CREATING A NEW LIST
Talis Aspire Reading Lists for academic staff

Once you have a Talis Aspire account you can create new lists as well as edit those created for you by the Library.

1. If you’re not already signed in, then first go to: reading.ac.uk/library/readinglists and log-in using your University of Reading username and password. Click on ‘My Lists’ (listed on the navigation bar).

2. Click on the ‘Create new list’ button (to the right of the screen).

3. Type in the list name including the module code at the start e.g. PY2DSP: Developmental and Social Psychology.

4. Give a brief description if you wish.

5. Click on the ‘Select Hierarchy’ button and type in your module code. Select the correct module from the list and click ‘Save’. This is used to associate your list with the correct Blackboard course. If your module is not listed, continue with the next steps to create your list and contact your Liaison Librarian to request the module details are added to the reading list system ‘hierarchy’.

Select the term(s) taught. If the module is taught over the Autumn and Spring terms select the Session e.g. 2016-2017 Session. If you are creating a “Key readings” list for the MDF or other reason select “Key readings for 2016-17 modules”.

N.B. The time period is an indication of the currency of the list when published, it does not affect when a list becomes available to view online. Lists will not ‘disappear’ once the term or session has ended unless the list is deleted or archived.

6. Give the student numbers taken from RISIS or estimated. This is used to ensure sufficient numbers of copies are purchased to meet the likely demand.
7. Click on 'Create list'. You can now edit and then publish the list. Only once it is published will the Library be notified to check the list and purchase any items not already in stock.

**Help**

For advice on adding items to your list please contact your subject liaison librarian:
www.reading.ac.uk/library/liaison or see our online guide at: http://libguides.reading.ac.uk/reading-lists/staff/creating-and-editing