

Using the Reading List Service

<http://lists.library.nuigalway.ie>

Our Reading List service allows you to create and manage your module reading lists, share them easily with students via Blackboard or the Library Website, and submit them to the Library for review and purchase.

Contents

1. Invitation to Register
2. Opening the Reading List Service
3. Edit an Existing List
4. Create a new List
5. Structuring your List
6. Add the Bookmark button to your browser
7. Bookmarking a book from the Library Catalogue
8. Bookmarking a Journal Article
9. Setting Item Importance
10. Bookmarking a Book Chapter
11. Publishing your List
12. Displaying a Reading List in Blackboard

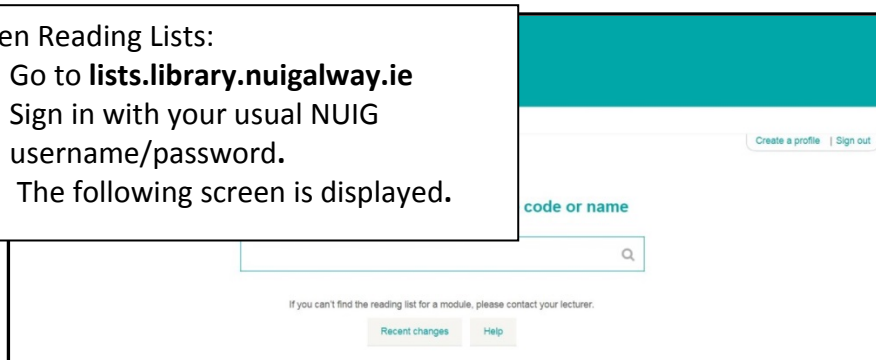
1. Invitation to Register

1. The Library will send you an invitation to register with the Reading List System.
 2. Click on the link at the bottom of the email, and follow the onscreen instructions to register.
 3. You will be prompted to setup a quick user profile. You must make your **profile public** so that the library can pass ownership of lists to you
-

2. Opening the Reading List Service

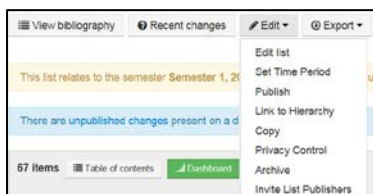
To open Reading Lists:

1. Go to **lists.library.nuigalway.ie**
2. Sign in with your usual NUIG username/password.
3. The following screen is displayed.



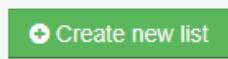
3. Edit an existing list

1. If the Library has already created your list – just go to the **My Lists** tab:
2. Click on the list you want to work on, then select the **Edit** button at the top of the list.
3. Choose **Edit list**:
4. You're now ready to amend your list and/or add further content.



4. Create a new list

1. If you want to create a new list, go to the **My Lists** tab and click on:



2. You will be prompted to give your List a name: this should be Module Code and Module title, e.g. **TLC100 The Learning Centre**. You can also give the list a description if you like.
3. Click on the **Select Hierarchy** button to link this list to the specific module(s) it relates to. **This is how the integration with Blackboard works**, so it is important to select the correct module code. Enter the module code in the search box and select the relevant module from the list displayed. You can link a list to as many module codes as are relevant. **Save your choice**.
4. Select the relevant academic year within which this module will be taught.
5. Indicate the anticipated number of students taking the module – this will help the library judge how many copies will be needed of the books on your list.

5. Structuring your List

It is better to create the structure of your list so then you can then quickly add books and journals articles when you start to bookmark resources from the Library catalogue or elsewhere.

You can create different sections in a variety of different styles e.g. General Reading, Primary Reading, Topic titles etc.

