Reading Lists Online

User Guide for Academic Staff

Updated August 2018
# Reading Lists Online – User Guide for Academic Staff

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Introduction to Reading Lists Online

What is Reading Lists Online?
Reading Lists Online is an interactive resource used by BCU which supports learning and teaching by providing a centralised area where students can be linked directly to essential resources. Reading Lists Online allows linking from the entire Library catalogue as well as wider online resources. This includes books, e-books, journal articles, digital extracts and online information.

Benefits of Reading Lists Online
Linking directly from Moodle, Reading Lists Online enables staff to locate, use, create, and manage reading lists for their students. Students can find lists easily with a single search that gives results matching lecturer, course or module, faculties and schools.
Students can access Reading Lists Online 24/7 from any web ready device, helping support study both on and off campus.

Finding and editing Reading Lists

Where to find Reading Lists Online
The best way to find Reading Lists Online is to log in to your iCity page. Find the red Library tile, and in the "Links" tab, you will find a link to Reading Lists Online:
Alternatively you can go direct to https://bcu.keylinks.org
Reading Lists Online is best viewed using Chrome.

Logging in
Log in by clicking the Main Menu icon in the top left of the screen and entering your username and password. Your username is your full BCU email address; your password will have been emailed to you (if you have forgotten it, click on the ‘forgot password’ link and enter your staff email in both boxes and an email will be sent to you, with a link to reset your password).

Finding your lists
Click on Main Menu to open the left hand navigation page, from here click ‘My Lists’. You will see a list of modules to which you have access – these details are imported from SITS, so it is important that you liaise with your school or faculty to ensure that your module responsibilities are up to date.

Search for the module you wish to edit using the “Filter Lists” function at the top of the list of modules - type in the name or module code. If you cannot find the module you want, contact your Librarian. (You may also need to ensure that your responsibilities are recorded correctly on SITS.)

Editing your lists:
When you have selected the list you want, click on the icon to edit. The page will change to the editing or draft view. From here you can and begin to create your list by adding/removing items.
Organising your Reading List

Core and Wider Reading

BCU organise items within reading lists into two standard categories: Core and Wider.

These two categories have replaced the previous PERB model used by BCU, with the following effect:
- Purchase and Essential items are now listed under Core
- Recommended and Background are now under Wider

On existing lists these two section headings will already be in place, with any existing items moved under the corresponding category.

Adding the template to a new Reading List

If you are working on a new Reading List then you need to select a template which will add these two section headings to your list.

To do this click the ‘Apply Template’ drop-down from the orange banner at the top of your list, and select 'Standard Template'.

This will insert Core and Wider subheadings for you to then add items under.

NB: Alternatively if you are missing only one category heading you can scroll down to the bottom of your list and use the Add a new section’ function.

Simply type in the title whichever section you are missing and click the ‘Add’ button on the right and this will create the category heading for you.
The Essentials – Adding and editing items to your list:

Adding items:

Every item you place on your modules reading list must come under either the Core or Wider heading.

The simplest way to add a resource to your list is to navigate to the section heading you want to add the item under and click the ‘add new item in section’ button.

An alternative method is that you can hover over the green circle at the bottom right of your screen, this will then display three further icons. Click the Blue ‘C’ icon to add an item to ‘Core’ or the Blue ‘W’ icon to add items to ‘Wider’.

Either of these routes will lead you to a generic search window which will allow you to search the library for the resources you wish to add to your list. Once you find your resource simply follow the on screen prompts to complete mandatory fields and your item will appear on your list.

For help with adding specific resource types please see the step-by-step guides below or contact your librarian.

Editing items on your list:

Once you have added a resource, there are a number of tools you can use to edit how it appears, key icons include:

Adding Notes to items: This field will appear directly under the resource title, clicking and typing here allows you to add notes visible to students, such as ‘read chapters 3 and 4 by week 5’

Moving/reordering items: This icon allows you to drag-and-drop resource within your list to re-arrange the order they appear in.

