Reading lists: Guidelines

Spring 2018
Reading Lists @ Gold exists to direct students to those readings which will help them to succeed in their studies at Goldsmiths’. The service can be found at https://gold.rl.talis.com/index.html. You will need your Goldsmiths username and password to log in to the system.

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Creating a List

Naming a List
In your reading lists system, go to My Lists and click on the Create a New List button.

In List Name, write your Module Code and Module title. You can also include the academic term if you wish. Under Description enter your name (name of the academic teaching or organising the module). Choose the correct Academic Year from the drop-down menu and enter your anticipated student numbers.

In Select Hierarchy, search for the module code or title in the search box and select the corresponding module. Then press Save.
The system will then prompt you to choose a list owner. This is best assigned to the academic in charge of the course, this way a student can discover their reading list if they search using the name of an academic. This is optional, and can be decided at a later date.

You can either just add resources into the list or add sections and sub-sections to organise the resources. Click on New Section and drag it into the grey area.
To add a sub-section, simply click New Section and drag it into the grey area within the previous section.

You can also add Notes your list by dragging the New Note button into the grey area.
You will be prompted with a pop-up window. Enter your note in here and click Save when complete.

**Editing a List**

In My Lists, you will have all the lists that you created yourself. You can edit a reading list at any point: in its draft status, when it is published, and even after it is linked to a module and is available to your students. All you need to do is to click on the Action button (looks like three dots) next to the list you want to work on and select Edit from the drop down menu. This will take you to the original edit screen where you can continue to work on your list.

You can see the other options in this drop-down menu, such as View Draft (to check student view), Publish (to take the list out from draft status and make it available to your colleagues, students, etc.), and Remove (delete from your My Lists section).
Once your list is published (see section Publishing a List), you can maintain by going into the Edit mode and doing any changes you need. If you’re making significant changes to the course structure you may find it helpful to move whole sections about at the same time. You can do this using the Table of contents function.

Click on Show. You will then be able to drag and drop the different sections into your preferred order. This will move the section and all of its contents.

**My Lists**

Any list that you create yourself will be automatically added to your My Lists section. However, if you are not the creator of the list (it was created by library staff or a previous academic), you will have to add this list to your My Lists section. To do this, simply click the Add to My Lists button.
Requesting Library Reviews

Once you complete your list, you can ask the library to review your list for acquisitions purposes. If you entered any notes for the library while populating your list with bookmarked resources, the library will be able to view them and respond to your requests. In the Edit mode of your list, select Request Review.

The confirmation page that comes up will remind you to set importance for your resources, if you had not done so already, because purchase decisions made by the library will be based on this as well as other factors. After you finish, click Request review. You will receive an automated email when the library completes reviewing your list.

Publishing a List

After completing your list, you need to publish it. You can do this directly from My Lists as mentioned above without having to go in to the list first, or from the Edit screen further below.
A dialog box will come up asking you to confirm your action. Once you Publish your list, it will be available to your colleagues and students for viewing. You can invite your colleagues to contribute to your lists. You can also ask the library to review your list for acquisitions purposes.

Bookmarking Resources
Reading lists work through bookmarking rather than simply inputting references in text form. Bookmarking is a widget that works by extracting information from an existing record of the book/journal/article or by manually inputting the information. It is recommended to be used on records from the Library Search, but also works on Amazon and other records.

How to Install the Bookmark button
Access [https://gold.rl.talis.com/index.html](https://gold.rl.talis.com/index.html) and log into the system using your email log-in (i.e. cuser001).
Click on **My Bookmarks** link on the toolbar.

Click on the **Install Bookmark Button**.

Follow the instructions set out by the pop-up tutorial. It will ask you to drag a button onto your bookmark bar.
The Add to My Bookmarks button will be there on your toolbar. Once it is there, you have the option of renaming from its properties by right-clicking on it.
Open another tab in your browser for the library homepage (http://www.gold.ac.uk/library/) and follow the link to the library catalogue.

Start searching for your title on the Library Search.
When you find the title you are looking for, click on the title to open the full record.

Once you are on this screen click on your Add to My Bookmarks button to bookmark it.
In the window that appears, check the data on the left and click on Create.

Once the resource is bookmarked, go back to your original reading lists tab.
Click on My Bookmarks link; your first bookmarked resource will be there. All your bookmarked resources will be collected in here. Using the library catalogue, you can bookmark electronic books, journal titles, and DVDs in the same way.

**Combining a print and an e-book record**

*Note: If there is a print edition and an e-book version of a title in the library, we recommend that you create a record for the Print edition, and add a link to the e-book version using the Add field option.*

Books with an e-book available may show up as two different records, or they might be grouped together like this:
Click the title to see the records associated with this title. The e-book version will say something like ‘Online access’ or ‘electronic book’.

Follow the online access resource link to open up the e-book page through SFX. Then, copy the URL link.
Return to the Library Search tab in your browser and click on the title above the print edition to open the full record.

