## Overview

1. Log onto the Reading List software: [http://lists.library.lincoln.ac.uk](http://lists.library.lincoln.ac.uk)
2. Create your profile.
3. Create a reading list.
4. Add items to your reading list.
5. Submit the list for review; your Subject Librarian will be notified.
6. Your Subject Librarian checks the list and buys any items needed.
7. Your Subject Librarian publishes the list and links it to the relevant Blackboard site.
8. Every time you amend the list you need to follow step 5 onwards.
Accessing the Reading List software (Talis)

Go to http://lists.library.lincoln.ac.uk to search for and view existing reading lists, create a new reading list, or amend an existing reading list. To be able to create and amend reading lists you will need to click on ‘log in’ (on the menu bar) and enter your university email address and password (this is the same password that you would use to log in to a computer on campus).

Creating your profile

The first time you log in to the Reading List software you will be asked to create your profile. From the screen marked Tell us about yourself, click on Take me to my profile and fill in the relevant details.

IMPORTANT: if you want your students to be able to find lists by searching for your name (as well as module code), you will need to select the option My profile is public.

The menu bar

Home - use the search box to find existing reading lists by module code, title, subject or tutor.

My Lists - click here to create a new list and to view your existing lists.

My Bookmarks - go here to initially install the Bookmarklet required to add items to your reading list. Subsequently, it is where all the items that you added will be listed.

Installing the Bookmarklet in your browser

To be able to add resources to your reading lists you will need to add a Bookmarklet button to the Favorites bar of your web browser. To do this:

1. Click on the My Bookmarks tab.
2. Select the Install Bookmark Button (top right hand corner).
3. Follow the on screen instructions.
You need to have your Favorites bar showing before adding the Bookmarklet. If it is not showing, follow the instructions below:

**Internet Explorer and Firefox**
- Right click in the empty area below the address bar
- Click on the Favorites bar from the drop-down menu (see image below)

After you have created your profile and downloaded the Bookmarklet you are ready to use the Reading List software.

**Creating a Reading List**
Most modules will have just one reading list but you are not limited to this, you can create as many as you like.

1. Click on **My Lists** and then the **Create new list** button.
2. Type the name of the module in the following format:
   - Title of Module (Module Code)
   - e.g. Private International Law (LAW9106M)
   The title code needs to be in this format so it can link correctly to Blackboard; your Subject Librarian will amend the title if necessary when they check the list.

3. Select the relevant time period.
4. Add the anticipated student numbers.
5. Click on **Create list**.

You will be asked if you are the list owner, click on **I am list owner** and you will be taken to the draft view of the list.

**Adding sections to your Reading List**
You can arrange your Reading List using the following functions:
Click and drag the icon into your Reading List.

<table>
<thead>
<tr>
<th>New Section</th>
<th>Arrange your Reading List into sections e.g. Key Texts, This week’s texts etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Note</td>
<td>Use this to add fuller notes or directions.</td>
</tr>
<tr>
<td>New Page</td>
<td>Use this if you would like to separate your Reading List across pages e.g. Books, Digitised Readings etc.</td>
</tr>
</tbody>
</table>

**Adding books from the Library website**

1. Go to [http://library.lincoln.ac.uk](http://library.lincoln.ac.uk)
2. Search for a book.
4. Click on the *Add to my Bookmarks* bookmarklet which is now in your Favorites bar.

![ imagemage](image)

The reading list software will pop up on your screen with the information to be added on the left.

1. Click on *Create & Add to List*.
2. Select the relevant list by clicking on the drop down arrow next to *Add to list*.
3. At this point you can decide where to place the book in your list: at the top or the bottom or, in a section, if you have created any.
4. It is recommended to set the ‘importance’ (either essential, recommended, suggested for student purchase or optional) and it is optional to add a ‘note for student’.

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5. You should use **Note for library** to request how many copies you would like your Subject Librarian to buy etc.

6. Click on **OK** and you will be taken back to the Library website.

7. If you want to view your list, return to the reading list window. You will not see your updates until you either click on the Refresh button or press F5.

**Adding books from Amazon**

If you want to add a book to your reading list and we do not currently have it in stock, you can inform your Subject Librarian that you would like it purchased by adding the details from Amazon.

1. Find the book on Amazon.
2. Select the book by clicking on the title.
3. Click on the **Add to my Bookmarks** bookmarklet which is now in your Favorites bar.

The reading list software will pop up on your screen with the information to be added on the left.

1. Click on **Create & Add to List**.
2. Select the relevant list by clicking on the drop down arrow next to **Add to list**.
3. At this point you can decide where to place the book in your list: at the top or the bottom or, in a section, if you have created any.
4. It is recommended to set the ‘importance’ (either essential, recommended, suggested for student purchase or optional) and it is optional to add a ‘note for student’.
5. You should use **Note for library** to request how many copies you would like your Subject Librarian to buy etc.
6. Click on **OK** and you will be taken back to Amazon.
7. If you want to view your list, return to the reading list window. You will not see your updates until you either click on the Refresh button or press F5.

