Using the Reading List Service

System Link: https://nuigalway.rl.talis.com
Support: http://library.nuigalway.ie/readinglists
Contact: readinglists@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.

Creating reading lists is very straightforward. Please pay special attention to adding the Bookmark button to your browser. This makes creating lists very straightforward.

Contents

1. Opening the Reading List Service
2. Create a new List & Link to Module Hierarchy (Blackboard)
3. Structuring your List – add paragraphs and sections
4. Adding Resources - Add the Talis Bookmark Extension
5. Bookmarking a book from the Library Catalogue
6. Using the Quick Add Resource Button
7. Bookmarking an e-book from the Library Catalogue
8. Bookmarking a book that is not listed on the Library Catalogue
9. Bookmarking a Journal Article
10. Setting Item Importance
11. Bookmarking a Book Chapter for Digitisation
12. Checking and amending your List before Publication
13. View the Reading List as the Student Sees it
14. Publishing your List and What Happens Next
15. Linking to a Reading List from Blackboard
16. Linking to a Reading List Section from Blackboard
17. Changing the Linked Modules (Blackboard) & Student Numbers
18. Frequently asked questions
   o When I attempt to link my reading list to the module I cannot find the module listed on the hierarchy page
   o Can I link a reading list to more than one module?
   o Can more than one lecturer share a reading list?
   o Can I copy a reading list?
   o Can I delete a reading list?
   o Do I need to recreate the reading list each year?
   o Is the reading list URL permanent?
   o Why are some of my core books not available as e-books?
1. Opening the Reading List Service

- Go to https://nuigalway.rl.talis.com
- Log in with your usual NUIG username/password.
- You will be prompted to create a quick user profile. You must make your profile public so that the library can pass ownership of lists to you.

2. Create a New List & Link to Module Hierarchy (Blackboard)

1. To create a new list, go to the My Lists and click on Create New List on right of screen.
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 very important as this is the mechanism by which your list is linked with your Blackboard module.
   a. Enter the module code in the search box and select the relevant module from the list displayed.
   b. Make sure to Save your choice.
   c. Note: you can link a reading list to as many modules as necessary. If you have any problems finding the correct module please email readinglists@nuigalway.ie
   d. If required afterwards you can change/add module links to hierarchy using the Edit pulldown module. See Section 15: Changing the Linked Modules (Blackboard) & Student Numbers
4. Select the relevant academic year within which this module will be taught.
5. Indicate the anticipated number of students taking the module(s) – this will help the library to assess how many copies will be needed of the books on your list.
3. Structuring your List – add paragraphs and sections

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

You can create different sections in a variety of different layouts e.g. General Reading, Primary Reading, Week One, Week Two, By Topic etc.

3.1 Adding Paragraph and General Information to your Reading List
At any stage within the reading list you can add in information about the module, assignments, learning outcomes or general advice for the students. You should be able to replicate all information provided in a MS Word Reading List that would traditionally have been given out.

1. If the list is not open go to My Lists and select your list
2. To add a paragraph information click on the paragraph link that is visible in the Empty List! box.

3. Now fill in any details you wish to provide about the list or module.
4. You can cut and paste in any existing descriptions from a word document and format as required.

3.2 Add a section to a reading list
e.g. Core Texts, Primary Reading, Secondary Reading, Week 1, Week 2, Topic etc

1. Click on the section Link as above within the Empty List! Box
2. If the Empty list! icon is not visible (as above), move your mouse up and down the screen and the Action Bar will appear

3. Select ADD SECTION
You’ll be asked to give the section a title e.g. General Reading, Topic name, Week and optionally, a description. Click on Save.
i. You can add as many sections as you like to your list. You can add subsections within sections to allow for detailed breakdown of resources if required.

ii. The \textit{menu} option at the end of the section line allows you to edit, delete or move the section within your list.

4. When you are happy with the general structure of the list now it is time to add resources.

5. If you are new to creating resources that we recommend that you Bookmark from the Library Catalogue

\textbf{Note:} If you click on the Resource/ADD Resource button it will bring up an empty screen. This is because you have not created any Bookmarks for books, articles chapters yet. This will be covered next.

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4. Adding Resources - add the Talis Bookmark Extension to your Browser

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

To do this, you can use a Talis Extension \textit{bookmark tool} which makes adding references much easier and quicker.

For ease of use and for security reasons, the Talis extension is the recommended method of adding references to your reading list. It replaces the “Add to your Bookmarks” button which may not be as dependable across all interfaces.

\textbf{To install the Talis Bookmark Extension}

1. Locate the \textit{Talis Aspire Reading Lists Bookmarking extension in the Chrome web store}.  
2. Click \textit{Add to Chrome}. A popup will appear confirming you’d like to add the extension to your browser
3. Click \textit{Add extension}. You should now see the Talis logo appear along side your other extensions (such as Endnote).
4. The first time you attempt to use this extension it will prompt you to select your institution - click the dropdown and select NUI Galway from the list, then click \textit{Save}.
5. Finally you can click on the Pin icon to make Talis extension icon visible on your Browser bar

4.1 Adding the Bookmark Button to your Browser (not recommended)

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

- Go to \texttt{lists.library.nuigalway.ie} and log in
• Click on My Bookmarks tab and click on the Install Bookmark Button on the right-hand side of the screen:

![Install Bookmark Button]

• Closely follow the on-screen instructions to install the Add to my Bookmarks Button.
  1. Make sure the Bookmarks bar is displayed under the address bar (check settings or right click over setting buttons)
  2. Drag the Add to my Bookmarks button up to the Bookmarks bar and release
  3. Note: the Bookmarks bar is known as Favourites Bar in Internet Explorer

• This tool will now always be available/visible from the Browser Bookmarks 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.