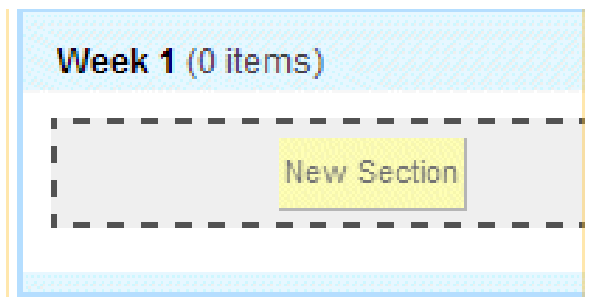
Add a new section to a reading list e.g. Week 1

1. Click on the **New Section** bar and, holding the mouse-button down, drag it into the centre of the screen:



You'll be asked to give the section a title e.g. **General Reading, Topic name, Week** and optionally, a description.

2. To add a sub-section drag the **New Section** bar inside an existing section. The dotted line shows you where the new section will appear.
3. You can add as many sections and subsections as you like

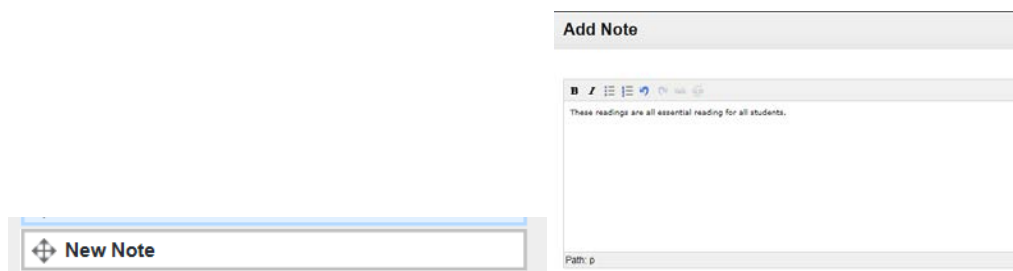


Move sections

To rearrange sections go to the Table of contents at the top of the screen – click and drag the compass symbol to move sections:

Add notes

If you want to include guidance notes or any information for students, drag the **New Note** bar over and drop it on the appropriate section.



6. Add the Bookmark Button to your Browser

Once you have created a structure you can add different resources by bookmarking.

To do this, you can use a browser **bookmark tool** which makes adding reference much easier and quicker.

This is compatible with all browsers though there are slight variations in installation method between Internet Explorer, Firefox, Chrome etc.

- Go to **lists.library.nuigalway.ie** and sign in
- Click on **My Bookmarks** tab and click on the **Install Bookmark Button** on the right-hand side of the screen:

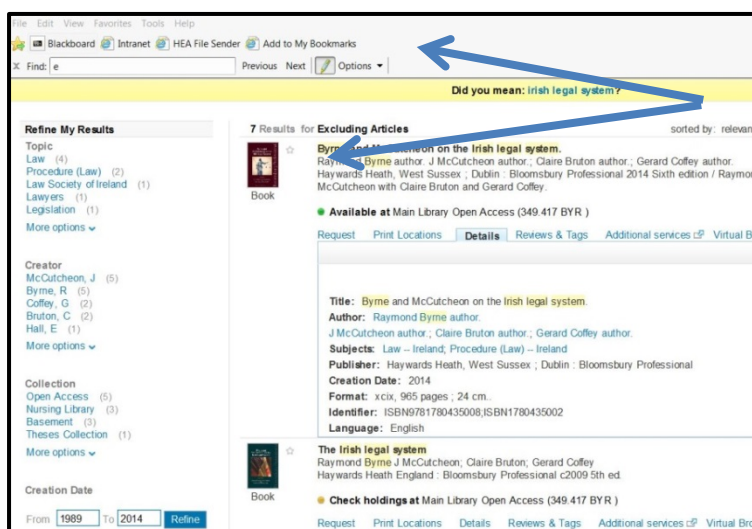


- Closely follow the on-screen instructions to install the Bookmark Tool. This tool will now always be available/visible from the Browser favourites bar.