Tagging items: you can use this icon to add custom tags to items within your list, which will then allow students to sort and group the items on your list under these terms

Deleting items: You may wish to remove or replace items as you update your reading lists – this icon appear by each title and can be used to remove it from your list

Copying items across lists: if you have modules with similar lists, you can use the ‘select’ icon next to the items you wish to copy, then use the ‘append to existing list’ icon at the top of the page, then click ‘Copy Selected Material’ and search for the list you wish to copy the items to.

Publishing your list:

Please be aware that whenever you update one of your lists, you need to use the ‘Publish’ button before any changes are made visible to students.
Step-by-step - Items from the library catalogue

Adding a book or e-book

Choose the section you want the item to be added to and click the ‘Add new item’ icon to the right of the section heading, a search box will then appear.

Enter the search terms for the book you want to add - author surname and title if you know them - and click the search icon.

Your results will be grouped into Local Items (these are items already on another reading list), Library Catalogue, and Summon categories.

Books and ebooks will be found under Summon, so click on this heading to reveal the results.

When you have found your title from the results, click the dropdown on the right for ‘add to list as’

Note: If you can’t find the book you need – please refer to the ‘Adding items manually’ section of this guide for advice.

From here select ‘Book’ and you will then be prompted to affix a Priority tag – this is a required field, but you simply have to add the tag which matches the section your book is going under. i.e. ‘Core’ or ‘Wider’

After you have selected a priority click ‘Finish’ and the book will appear on your Reading List.

Remember you will need to click ‘Publish’ at the top of the page to make the changes to your list live.
Adding a journal title

Choose the section you want the item to be added to and click the ‘Add new item’ icon to the right of the section heading, a search box will then appear.

Enter the name of the journal title you wish to add and hit return.

Your results will be grouped into Local Items (these are items already on another reading list), Library Catalogue, and Summon categories. Journals can be found under ‘Summon’ results.

Once you have found the Journal you are looking for click the ‘Add to list as’ dropdown

Note: If you cant find the book you need – please refer to the ‘Adding items manually’ section of this guide for advice.

From here select ‘Journal’ and you will then be prompted to affix a Priority tag – this is a required field, but you simply have to add the tag which matches the section your book is going under. i.e. ‘Core’ or ‘Wider’

After you have selected a priority click ‘Finish’ and the journal title will appear on your Reading List.

Remember you will need to click ‘Publish’ at the top of the page to make the changes to your list live.
Adding a journal article

Choose the section you want the item to be added to and click the ‘Add new item’ icon to the right of the section heading, a search box will then appear.

Enter the name of the journal article you wish to add and hit return.

Your results will be grouped into Local Items (these are items already on another reading list), Library Catalogue, and Summon categories. Journals can be found under ‘Summon’ results.

Once you have found the Journal you are looking for click the ‘Add to list as’ dropdown

Select ‘Article-Journal’ and you will then be prompted to affix a Priority tag – this is a required field, but you simply have to add the tag which matches the section your book is going under. i.e. ‘Core’ or ‘Wider’

Once you have selected the priority tag, the journal article will appear on your reading list.

Remember you will need to click ‘Publish’ at the top of the page to make the changes to your list live
Step-by-step - Adding items manually – wider resources and items not in stock

Materials which cannot be found in Summon or the Library catalogue can be added manually.

Adding Websites
Choose the section you want the item to be added to and click the ‘Add new item’ icon to the right of the section heading, a search box will then appear.

From here click the blue ‘Manually Add Material’ button. This will present you with a drop down list of alternative material types. Scroll down and select ‘Web page’. You will be given a short form to populate:

Within this form please complete ‘website title’ and ‘web page title’ on the Material details tab (‘web page title’ will be what displays on the reading list).

Then go to the Material link URLs tab and paste the URL of your website into the ‘Web link’ field.

Click the finish button and you will be returned to the results screen. Here you need to expand the ‘Keylinks’ heading and select a priority tag for the section your are adding the website under.