5. Bookmarking a Book from the Library Catalogue

• Go to www.library.nuigalway.ie
• Search for your book on the Library Catalogue. In our example ‘Byrne and McCutcheon on the Irish Legal System’ by Raymond Byrne

  1. Once the book is located, click on the title to display the full book details. The system works best with only one book displayed on screen.
  2. Click on the Talis Bookmark Extension you have installed
  3. You will be automatically brought to the Bookmarking page in the Reading List System
  4. This screen with instructions is displayed below.
6. **Bookmarking an e-book from the Library Catalogue**

The steps for adding an e-book to a Reading list are similar to adding a print book.

- Find the book on the Library Catalogue, open the record and click on the **Talis Bookmark Extension**.
- The Reading List System will detect if both the print and e-book is available and bring up the following choice of which format you wish to bookmark.
- Click on the e-book version of the book and follow the same steps for adding to the Reading List.

Note: you can combine the print and e-book records to show the print holdings and link to the e-book from the same bookmark.

To do this Bookmark the print book. Then Edit the Bookmark and add in the url of the e-book as a web address using the ADD FIELD pulldown menu. Make sure to tick Online Resource.
7. Bookmarking a Book that is not listed on the Library Catalogue

If you wish to order a new book and you find that it is not listed on the Library Catalogue then you can bookmark from another website such as Amazon or Worldcat or even a publisher’s website.

Example: Bookmarking from Amazon

1. Go to www.amazon.co.uk
2. Locate the book and click on the title to display details— it is important to have only the bibliographic details of only the required book displayed
3. Click on the Talis Extension button and add the book to the appropriate reading list.
4. Please indicate whether the book is Core or Recommended. The Reading List Team require this information in order to purchase the appropriate number of copies.

8. Using the Quick Add Resource Button to Add books

This method allows you to add books from within your Reading List. This method is less favoured by us than using the Talis Book extension (see Section 4) because often it does not link accurately with our Library holdings or e-books links.

1. Open the Reading List you wish to add books to. Move the cursor up/down the reading list to make the Action Bar appear.
2. Click Add Resource on the Action bar.
3. This will display a search screen that allows you to search your existing bookmarks, as well as books on Nielsen Book Data.
4. Select the book you wish to add to your list by clicking the title.
5. This will expand in line with the other search results to show you details of published editions, as well as their stock status in your library catalogue.

<table>
<thead>
<tr>
<th>Edition</th>
<th>ISBN</th>
<th>Published</th>
<th>Format</th>
<th>In library</th>
</tr>
</thead>
<tbody>
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<td>2019</td>
<td>Paperback / softback</td>
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</tr>
</tbody>
</table>

6. Locate the edition you wish to bookmark and click the plus button. This will add the items to your list, as well as to your 'My bookmarks'.

9. Bookmarking a Journal Article

1. Locate your article through the Library catalogue / database / website
   - The Library Catalogue search includes articles so this is usually the quickest method of finding our subscribed journal articles
   - Once the article is located click on the journal title and open the article from the fulltext link

2. It is best to bookmark the HTML page which links to the full text PDF of the article 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 the **Talis Extension Button**. The following screen is displayed
10. Setting Item Importance

Each item on a reading list can have its importance flagged to students. Two importance levels are available: **Core** and **Recommended** (we will treat **Suggested for Student Purchase** as Core).

- 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.
11. Bookmarking a Book Chapter for Digitisation

1. Search and find the book in the Library Catalogue
2. Click on the book title to view the individual record
3. Click the Add to My Bookmarks option on your favourite’s toolbar.

4. At bottom of screen select Add field and choose Has part from the drop-down menu. The Screen on right is displayed.
5. Enter chapter information
   a. If the chapter has separate author and title etc. use the Add Field menu to add in the bibliographic fields e.g. author, chapter title, page range etc
   b. Otherwise gave the basic Chapter information in the title 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 any information in the Note for Student field and set the level of importance
8. Following publication of the list, the Library will first of all check for an e-book. If an e-book is not available we will request the chapter is digitised by the Library Digitisation Centre. This is subject to existing copyright regulation.