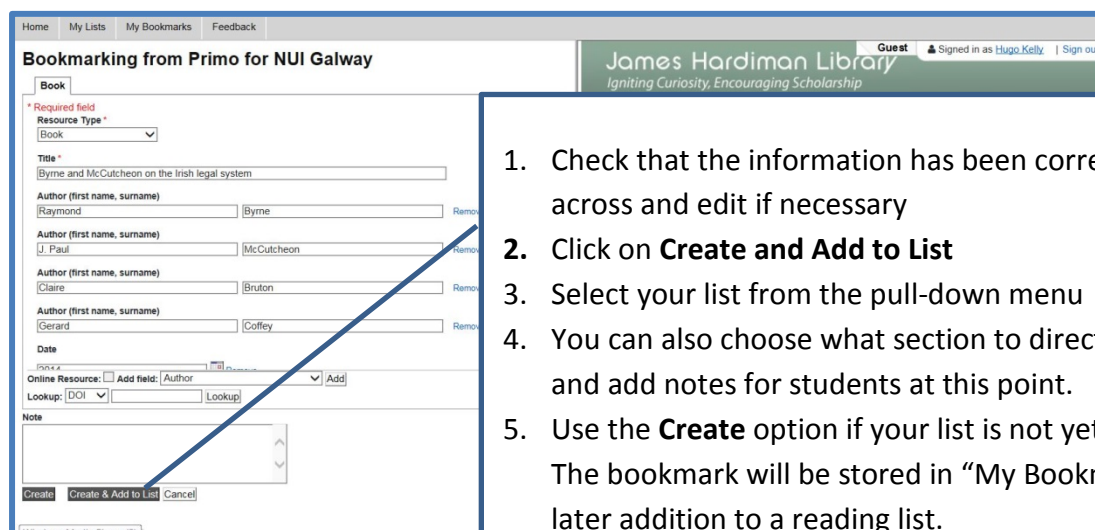
- Once the bookmark button is installed, books, e-books, book chapters, journal articles, websites, YouTube videos etc. can be quickly added to your reading lists.

7. Bookmarking a Book from the Library Catalogue

- Go to www.library.nuigalway.ie
- Search for your book on the Library Catalogue. In our example below we are bookmarking *'Byrne and McCutcheon on the Irish Legal System'* by Raymond Byrne.



