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1. Introduction
Reading Lists is an interactive, student facing reading list system that will allow you to build reading lists for students and manage, edit and update them in one place. A link to Reading Lists can be placed into Blackboard, Moodle and the Business School Hub, allowing students to click straight through from a reading list to the relevant library catalogue entry, journal paper or e-book.

Reading Lists will make it easier for the library to check your lists and make sure that items are made available for students.

For more information please visit: www.imperial.ac.uk/reading-lists

1.1 How to access Reading Lists
- Go the Library home page – www.imperial.ac.uk/library
- From the Learning Support menu select Reading Lists and click on the Log in to Reading Lists button
- Use your Imperial College London login to access Reading Lists

The first time you access Reading Lists you may see a help wizard on the welcome screen.

2. How to build My Collection
Your collection can be a starting point to gather together material you may wish to use to build your reading list/s.

2.1 Adding items to My Collection using Library Search
- Select My Collection from the options in the left hand navigation panel
- Click on the + ADD ITEM button on the right hand side
- Use the search options to find relevant items from the Library collection of books and articles. Using the Advanced Search option allows you search for title, author or ISBN.
- Select the item required and click the Add to Collection button

We advise you to use this option for adding material to your reading list as it provides the most complete reference for your students and allows easy linking to full text online.

2.2 Adding items to My Collection manually
- Select My Collection from the options in the left hand navigation panel
- Click on the + ADD ITEM button on the right hand side
- Click on the blue link Add item manually/Upload file
- Select the appropriate Type for your item from the pull-down menu
- Fill in all relevant fields, using the More Details option as required
- Note that any URL should be added to the Source field
- Click on Add it
- Drag and drop or click in the upload box to add files to your item

For information on requesting digital copies of book chapters and sections see Electronic access to book chapters.
2.3 Adding items using ‘Cite it!’
Cite it! is a tool that pulls across core information about an item from a wide range of academic and popular websites (e.g. Amazon; PubMed; ScienceDirect). If the Library does not have copies of the item you want, use Cite it! to add details to My Collection. If you then add the item to a reading list, the Library will be prompted to obtain a copy of the item.

- Click on your name on the top right of the screen and click **Leganto Cite it!**
- Drag and drop the **Cite it!** button to your browser toolbar
- Find a relevant item on your chosen website and click on the **Cite it!** button in your browser toolbar.
- **Add this to my collection** popup appears containing the details of the item
- Click the **Add it** button to add to your collection, or select **List** to add the item to a specified reading list

Please note the amount of item information pulled into Reading Lists varies depending on the source used. Manual editing to improve the data may be required.

3. How to build a reading list

3.1 Creating a new list
Most departmental reading lists will already be created and available for editing in Reading Lists. However, it is very quick and easy to create a new reading list from scratch.

To create a new reading list:

- Select **Reading List** from the options in the left hand navigation panel
- Click on the **New List** button in the top right of the screen
- Give your reading list a title, ideally this should be the name of the course and add a **Description** if desired
- Hit the **Create** button
- Select a template from the options provided. Templates provide a section structure for your reading list allowing you to divide the list into weekly readings, by topic or type of material. If you select **Blank** you can create your own sections
- Select **Associate List** to connect your reading list with a course. Details of courses have already been entered into Reading Lists; select the correct course by typing a course code or name into the search box when prompted.
- Check that the dates for the course and the number of participants (students) are correct and click **Confirm**. It is important to have an accurate participant numbers as this affects the number of copies of books the library will purchase for the course
- The course code will now appear in the header for the reading list
- Click the **New Section** button
- Enter a section title and a description and click **Create**.
- You can decide to show or hide a section from view by entering Start and End dates in section title box and check the **Section visible only during these dates** box. If you want to enter dates for information purposes only, leave the box unchecked.
- You can add further sections as required e.g. if you want to create sections for each lecture, topic or type of material. You can also drag and drop sections to change the order in which they appear in the list
3.1.1 Section/Session Headings
In order to display sessions in the correct order on the Hub please use the section names when necessary:

Session 0 - Pre-module reading will appear at the beginning of the list
Session 00 - Key module reading will appear at the beginning of the list
Session 99 - Additional reading will appear at the end of the list

3.1.2 Duplicating an existing list
An existing list can be duplicated to create a new list. This is useful if a list from a previous year is unchanged, or only requires minor amendments.

To duplicate an existing list:

- Click on the three dots (…) icon for the reading list you wish to copy to open the menu
- Select Duplicate List
- To work on your new list, go to My Lists. The duplicated list will have the same name as the original but with (1) at the end and have a status of Draft
- The duplicated list will be associated to the same course as the original. To associate the duplicated list to a new course and thus link the list to the correct course on the Hub, click on the three dots (…) icon and select Course Association Options
- Type in the new course name, or course code and click Associate

Please note that any additional collaborators will not be copied over to the duplicated list. To add colleagues as collaborators go to the section on Adding collaborators to a list.

3.2 Adding items to your reading list
New items can be added to your reading list in two ways:

- Added directly into your list
- Copied from your collection

3.2.1 Adding items directly into your list
To add items directly into your list:

- Click the + button on the right of the section to which you want to add an item to open the Search box
- Use the search options to find relevant items from the Library collection of books and articles. Using the Advanced Search option allows you search for title, author or ISBN.
- Select the item you want to add from the results list and click Add
- Continue to add items as required or click the X at the top of the Search box to close it
- The selected item/s will now appear in your reading list
- Change the designation of the item to Core (essential), Supplementary (students encouraged to use) or Background Reading by clicking Add Tags to Item. The library will ensure that there are enough copies of books available based on the number of students and the category you have selected. The library may also buy an e-book if one is available.
3.2.2 Adding items from your collection
To add items from your collection:

- From your reading list click on the Open Collection button. Your collection will now appear on the left hand side
- Select the item you want to add and drag and drop it into your reading list
- The selected item/s will now appear in your reading list
- Change the designation of the item to Core (essential), Supplementary (students encouraged to use) or Background Reading by clicking Add Tags to Item. The library will ensure that there are enough copies of books available based on the number of students and the category you have selected. The library may also buy an e-book if one is available.

