 09:31:30
Last updated: 19/02/2020 14:23:22

Table of contents [show]

15 items

Drag a new section or one of your bookmarks here to add it to the top of the list

Books (3 items) Edit | Remove

- ⊕ **Historians on Hamilton: how a blockbuster musical is restaging America's past** - Renee Christine Romano, Claire Bond Potter , 2018
 Book | Set Importance | Edit notes and importance Edit metadata | Remove
- ⊕ This is an example of a general note. Edit | Remove
- ⊕ **Fundamentals of collection development and management** - Peggy Johnson , 2018
 Book | Essential | Edit notes and importance Edit metadata | Remove

Request review

- ⊕ New Section
- ⊕ New Note
- ⊕ New Page

Most Recent Bookmarks (250)

Find:

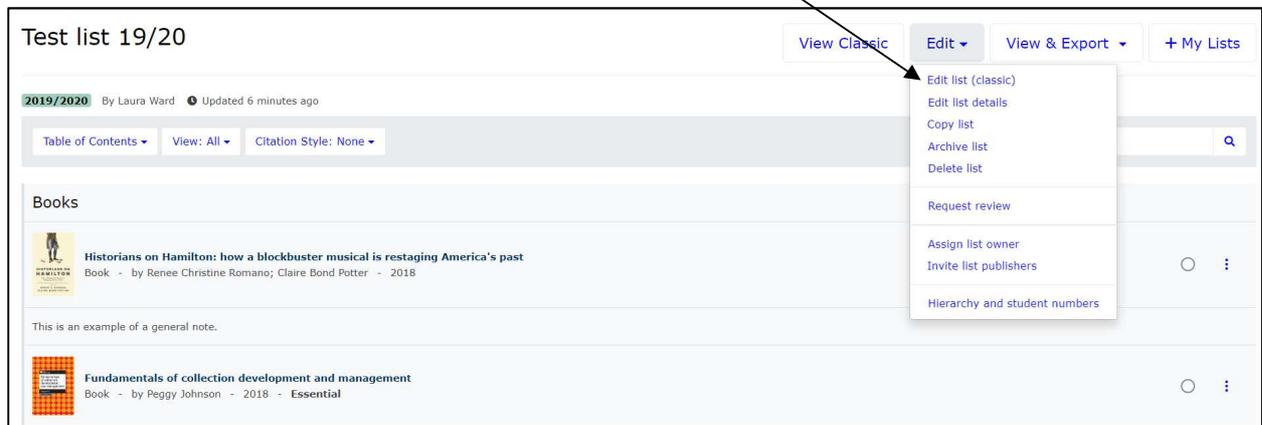
- ⊕ The high road to Pyrrhonism Popkin, Richard H., Watson,
- ⊕ Plato's law of slavery in its relation to Greek law Morrow, Glenn R.,
- ⊕ Algernon Sidney and the Republican Heritage in England
- ⊕ Paradise lost and republican tradition from Aristotle to
- ⊕ Milton and republicanism Armitage, David, Himy, Armand,
- ⊕ Migration and social security: parochialism in the global village
- ⊕ Intellectual Property Act 2014 c. 18
- ⊕ Coping Practices Among

N.B. Please do not use notes to add resource references as these will not be picked up in the library review of the list.

4. Editing an existing list

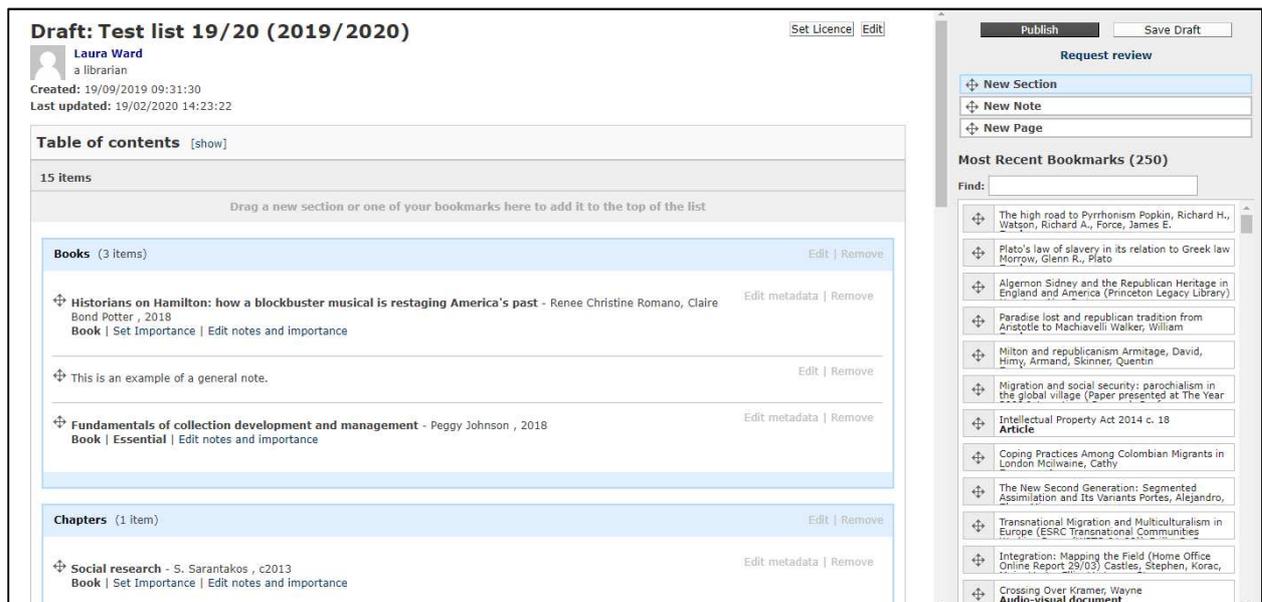
There is no need to create a reading list in one go – you can save a draft of the list and come back to it later or edit it after it has been published.