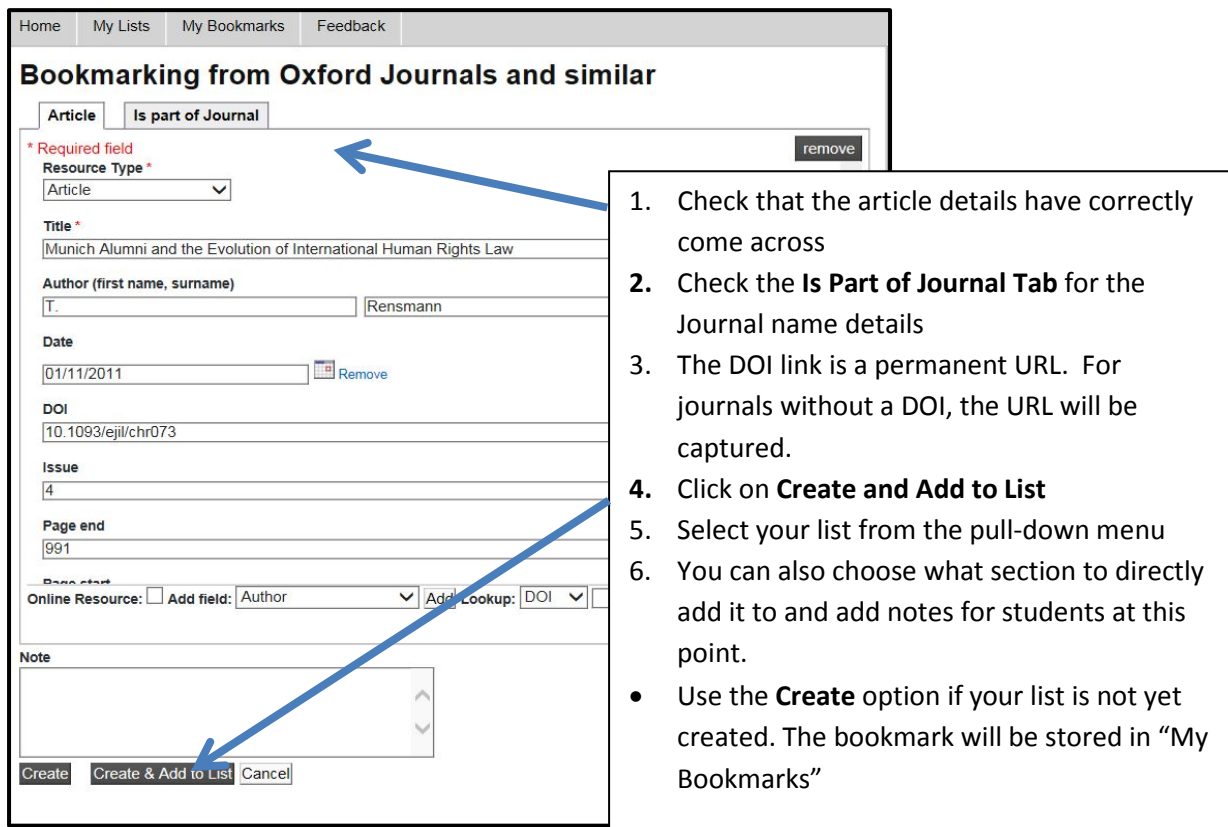
- Once the book is located, click on the **Book cover** image to display the full book details. (You can also use the **Details** button and click on the **Expand** icon)
- Click on **Add to my Bookmarks** button
- You will be automatically brought to the Bookmarking page in the Reading List System where the information about the book has been copied.
- The screen below is displayed. (You may have to click on **Show All Content** to display the right hand screen.)



- Check that the information has been correctly carried across and edit if necessary
- Click on **Create and Add to List**
- Select your list from the pull-down menu
- You can also choose what section to directly add it to and add notes for students at this point.
- Use the **Create** option if your list is not yet created. The bookmark will be stored in "My Bookmarks" for later addition to a reading list.

8. Bookmarking a Journal Article

1. Locate your article through the Library catalogue / database / website
2. Bookmark the HTML page which links to the full text PDF and **NOT** the PDF itself. The Reading List System will not capture sufficient information to create a good bookmark from a PDF but will from the HTML version of a page or the abstract page.
3. Click on '**Add to my bookmarks**' in your browser toolbar.
4. Once you have clicked the bookmark the following screen is displayed



The screenshot shows a web form titled "Bookmarking from Oxford Journals and similar". At the top, there are navigation tabs: "Home", "My Lists", "My Bookmarks", and "Feedback". Below the title, there are two tabs: "Article" (selected) and "Is part of Journal". A "remove" button is visible in the top right corner. The form contains several fields: "Resource Type" (a dropdown menu with "Article" selected), "Title" (text input with "Munich Alumni and the Evolution of International Human Rights Law"), "Author (first name, surname)" (text input with "T. Rensmann"), "Date" (text input with "01/11/2011" and a "Remove" button), "DOI" (text input with "10.1093/ejil/chr073"), "Issue" (text input with "4"), "Page end" (text input with "991"), and "Page start" (text input). Below these fields, there are checkboxes for "Online Resource", "Add field:" (with a dropdown menu showing "Author"), and "Add Lookup:" (with a dropdown menu showing "DOI"). At the bottom, there is a "Note" text area and three buttons: "Create", "Create & Add to List", and "Cancel".