3.2.3 Electronic access to book chapters
Where possible, the library will seek to provide electronic access to specified book chapters in a reading list.

You should identify the chapter students are required to read by adding details of the required chapter number/name and book title to your list using the Add item manually/Upload file option in the Search box.

- Click the + button on the right of the section to which you want to add an item to open the Search box
- Click the Add item manually/Upload file link in the top left corner of the Search box
- From the Type drop down menu select Book Chapter
- Enter details of the book title, author, chapter number and/or name and edition and click the Add button
- You can add additional information such as ISBN and Publication Date if you wish

Alternatively, a note can be added to the Notes field of an item, by selecting Edit item.

The Library will purchase an e-book if possible in order to provide electronic access. Alternatively, it will use the College’s CLA HE Licence to make digital chapters from books held in the Library and the British Library.

You should be aware that not all readings can be supplied electronically because of licence restrictions and other factors.

Should there be a problem, you will be contacted by a member of library staff.

3.2.4 Adding Harvard Business Review Case Studies and other documents to your list
To add HBR and other documents you should create a manual item from scratch.

To ensure access to documents is available to students using the Hub a link to the document should be added to Reading Lists, rather than adding the document itself via the drag and drop feature.

Documents not available online should be uploaded to the Business School server and the link provided added to Reading Lists.

- Click on the + ADD ITEM button on the right hand side of the section you wish to add the item to
- Click on the blue link Add item manually/Upload file
- Select the appropriate Type for your item from the pull-down menu
• Fill in all relevant fields, using the More Details option as required
• Enter the URL for the document on the Business School server to the Source field
• Click on Add

Be aware of copyright restrictions on material you choose to upload. Contact the library if the material requires copyright clearance, or if you have any questions.

3.3 Adding notes to items in your reading list
You can add a note to items on your reading list which provide additional information.

Public notes can be only viewed by anyone with access to the reading list.

Private notes can only be viewed by you.

To add a note:

• Open the reading list and select the item you want to add a note to
• Select Public or Private note as appropriate
• Click on Add Note and enter your note text in the box and click Save

Items with public notes will display the text of the note under the item in list view. The note can also be seen if the item is selected and opened.

Private notes can only be viewed by opening the item.

3.4 Adding collaborators to a list
If you want to allow other people to be able to edit your reading list you can add them as a Collaborator.

There are two privilege levels available:

Manager - can add other collaborators to the list, edit and delete items, or delete the entire list.

Editor - can edit the list, but cannot delete the list or add other collaborators.

To add collaborators:

• Open the reading list
• In the Collaborators panel on the left click on Manage Collaborators
• Enter the name or email address of the colleagues you’d like to add as collaborators
• Click on Send Invitation. This will send an email to your colleague notifying them that they can now edit this list

By default the privilege level for collaborators will be set to Edit, to change this to Manager click on Manage Collaborators in the Collaborators tab and change the privilege level of your colleagues using the drop down menu next to their name.
3.5 Publishing your list
To make your list visible to students it needs to be published. Unpublished lists will have a status of **Draft** and can only be viewed by list creators and collaborators.

Publishing a list also sends the list details to the library. **Please note** that Library Services will check your lists to make sure that items are available in the library. If there are issues with any items on the Reading List then Library Services reserves the rights to make edits or delete items, you will be contacted if this is the case.

Lists can be published from the options drop down menu in **My Lists** or from within the reading list.

To publish a list:
- Go to the options drop down menu (denoted by three dots ...) in **My Lists** or from within the list you wish to publish and select **Publish**
- The list status will now change to **Published** and the status of the items on the list will change from **Being Prepared** to **Sent**. Once the library has checked the item is available the item status will change to **Complete**

3.5.1 Adding additional items to a published list
Please note, if you add additional items to a list once you’ve published it you must select **Send to Library** either from the options drop down menu for the whole list, or from the item menu.

3.6 Creating Reading List permalinks
Permalinks are direct hyperlinks to your reading list that can be added to areas such as course guides, VLE pages or iBooks.
- Select **Reading Lists** on the left hand navigation panel
- Hover over the Reading List you wish to create a permalink for
- Use the options drop down menu to select **Permalink**
- Click **Copy to Clipboard**
- Paste the Permalink into your course guide, VLE page or iBook

4. Editing Reading Lists

4.1 Deleting

Deleting Reading Lists:
- Select **Reading Lists** on the left hand navigation panel
- Hover over the Reading List you wish to delete and click on the options drop down menu
- Use the drop down menu to select **Delete**

Deleting Reading List Sections:
- Select one of your lists and open a section.
- Click on the down arrow next to the + button on the top right hand side.
- Use the drop down menu to select **Delete section**

Deleting items from Reading Lists:
- Select one of your lists and open a section
- Hover over the item you wish to delete and click on the options drop down menu
- Use the drop down menu to select **Delete item**
4.2 Changing Reading List titles
- Select one of your Reading Lists.
- Hover over the Reading List title and click on Edit
- Change the name of the Reading List and click Save

4.3 Exporting Reading Lists
- Select Reading Lists on the left hand navigation panel
- Hover over the Reading List you wish to export and click on the options drop down menu
- Use the drop down menu to select Export and choose an Export option

4.4 Exporting Reading List sections
- Select one of your lists and open a section
- Click on the down arrow next to the + button on the top right hand side
- Use the drop down menu to select Export and choose an Export option