KEY READINGS 1-2-3

Three things you need to do to create your list

Key readings lists can help current students with module selection and preparation and promote to prospective students the diverse range of modules and related resources available from Reading. A key feature of the online Reading Lists system is the ease with which you can add the same resource to more than one list and save time when creating new lists e.g. a list of key readings for a Module Description Form.

1: ‘Creating' your key readings list

There are two ways you can create a ‘Key Readings' list for your module. Either, copy and edit an existing list, or create a new list from scratch. Ideally, Key Readings lists should only cite a few items which give a general overview of the key resources to be used on the module.

Creating a ‘Key Readings' list from an existing module reading list

The simplest way to create your key readings list is to copy your existing module reading list and delete all the readings/sections you don’t want on the key readings list. [N.B. Where you have a very short list, it might be identical, but we still need a separate key readings list to be able to link it up with RISIS.]

To create a copy of your list, follow these steps:

1. Login to the reading lists system at https://reading.ac.uk/library/readinglists
2. Search for your existing list.
3. From the ‘Edit’ menu select ‘Copy’
4. Edit the name to remove ‘Copy of’ at the start and add ‘- key readings’ at the end e.g. ‘MC1HPE: Museum History, Policy and Ethics – key readings’
5. Select ‘Key Readings for 2017-18 modules’ from the ‘Term’ dropdown menu.
6. Remove the student numbers.
7. Leave the ‘Copy hierarchy associations’ box ticked.
8. Click ‘Create list’

Now edit your list

9. From the ‘Edit’ menu select ‘Edit list’
10. To remove a title, or a whole section, from the list just click ‘Remove’ to the right of it. If you want the list to be the same as the existing module list just jump straight to the next step.
11. Finally publish the list by clicking ‘Publish’ in the top right of the screen. Your list is now available for students to view. (If you wish to add additional items go to Step 2 on the next page).

Creating a new Key Readings list

1. Go to: https://reading.ac.uk/library/readinglists and log in. Then select My Lists from the menu bar.
2. Click the Create new list button on the top right of the page and fill out the form.
3. Name of the list: this should include the module code so that students can find the list easily.
4. Select Key Readings for 2017-18 modules from the ‘Term' dropdown menu.
5. Click Select Hierarchy. Enter the module code into the text box where prompted, and click the correct module from the dropdown menu. Then click Save.
6. Click Create List. Your new list will then be added to the system. You will be prompted to identify a list owner – select I am list owner. Your new list is now ready for you to add resources to.
2: Adding an item to your reading list

Once you've installed the 'Add to My Bookmarks' button on your web browser toolbar, use this to add links to resources to your reading list, including items from the Library catalogue (print and e-books), e-journal articles, YouTube videos, etc.

Adding items from your existing reading lists

If you have books and other resources already bookmarked within the software, you can add them to a new or existing list using My Bookmarks or from existing lists.

1. Find the resource on a reading list, and click on its title to view it. If an item is already in your bookmarks, you will see an Add to List button.
2. Select Add to list to add this to the list you are working on or select another list from the drop down menu.
3. From the new menu, easily add notes for students, set a level of 'Importance' for example to recommend a book for purchase.
4. Click OK to add the resource to your list.

If there are resources in your lists that are not already in "My Bookmarks" they can easily be added,

- Find the resource you wish to add to your Bookmarks
- Click on the title to see the details
- Click on the Add to My Bookmarks button
- You can now reuse this bookmark as described in points 1-4 above.

Adding a new item

1. Open another browser window, and find the item you want to add to your list, e.g. a book/e-book from the Library catalogue, Enterprise or an e-journal article. When viewing the item you want to add, click on the 'Add to My Bookmarks' tool in your Favorites/Bookmarks bar.
2. Check the information on the left-hand-side of the Bookmarking screen is sufficient and correct. If you need to add any further information you can do so using the Add field dropdown menu at the bottom of this screen. As you work with your list you might need to refresh your browser to see recent changes, especially recently bookmarked items.
3. To add the item to your 'My bookmarks' list of bookmarked items, you need to first 'create' the bookmark for later use, or 'create and add to list' to link it directly to a list.
4. Click on 'Create' if you just want to collect the details to add to a list later. When you are ready to add the item to your list, just find the list on the system, log in and drag the bookmark into the correct section in your list. Or 'Create & Add to List' (if you wish to add the item to a specific section of a reading list).
5. You must re-publish your list to make any changes / additions visible to your students.

Adding journal articles

Follow the same process as above ensuring that, whenever possible, you bookmark from the HTML page which links to the full text article and NOT the PDF itself. The bookmarking tool is more effective at picking up the bibliographic details from a webpage than a PDF. This will save you having to edit the details too much. When bookmarking e-journal articles, ensure the Online Resource checkbox has been ticked and select the 'Open URL' option when prompted.

Library staff will periodically check links added to reading lists and liaise with you if there is a problem.
3: ‘Publishing’ your key readings list

To make your list visible to your students (current or prospective) just requires ‘publication’ by the module convenor /list owner. You can then either add the link to your published list via Blackboard; email the link directly to your students; or include the link in your module handbook.

Once you are satisfied that all key resources have been added and your list is ready to share with your students, please publish your list as soon as you are able; at least four to six working weeks prior to the start of term / or the student module browser going ‘live’. This enables the Library to review your list and ensure, where possible, that all items cited are available to students – and in sufficient quantities, where student numbers are confirmed – to meet demand. We cannot guarantee reading list items will be available for the start of term if lists are received after this deadline.

1. To ‘publish’ your reading list, log in to the system at: reading.ac.uk/library/readinglists and find your list.
2. You can publish your list in two ways, either via the draft list interface (if you have just been revising the list yourself) or via the editing interface.
3. Once your list is ‘published’, you need to create a link to your list via the ‘Reading Lists’ menu item for the relevant module on Blackboard. For more information, see: http://libguides.reading.ac.uk/reading-lists/staff/reading-lists/staff/blackboard

Getting help

Contact your subject Liaison Librarian: www.reading.ac.uk/library/liaison or see our guide for academic staff: http://libguides.reading.ac.uk/reading-lists/staff