Overlaid on the right side of the screenshot is a list of instructions:

1. Check that the article details have correctly come across
2. Check the **Is Part of Journal Tab** for the Journal name details
3. The DOI link is a permanent URL. For journals without a DOI, the URL will be captured.
4. Click on **Create and Add to List**
5. Select your list from the pull-down menu
6. You can also choose what section to directly add it to and add notes for students at this point.
 - Use the **Create** option if your list is not yet created. The bookmark will be stored in "My Bookmarks"

9. Setting Item Importance

Each item in a reading list can have its importance flagged to students. Two importance levels are available: Core and Recommended.

- The library will presume that any books flagged as **Core** are essential reading for all students of the module and will acquire sufficient copies and assign loan status relative to class size on that basis.
- **Recommended** should be used where an item is considered background or additional reading, and it is not anticipated that every student will read this work. The library will ensure that one copy of recommended books is held in stock.
- **Notes** can be added to each item for both the students and the library. The student notes can be used to give reading guidance to the student – e.g. what they will get from this work, or the relevance of the work to particular essay topics, etc.

- **Library notes** can be used to communicate with the library about requests for scanning and other useful information that will help the Library ensure student access. For example it would help to know if purchasing print copies was unsuitable because the course was being run off campus.
- Please rest assured that the library will review all lists and purchase additional copies of material as necessary relative to class size.

10. Bookmarking a Book Chapter

1. Search and find the book in the Library Catalogue
2. Click on the book cover / details tab to view the individual record.
3. Click the **Add to My Bookmarks** option on your favourite's toolbar. The screen on left is displayed

4. **Add field Has part** (chapter, article etc.). Screen on right is displayed.
5. Enter chapter information
 - a. If the chapter has separate author and title etc. add in the additional fields as above
 - b. Otherwise gave the basic Chapter information e.g. **Chapter 3 of The Study Skills Handbook**
6. Click **Create & Add to List**. Specify where in the list the bookmark should be added.
7. Enter the chapter details in the **Note for Student** field and set the level of **Importance**.

11. Publishing your List

A list is not available for anyone else to view until you publish it. Students will not be able to find it and you will be unable to link to it from Blackboard.

Two options to publish the list are:

- From **Edit List**, click **Publish** in the top right corner.

Or

- From **My Lists**:
 - Click the check box next to the reading list title.
 - Click the list's **Select action** box and select **Edit**.
 - Click **Publish** in the top right corner.

Once a list is published:

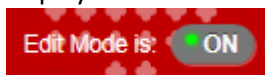
- The Library will be notified and will purchase resources/request scanning based on information in the list.
- The list is live and searchable from the reading lists search box.
- The list can be displayed in Blackboard.

Note: If you edit a list after it is published you need to click Publish again for changes to be visible.

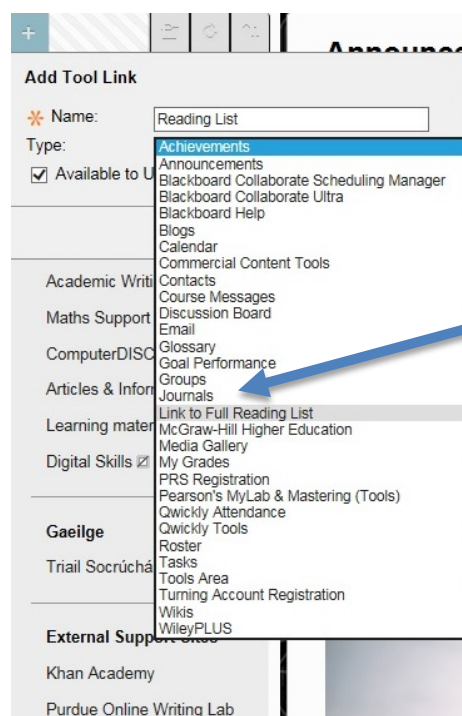
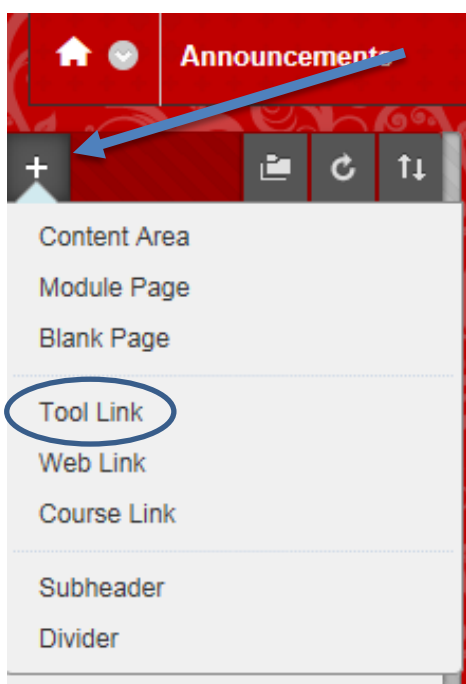
12. Displaying a Reading List in Blackboard