Whilst viewing a list you would like to edit, click **Edit** then **Edit list (classic)**



The screenshot shows the 'Test list 19/20' interface. At the top right, there are buttons for 'View Classic', 'Edit', 'View & Export', and '+ My Lists'. The 'Edit' button is highlighted, and its dropdown menu is open, showing options: 'Edit list (classic)', 'Edit list details', 'Copy list', 'Archive list', 'Delete list', 'Request review', 'Assign list owner', 'Invite list publishers', and 'Hierarchy and student numbers'. An arrow points from the text above to the 'Edit list (classic)' option. Below the menu, the list content is visible, including a 'Books' section with items like 'Historians on Hamilton: how a blockbuster musical is restaging America's past' and 'Fundamentals of collection development and management'.

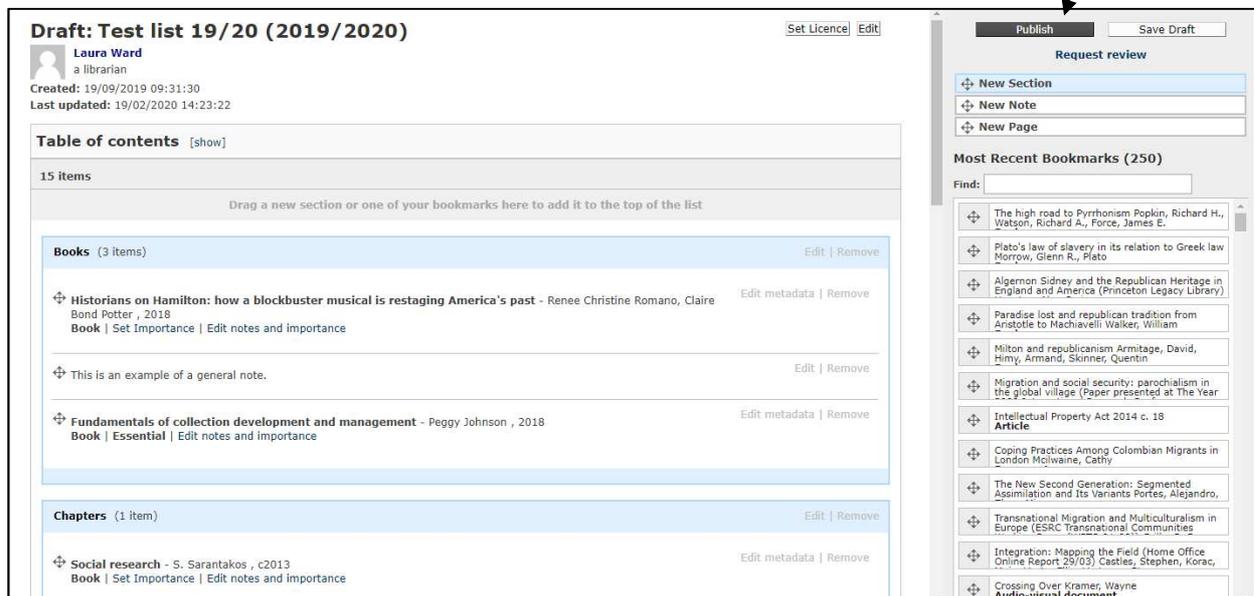
This will open the editing screen where you can add/remove items, add sections or notes, assign importance (see [Section 3: Creating a new list](#) of this guide).



The screenshot shows the 'Draft: Test list 19/20 (2019/2020)' editing interface. At the top, there are buttons for 'Set Licence', 'Edit', 'Publish', and 'Save Draft'. The user 'Laura Ward' is identified as a librarian. The 'Table of contents' section shows 15 items, including a 'Books' section with 3 items and a 'Chapters' section with 1 item. The 'Books' section contains 'Historians on Hamilton: how a blockbuster musical is restaging America's past' and 'Fundamentals of collection development and management'. The 'Chapters' section contains 'Social research'. On the right side, there is a 'Request review' section with options for 'New Section', 'New Note', and 'New Page', and a 'Most Recent Bookmarks (250)' list with various items like 'The high road to Pyrrhonism' and 'Plato's law of slavery'.