Once you have select a tag the website will appear in your Reading List.
Remember to click publish at the top of the page to make the changes live.
Adding Books and Journals not found on the library catalogue or summon

If you cannot find the book, journal or article you are looking for through the search function then you will need to add the titles manually.

Navigate to the Core/Wider section you wish to add the item under and click the ‘Add New Item’ icon.

When the search window appears click the blue ‘Manually Add Item’ button:

You will be presented with a drop-down. From here you can select the relevant material type, e.g. ‘Journal Article’ or ‘Book’.

After selecting the resource type you will be presented with a short form to complete. The details you enter here will be what appears on your Reading List (The system will identify to you which fields are mandatory in order to add the item to the Reading List).

Once you complete the form click ‘Finish’ and you will be returned to the search result screen, where you will find your item under the orange ‘KeyLinks’ heading:

From here you will need to add a priority tag (Core or Wider) once you select a tag you will be able to click ‘finish’ and add the item to your Reading List.

**Please note:** if you are unable to find a resource you need on either the catalogue or via Summon, please discuss this with your librarian. They can work with you to ensure that you and your students have access to the resources you need.
**Requesting Digitisation and Digital Extracts:**

The library has a blanket license which allows for digital copying of one chapter, article or 10% extract of most published works.

Digital extracts can be added to your reading list and allow all students on the module to access that extract/chapter/article directly from their chosen device in .pdf format.

They are especially useful in increasing access to the key elements of high-demand resources, for example items within the ‘Core’ heading of your Reading List.

You can request digital extracts of any items on your reading list either by contacting your librarian or by emailing requests directly to digitallibrary@bcu.ac.uk (please include details of the extract needed, the module code, number of students on the module and the name of the module leader in your requests).

Library colleagues will be able to advise you on which titles are eligible for digitisation and will also carry out the digitisation work for you to ensure compliance with copyright legislation.

Please do not scan extracts yourself as this is breaching copyright - it also produces inferior quality scans which do not work with accessibility software such as screen readers.

Once your digitisation request has been processed the library will add a link to the extract under the title on your reading list and will notify you that it has been made available to your students.
**Advanced Features:**

**Making sublists:**

You can create sub-lists for any given module in Reading Lists Online. This might be useful if, for example, you have different groups of students studying the same module but on different study pathways. Rather than create the separate lists for the same module, you can add as many sub-lists as you wish to the one module.

When you hover over the green “Add” icon in the bottom right, in addition to the categories there is an option to add a sub-list:

If you select this option, you will be presented with a form to complete:

When you have filled out the relevant fields and clicked Finish, your sub-list is created. You can then populate this in the same way as a normal list. Once created, the sub-list can be found at the bottom of the parent list.

To delete a sub-list in draft mode, navigate to the bottom of the parent list to find your sub-list, and click on the bin icon next to the sub-list:
List of Library contacts
For help and support in creating your reading lists, finding resources or any other related query, please contact your subject Liaison Librarian.

Health Sciences/Defence Healthcare: Graham Gamblin
graham.gamblin@bcu.ac.uk
0121 331 6098
Seacole 037

Nursing and Midwifery/Education and Social Work: Ann Stairmand-Jackson
Ann.stairmand-jackson@bcu.ac.uk
0121 331 6098
Seacole 037

Law/Computing and Digital Technology/Engineering and Built Environments: Andrew Scragg
Andrew.scragg@bcu.ac.uk
0121 331 7264
Joseph Priestley Level 2

Hugh.morgan@bcu.ac.uk
0121 300 4313
Joseph Priestley Level 2

Conservatoire/Acting/English/Media: Francis Firth
Francis.firth@bcu.ac.uk
0121 331 5915
Joseph Priestley Level 2

Business/Psychology /Criminology /Black Studies /Sociology: Linda Garratt
Linda.garratt@bcu.ac.uk
0121 331 5284
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