A **tool** has been added to Blackboard that enables the automatic display of your reading list from the Reading List System within the relevant module, i.e. the module with the same module code.

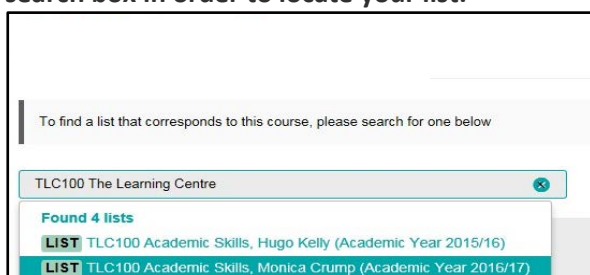
1. In Blackboard go to the module you'd like to add your reading list to. Ensure that Edit Mode is switched **ON**, by clicking on Edit Mode ON at the top right hand side of the module display.



2. Now click on the + on the top left of the screen and choose **Tool Link** from the drop down menu that appears.



3. Now choose the option 'Link to Full Reading List' from the drop-down menu and give your list a name, e.g. **Reading List**. This is what will appear to the student.
4. Make sure to click on **Available to Users** to ensure students will see this link. A link to the reading list will now appear on the menu on the left hand side of the screen.
5. The final stage is linking to the module list on the Reading List System. Click on the **Reading List link**.
6. The Reading List System will launch. (Note you may need to login.) The system automatically searches for your list. **The academic year prefix i.e. 1617 will need to be removed from search box in order to locate your list.**



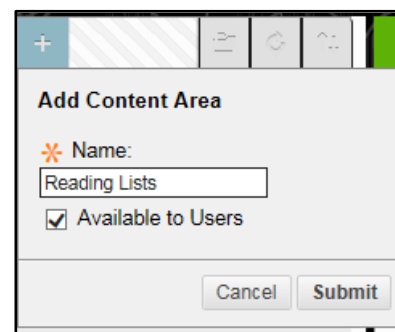
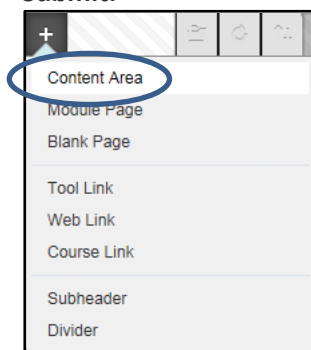
7. Select the appropriate list from the results that appear as above.

8. The reading list will open. Click on **Save** to create a permanent reading list link.
9. Note: that you can also create links to sections on your reading list if required. See next section.

