‘OWNING’ AND SHARING YOUR READING LIST
Talis Aspire Reading Lists for academic staff

All lists on the Reading Lists system need to be ‘owned’ by a relevant member of academic staff. This indicates to your students who created the list and may also help if they are searching for a list on the system, as they can search by list owner name. You can also share a list with a colleague if you wish them to contribute to the list.

Lists can only have one overall ‘owner’ but you can indicate further involvement by colleagues by editing the description option.

Owning a list you have created yourself

If you are creating a new list, once you have completed the pre-requisite details and attached the new list to a relevant module in the system ‘hierarchy’ (the representation of the relationship between the University’s schools, departments and modules on the system), you will then be taken directly through to your new draft list.

At this point, a dialogue box will appear in which you have the option to select yourself as the ‘list owner’.
Owning a list created on your behalf

If the Library has uploaded your list to the reading lists system, your list will be assigned to you by a member of Library staff. You will receive an email with the following wording:

-----Original Message-----
From: Talis Aspire [mailto:noreply@talisaspire.com]
To: academic@reading.ac.uk
Subject: You are the owner of the reading list Module Code: Module Name

Congratulations,

You have been assigned as the owner of the reading list Module Code: Module Name.

Students will now be able to search for you and discover this, and any other lists that you are assigned as the owner of.

Click on the link below to view your reading list.
http://readinglists.reading.ac.uk/lists/013F6157-447A-ABBF-00CF-BCFAF4EDFD27

Before you click on this link, first go to: reading.ac.uk/library/readinglists and log in to the system using your University of Reading (Single Sign-On) username and password, Then click on the link in the email and you will be taken through to your list.

If you do not sign-in to the system before trying to view the list assigned to you, you will receive an error message. This is because the list is in draft format and, therefore, only accessible to academic staff logged in to the system.

My Lists

To complete the process, click on the Add to My Lists button in the top right hand corner of your reading list so that your list will then appear under the 'My Lists' tab.

The 'My Lists' page, accessible via the navigation bar, shows details of lists that you have created or lists that you have permission to edit.

Lists will only appear on your 'My Lists' page once you have added them by following the steps outlined above.
Inviting colleagues to contribute to your lists

If you wish to invite a colleague, who is also teaching on the module, to contribute to your list, save any changes you have made to your list and then select the **Invite List Publishers** option from the drop-down **Edit** menu.

Add your colleague’s email address to the default email and it will be sent to their address, inviting your colleague to accept the role of ‘List publisher’. (N.B. They will need to have an account set up on the Talis Aspire system in order accept the invitation.)

Assigning a list to a colleague

If you wish to re-assign list ownership to a colleague, repeat the steps outlined above, selecting the option **Assign List Owner** from the drop-down **Edit** menu. Search for your colleague by name and select the ‘Assign with publisher role’ option.

N.B. They will need to have an account set up on the Talis Aspire system in order accept the invitation. If you cannot find them on the system, please contact your subject liaison librarian:

www.reading.ac.uk/library/liaison who will send out an ‘invite’ to your colleague set up their account.

Help

For further advice on owning or reassigning 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