Leganto Reading List handbook for Business School administrators

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Contents

1. Introduction .................................................................................................................................................. 3

1.1 How to access Reading Lists ..................................................................................................................... 3

2. How to build My Collection .......................................................................................................................... 3

2.1 Adding items to My Collection using Library Search .................................................................................. 3

2.2 Adding items to My Collection manually ................................................................................................... 3

2.3 Adding items using 'Cite it!' ....................................................................................................................... 4

2.4 Adding tags to items in My Collection ....................................................................................................... 4

3. How to build a reading list ............................................................................................................................ 4

3.1 Creating a new list ........................................................................................................................................ 4

3.1.1 Section/Session Headings ..................................................................................................................... 5

3.1.2 Duplicating an existing list ................................................................................................................... 5

3.2 Adding items to your reading list ............................................................................................................... 5

3.2.1 Adding items directly into your list ........................................................................................................ 6

3.2.2 Adding items from your collection ........................................................................................................ 6

3.2.3 Electronic access to book chapters ........................................................................................................ 7

3.2.4 Adding Harvard Business Review Case Studies and other documents to your list ........................... 7

3.3 Organising your reading list ....................................................................................................................... 8

3.4 Adding notes to items in your reading list .................................................................................................. 8

3.5 Adding collaborators to a list ..................................................................................................................... 9

3.6 Publishing your list ..................................................................................................................................... 9

3.6.1 Adding additional items to a published list .......................................................................................... 9

3.7 Creating Reading List permalinks ........................................................................................................... 10

4. Editing Reading Lists ................................................................................................................................... 10

4.1 Deleting & restoring .................................................................................................................................. 10

4.2 Changing Reading List titles ..................................................................................................................... 11

4.3 Exporting Reading Lists ............................................................................................................................ 11

4.4 Exporting Reading List sections ............................................................................................................... 11
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 + 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 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 + button on the right hand side
- Click on the Create tab
- Select the appropriate Type for your item from the pull-down menu
- Fill in all relevant fields, using the More item details option as required
- Note that any URL should be added to the Source field
- Click Save
- 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 3.2.3 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 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 list popup appears containing the details of the item
- Select Collection from the Add to options, then click Add & Close 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.

2.4 Adding tags to items in My Collection

Organise and filter your collection by adding your own, made up, tags to the items.

- Choose an item and click Add Tags to Item
- Type in your tag(s)
- Click the Save button
- Go to the Filter list option on the top left hand side of the screen (denoted by a funnel)
- Click on the tag you wish to filter your collection by

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 My Lists 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, enter Start and End dates if required 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.
• If the course takes place at a campus other than South Kensington, you can add a campus location to your section by clicking Select Course Location and choosing the required campus(es). This ensures that books will be made available at the nearest campus library.
• 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 to open the Search panel
- 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, choose a Section from the drop down menu if desired, 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 Select Reading Level. 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 a single item from your collection:

- From your reading list click on the + button. Your collection will now appear as one of the options on the right hand side
- Hover over item you want to add and click, 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 Select reading level. 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.

To add multiple items from your collection:

- To move several items at one time you can use the Bag It function
- From your reading list click on the + button. Your collection will now appear as one of the options on the right hand side
- Click on the item you wish to add to view additional options and select Add to Bag and Bag It
- The status of the item will show as In Bag
- To view the items in your Bag click on the Bag icon in very top right corner
- To move all the items in your Bag, click on the Bag icon and click in your list where you’d like the items to be inserted
- All the items will be added to your list
- Change the designation of the item/s to Core (essential), Supplementary (students encouraged to use) or Background Reading by clicking Select reading level. 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 book chapters in a reading list where:

1. A book chapter or page range is specified in a book citation’s public note in a reading list
2. Details of a book chapter or page range are added to a reading list using the Book Chapter item type as described below

To enter details of a book chapter to your list:

- Click the + button to open the navigation panel and select the Create tab
- From the Type drop down menu select Book Chapter
- In the Chapter Title field enter the chapter number in brackets, followed by the name of the chapter. Enter the name of the chapter author in the Chapter Author field. Enter the book title, book author, edition and chapter number in the appropriate fields. Finally, enter the start and end page of the chapter
- Use the Add to List, or Add to Bag options to insert the book chapter details into the appropriate section of your reading list

The Library may purchase an e-book if appropriate 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 the + button to open the navigation panel and select the Create tab
- Select Case Study from the Type pull-down menu
- Fill in all relevant fields, using the More Item Details option as required
- Enter the URL for the document on the Business School server to the Source field
- Use the Add to List, or Add to Bag options to insert the case study details into the appropriate section of your reading list

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 Organising your reading list

3.3.1 Re-ordering sections and items in your reading list

You can change the order in which sections and items appear by individually dragging and dropping them into new parts of the list.

To reorder sections and items in bulk you can use the Bag It function.

- Click on the three dots (…) icon for the sections or items you wish to move and choose Bag It.
- Click the part of the list you wish to move the chosen sections or items to, and they will be inserted.
- Sections and items must be moved separately.

3.3.2 Adding a note to your section

You can subdivide a section by adding a note to it.

- Click on the three dots (…) icon for the section you wish to add a note to.
- Click Add a note
- Give your note a title, and add a description if desired
- Click Save
- Drag and drop the note into the correct position within the section

3.4 Adding notes to items in your reading list

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

Please note that Public notes cannot be viewed in the Hub – please do not use this option for Business School reading lists.

To add notes to an item which are visible in the Hub:

- Double click on the item to open it in full view
- Move your mouse to the top right of the screen to display the Edit button, click the Edit button
- In the Edit Items Details box enter the text of your note in the Notes field, you can delete any text which may already be in this field first

Private notes can only be viewed by you.

To add a Private note:

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

Private notes can only be viewed by opening the item.
3.5 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
- Select Collaborators in the right hand panel and click 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.

3.6 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

3.6.1 Adding additional items to a published list
Please note, if you add additional items to a list once you’ve published it you must click the Send to Library button.
3.7 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 **My Lists** on the left hand navigation panel
- Hover over the list you wish to create a permalink for
- Use the options 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 & restoring

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

Restoring recently deleted Reading Lists
- Go to the options drop down menu (denoted by a downwards arrow) in My Lists
- Click Recently Deleted
- Click on the three dots (…) icon for the reading list you wish to recover
- Click restore
- The restored reading list will have a status of Draft

Please note that you can only restore deleted lists for courses which are currently active. If you wish
to restore a list for a course which has already ended, please contact your librarian.

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 My 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 section options menu (…)
- Use the drop down menu to select Export and choose an Export option