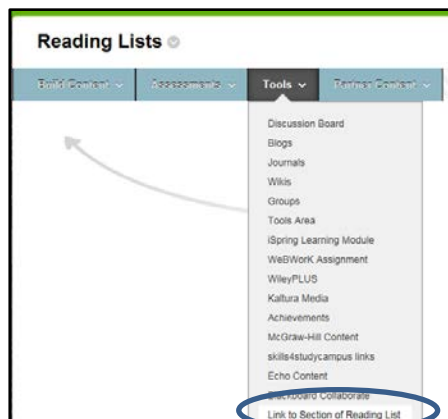
13. Linking from Blackboard to a Reading List Section

Instead of linking to a full list you can also link from Blackboard to sections of a reading list i.e. Week One Readings, Week Two Readings, Week Three Readings etc.

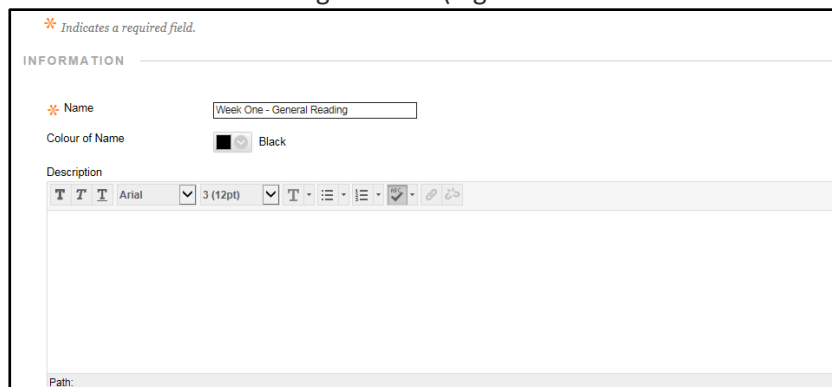
1. Click on **'+' dropdown menu** from left hand menu to display options. Select **Content Area** and give a meaningful name as shown below and make **Available to Users**. Click **Submit**.



2. Link to **Reading Lists** is displayed further down left hand menu
3. Click on this **Reading Lists** link to start adding sectional links. The **Build Content Box** is displayed.
4. Click on **Tools** and select **Link to Section of Reading List**



5. Give the section a meaningful name (e.g. Week One – General Reading or Topic)



6. Add **Description** if explanatory notes or instructions to students about the reading list section are required.
7. Set **Options** at bottom of screen for users to view, track views and **add date and time restrictions** if needed.

OPTIONS

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After

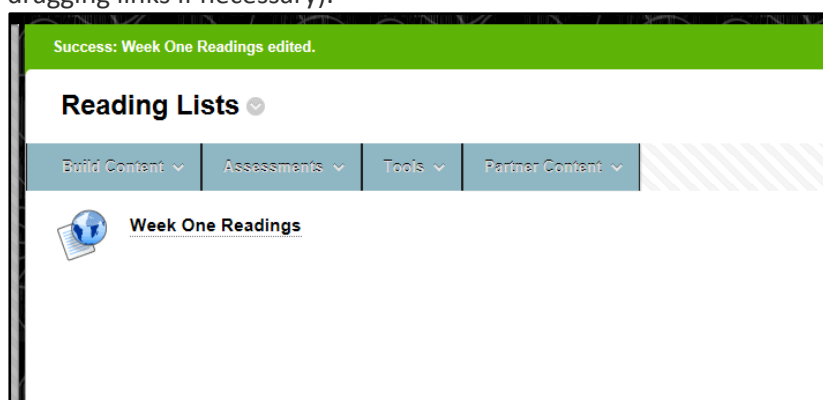
Enter dates as dd/mm/yyyy. Time may be entered in any increment.

Display Until

Enter dates as dd/mm/yyyy. Time may be entered in any increment.

*Click **Submit** to proceed. Click **Cancel** to go back.*

8. Click **Submit**.
9. The link will have been added to the Content box. (The order can be rearranged by dragging links if necessary).



10. Next click on the section name (i.e. **Week One Readings**) to create link to relevant section on the Reading Lists System
11. You may be asked to login to the Reading List System if not already open (standard NUI Galway login details).
12. **The academic year prefix i.e. 1617 will need to be removed from search box in order to locate your list.**
Select the appropriate list.