12. Checking and amending your List before Publication

It is good practice to review the list before you publish. You can:
   • make any necessary amendments or changes to sections
   • amend any resources that are not displaying as you would like
   • add resources that you have stored in your bookmarks
To amend the list:

- Go to My Lists and select the Reading List
- Use the Action bar that appears to edit or add new sections to your list if necessary.
- Because you have created Bookmarks, now when you click on ADD RESOURCE your stored bookmarks will appear. These can added again if required and edited to identify specific chapters for example
- Note you can move bookmarks between the sections by grabbing the icon with your mouse
- You can edit a bookmark by clicking on the menu on right of bookmark. You can
  - Edit the bibliographic data that appears if required
  - Change the student note that appears beneath the Bookmark
  - Carry out other useful functionality

13. View the Reading List as the Student Sees it

It is good practice to view the list as the student sees it to identify any issues and check links that you may be unsure will work.

- Go to My Lists and select the Reading List
- Open the View dropdown menu and select “As Student” – see image below
- The Student View displays
14. Publishing Your List and What Happens Next

A list is not available to students until you publish it and you will be unable to link to it from Blackboard.

1. From My Lists:
2. Open the Reading List
3. Click on the Publish icon in the top right corner

What happens Next

1. The Library will be notified and will review the list for:
   - purchasing of new and additional titles (inc. e-books)
   - changing loan status
   - chapter/article scanning requests based on information in the list
2. The list is live and is searchable from the reading lists home page
3. The list link can be added to Blackboard
4. See section 10 if you wish to edit/amend the list again
5. **Note:** If you edit a list after it is published you need to click Publish again for the changes to be visible to students.
6. If you do make changes you can also leave the list in draft until you are ready to publish and make the updated list available

15. Linking to a Reading List from 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 would like to add your reading list to. Ensure that Edit Mode is switched **ON**, by clicking on **Edit Mode** at the top right hand side of the module display.
   Now click on the + on the top left of the screen and choose **Tool Link** from the drop down menu that appears.
2. 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 your students.

3. 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.

4. Click on the Reading List link.

5. The Reading List System will launch. (Note you may need to log in.) The system automatically searches for your list.

6. Click on the Save button to create the permanent link to the list.

16. Linking to Reading List Section from Blackboard
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 the 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.

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 the link to the relevant section on the Reading Lists System.

11. You may be asked to log in to the Reading List System if not already open (standard NUI Galway username/password login details).

12. The system locates the list with a drop-down menu for the various sections of the reading list.

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

15. If you want to add more readings or sections to your list make these changes through the Reading List System and then republish your list.

17. Changing the Linked Modules (Blackboard) & Student Numbers

One common reason why lists do not display in Blackboard is because the module was not linked correctly to the reading list. Alternatively you may want to link another module to the reading list.

In addition having student numbers for each module is a great help for us to purchase the correct number of copies. It may slow up processing your list if this is not in place. To check/edit the links to your reading list or change student numbers:

1. Open the reading list in question
2. Open the Edit pull down menu and select ‘Hierarchy and Student Numbers’
3. Search for the new module in the grey search box and make sure to select Save.
4. Please add in the approximate number of students that will be taking the module. This helps us hugely in deciding the number of copies to purchase.

18. Frequently asked questions

a) When I attempt to link my reading list to the module I cannot find the module listed on the hierarchy page
b) Can I link a reading list to more than one module?
c) Can a reading list be shared if a module has a number of contributing lecturers?
d) Can I copy a reading list?
e) Can I delete a reading list?
f) Do I need to recreate the reading list each year?
g) Is the reading list URL permanent?
h) Why are some of my core books not available as e-books?

a) When I attempt to link my reading list to the module I cannot find the module listed on the hierarchy page

Some newer modules will not be listed on the Reading List System yet. Please email any missing module codes with module titles to readinglists@nuigalway.ie and we will quickly add them for you.

b) Can I link a reading list to more than one module?

Yes. If your list is being used by a number of modules, add the module codes in the Hierarchy & Students search. Please also add in the students numbers for each module.

c) Can a reading list be shared if a module has a number of contributing lecturers?

Yes. If your module has a number of contributing lecturers you can invite lecturers to become publishers on the module. See below.

- Open the reading list and select Edit. Select Invite List Publishers from the List.
- You will be asked to enter in the lecturer(s) email. An invite will then be sent. Once accepted, the lecturer will be able to edit and update the list.

![Image of a reading list interface]

d) Can I copy a reading list?

You can copy a reading list and amend as required.

- Go to ‘My Lists’.
- Find the list you wish to copy.
- Click on the Actions button on the right and select ‘Copy to a new list’
- Note at the end of the academic year the reading list will automatically roll over for the new academic year so the copy function is not required in this instance.
e) Can I delete a reading list?

In practice there is rarely a serious need to delete a published list. The link to the Blackboard module could be removed so the list is not accessible for instance. If you do wish to delete a list please email readinglists@nuigalway.ie with the module code.

f) Do I need to recreate the list each year?

No. The list will automatically rollover during the summer. Please note that only published versions will roll forward. If you are updating a list for the new academic year please publish it and ensure that the most up to date version rolls forward.

g) Is the reading list URL permanent?

The Reading List URL is permanent. The link can be copied to other resources and applications e.g. AKARI or an email etc.

h) Why are some of my core books not available as e-books?

We will always check for an e-book if the book is listed as core. Unfortunately many publishers that offer individual e-book purchase will offer limited or no e-book availability to libraries.

Collection Development 4/07/22