5. Publish

Students cannot view a list until it has been published. Whilst editing the list, click on **Publish** in the right-hand column.



Once published, a review of the list will automatically be opened. Library staff will review the list and you will receive an automated email when this has been completed.

If you make changes to a published list, the list must be re-published to make these changes visible to students.

5.1. Displaying lists in Moodle

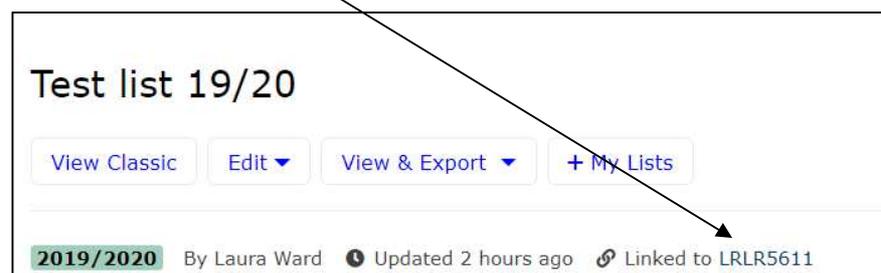
Full instructions on both methods of adding a reading list link to the module Moodle page can be found here: [How do I add a reading list to my module?](#)

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

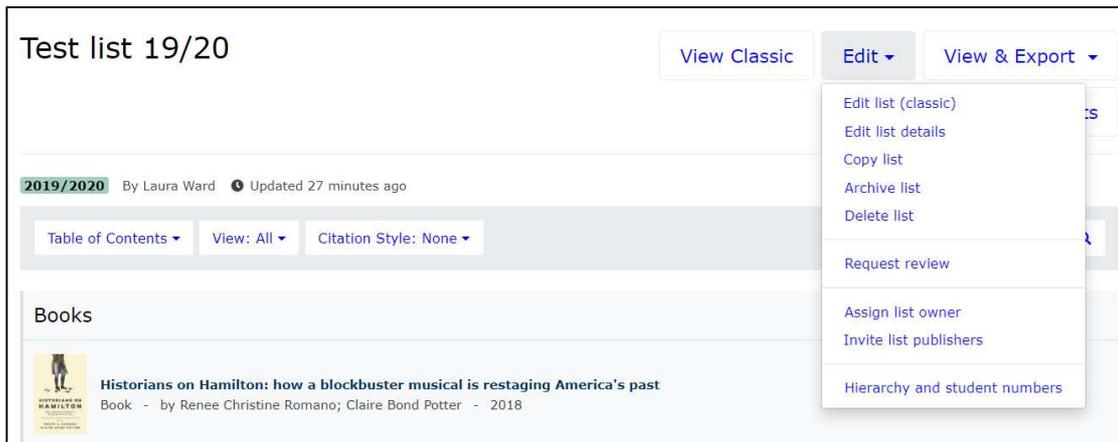
5.1.1. Method 1: Link in Resource Block

For this method to work, the module Moodle page must be associated with only one module code (see [Method 2](#) for Moodle pages with multiple module codes).

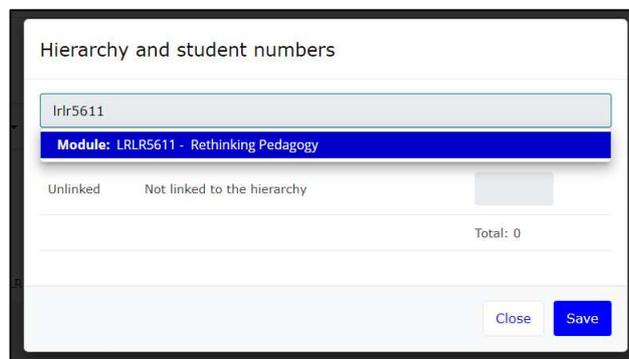
First check if the online reading list is linked to the correct module code. You can see which module/s a list is associated in the information bar



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

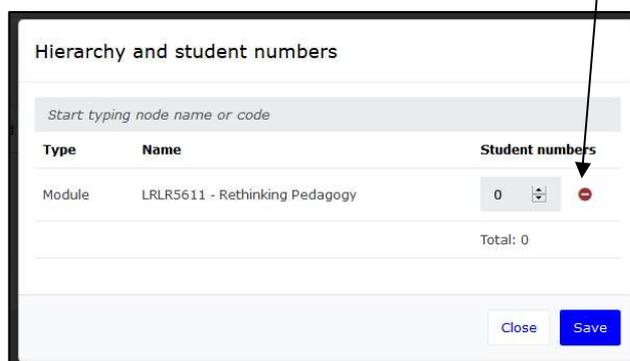


Type in the module code and then click on the correct module.



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

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 the module code, follow the instructions for Method 1 here: [How do I add a reading list to my module?](#)

5.1.2. Method 2: Link in central column

This method can be used for:

- Shared modules (where the Moodle page is linked to two or more module codes)
- 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: [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 Reading List Support Service [Reading-List-Support-Service@nottingham.ac.uk]