Add list section

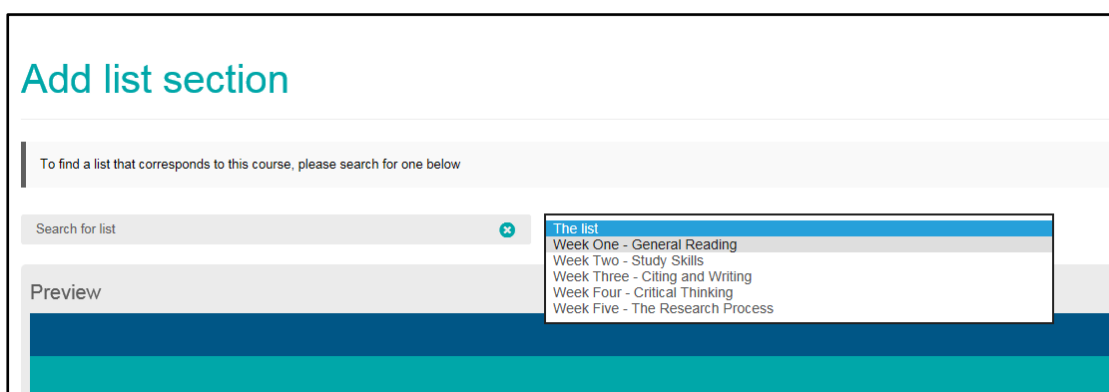
To find a list that corresponds to this course, please search for one below

✕

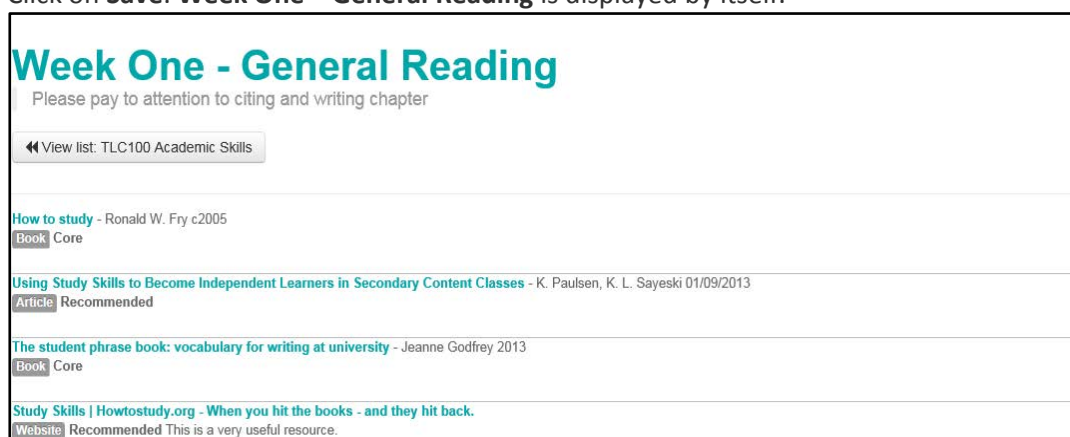
Found 4 lists

- LIST
TLC100 Academic Skills, Hugo Kelly (Academic Year 2015/16)
- LIST
TLC100 Academic Skills, Monica Crump (Academic Year 2016/17)

13. Next link to the correct section of your list.



14. Click on **Save**. **Week One – General Reading** is displayed by itself.



15. Return to Content page by clicking on **Reading List link** at top of page and repeat the above steps to add other sections of the list.

16. If you want to add more readings or sections to your list make these changes through the Reading List System and then re-publish your list.

14. Contact

Please don't hesitate to get in touch if you have any questions or problems using the Reading List System.

As a new system we would also greatly value your feedback on how you and your students find the system. Just contact readinglists@nuigalway.ie.