**Adding electronic journal articles from the Library website**

1. Go to [http://library.lincoln.ac.uk](http://library.lincoln.ac.uk)
2. Search for the journal article. To do this make sure ‘Find books and articles’ is selected below the search box. Then select ‘Advanced Search’ before entering your search terms.
3. Select the article by clicking on the title. Click on **Add to my Bookmarks** in your Favorites bar. The reading list software will pop up on your screen with the information to be added on the left.
4. Click on **Create & Add to List**.
5. Select the relevant list by clicking on the drop down arrow next to **Add to list**.
6. At this point you can decide where to place the article in your list: at the top or the bottom of the list or, in a section, if you have created any.
7. It is recommended to set the ‘importance’ (either essential, recommended, suggested for student purchase or optional) and it is optional to add a ‘note for student’.
8. Click on OK and you will be taken back to the Library advanced search website.
9. If you want to view your list, return to the reading list window. You will not see your updates until you either click on the Refresh button or press F5.

Alternatively, journals articles can be added to reading lists by bookmarking them directly from individual electronic databases. Individual databases can be accessed from: http://guides.library.lincoln.ac.uk/az.php

Adding videos from BoB National (Box of Broadcasts)
If you have never used BoB before you may want to contact your Subject Librarian for guidance.

1. Go to http://library.lincoln.ac.uk
2. Click on the Find menu, select Databases and the B tab.
3. Scroll down to BoB National (Box of Broadcasts) and click on the title to log in.
4. Find your video and select it so that it is ready to play.
5. Click on Add to my bookmarks in your Favorites bar.

The reading list software will pop up on your screen with BoB open on the right and the information to be added on the left.

1. Click on Create & Add to List.
2. Select the relevant list by clicking on the drop down arrow next to Add to list. At this point you can decide where to place the video in your list: at the top or the bottom of the list or, in a section, if you have created any.
3. It is recommended to set the ‘importance’ (either essential, recommended, suggested for student purchase or optional) and it is optional to add a ‘note for student’.
4. Click on OK and you will be taken back to BoB.
5. If you want to view your list, return to the reading list window. You will not see your updates until you either click on the Refresh button or press F5.

Adding webpages

1. Find your webpage.
2. Click Add to my bookmarks in your Favorites bar.

The reading list software will pop up on your screen with the webpage on the right and the information to be added on the left.
3. Click on Create & Add to List.
4. Select the relevant list by clicking on the drop down arrow next to **Add to list**.
5. At this point you can decide where to place the webpage in your list: at the top or the bottom or, in a section, if you have created any.
6. It is recommended to set the ‘importance’ (either essential, recommended, suggested for student purchase or optional) and it is optional to add a ‘note for student’.
7. Click on **OK** and you will be taken back to the webpage.
8. If you want to view your list, return to the reading list window. You will not see your updates until you either click on the Refresh button or press F5.

If the website does not upload to the reading list, you can add it manually. To do this:

1. Go to **My Bookmarks**.
2. Click on the **Add** button and select **Add manually**.
3. Select the **Resource Type** from the drop down menu.
4. Type in the title of the website and then add a field for the Web address by selecting **Web address** from the **Add field** drop down menu.

### Creating a Reading List from the resources in your ‘My Bookmarks’

Every time you add an item to the Reading List software (using the **Add to my Bookmarks** button in your Favorites bar) the details are automatically added to your **My Bookmarks**. This means that if you want to add items to more than one reading list, you do not need to search for them again as they are in your **My Bookmarks**. To do this:

1. Go to [http://lists.library.lincoln.ac.uk/](http://lists.library.lincoln.ac.uk/) and log in.
2. Click on **My Lists**.
3. Click on **Create new list**.
4. Give your reading lists a name in the format: Module Title (Module code) e.g. Private International Law (LAW9106M)
5. Select the relevant time period and add the anticipated student numbers.
6. Click on **Create list**. You will be asked if you are the list owner, click on **I am list owner** and you will be taken to the draft view of the list.
7. In edit (draft) mode you can add resources from your **My Bookmarks** to a reading list by searching for the item (either by title or author).
8. Add the relevant item by clicking on the icon then dragging and dropping it to the relevant area on your reading list. You can set ‘Importance’ to each resource (e.g. essential, recommended etc.) as well as a note. These options can be altered or amended at a later date.
Submitting a Reading List for review and making changes

When you have finished creating a reading list, the Library needs to review the draft list to ensure resources on the list are available. The Library then publishes the list in order to make it visible to students.

If changes are made to an existing published list, the amended list needs to be reviewed and re-published by the Library before the updates are visible on the published list.

There are two ways to request a review for a reading list:

- Click on the My Lists tab, select the relevant list then click on Review near the top of the reading list then Request Review.

- In the Edit list view of a reading list, click on Request review in the top-right hand corner of the screen.

Digitised reading

The Library holds a Copyright Licensing Agency (CLA) Comprehensive Higher Education Licence that allows us to create digitised material by scanning from printed books and journals. If you would like to include these in your reading list, email your Subject Librarian with the details and they will check that it is covered by the licence and, if it is, make it available on the relevant list.

Answers to FAQs

- You cannot use the Reading List software on an iPad or other tablets.
- Reading Lists are automatically rolled over every academic year so you only need to review the contents rather than create a new one.
- If you make changes to a Reading List you need to re-submit for review, see above.
- If the Request Review option is not working, email your Subject Librarian with the details of the reading list.
- Use the green Dashboard button (at the top of the reading list) to view information on how often your reading list has been viewed.

Further help

If you need more help please contact your Subject Librarian or look at the help on the Reading List website: http://support.talisaspire.com/home