Click on Add to My Bookmarks.
In the **Add field** section, choose the **Web address** option from the drop-down menu, and then click **Add**.

In the field which now appears, paste the link to your e-book.
Then tick ‘Online resource’ and click OK.

Then press Create.

Go back to your reading list tab and click on your My Bookmarks link. Your newly bookmarked resource will be at the top of the list. Click on the new resource.
The bookmark for this resource now shows both the link to the e-book and the library availability for the print copy.

**Bookmarking a Journal Article**

You can use the Library Search to find articles. Please note that even though the Library may have access to a journal, there may not be a record entry for every article. If you cannot find your article just by the title, try searching for the journal and then browsing the journal to find it.

**Bookmarking a journal article through the Library Search**

Search for the title of the article and locate the correct entry.
Click on the title and then the Add to My Bookmarks button.

Confirm that the information is correct, especially the web address and that the ‘Online resource’ box is ticket. Then press Create.

Note: if proper bibliographic data fails to appear for a journal title/article at the point of bookmarking, you can use DOI Lookup if the web site offers a DOI (Digital Object Identifier) for that resource. Just copy and paste the DOI in the DOI Lookup field and click Lookup. You can also input any extra information manually by adding fields.
Go back to your original window and to My Bookmarks tab. Refresh your screen and the journal article will be there at the top of your list.

**Adding a Bookmark to your List**

Go to My Lists and open the list you want to add resources to by clicking the Edit button. You will be able to see your most recent bookmarks on a box on the right side of the screen.
Find the **bookmark** you need by either **scrolling down** or using the **search bar**. Then click on the arrow sign and **drag the bookmark** into the list or a particular section. You can edit, add notes and an importance to the reading. Press **Save** once you’re done.

**Creating & Add to List**

If you have already created your list, you can add bookmarks directly to the list as you go. Instead of simply clicking create, you would choose the **Create & Add to List** button.
Once clicked, you will be asked to pick a List (only lists in the section My Lists will appear here), a section within that list and an importance from drop down menus.

Press OK when you are done. The bookmark will be automatically added to the list. However, it will only appear in the edit mode or draft versions of the list, until it is published.

Adding scanned readings to your lists

Open the edit screen of the list you wish to add scans to. You will see the option to Request Digitisation on your edit screen.

Usually we request digitisations for essential Chapters or Articles that do not already have an e-copy. For example, a chapter from a book that does not have an e-book or an article that we do not have online access to.
In the record of the item you wish to scan, click on the Request Digitisation button and a pop-up box will appear. The reading list system will fill in most of the necessary information about title, author etc., but confirm that it is correct and add page numbers if these were not added automatically.

In the Course Details section you must add the Module Code, Module Title and Student numbers, and the term dates or the request cannot be processed. If you have added this information to the reading list already it will automatically be carried over.

The final step is simply to submit your request. The system automatically checks the Copyright for the scan and will give you an immediate response as to whether the scan is possible or not. If it is not possible you will be given a reason and also given the opportunity to submit the scan request anyway, so that the library scanning team can check if it will be possible, even if copyright approval cannot be given immediately.
Once the scan is approved you do not need to do anything further. Our scanning team will take over, make the scan and upload it, and it will automatically be added to your reading list as you can see in the example below.

Monitoring student use

The Reading List service has a Dashboard function which will allow you to gauge how well your students are engaging with the course resources.
You will be able to see how many students have clicked through to each item as well as each section overall.

Tips, Hints and FAQs

I can’t find my list

The first thing to do is to make sure you’re logged in. Unpublished lists in ‘draft’ version or which have restrictive privacy settings are only visible to those who have logged in with their Goldsmiths ID. If you are logged in, your name will be on the menu bar. Once you’ve logged in, try searching again. Try the module code and the title, together and separately.

If you still cannot find it, then contact us at readinglists@gold.ac.uk.
I can’t edit my list

Again, make sure you’ve logged in. If that doesn’t work you may be looking at a ‘Module’ not a ‘List’.

Modules appear with a small blue box saying ‘module’ and they aren’t actually lists, they are just part of hierarchy structure we copy from the VLE to allow the two systems to communicate. If you see the screen below, you are definitely looking at a module, not a list.

This service could be improved/doesn’t fit my purposes

Reading Lists @ Gold is our version of the Talis Aspire reading list software. Talis Aspire draw development ideas from their user community, so please get in touch with us at readinglists@gold.ac.uk if you have any feedback, complaints or suggestions. We may know some workarounds for issues you’re having with the system and if we don’t we should be able to work it into a suggestion we can pass on to the software developers.

Can I upload PDFs from online journals to the VLE?

It is not compliant with the terms of the CLA licence to upload pdfs of articles unless the item is covered by the CLA licence for digital reuse (here is a list of participating publishers: http://www.cla.co.uk/licences/excluded_works/digital/digital_he) AND we are notified to add the item to our annual report. We would recommend in the majority of circumstances just using a stable link to the article.
Do digitisations include footnotes?
We always aim to scan any footnotes or endnotes that correspond with the pages you requested to be scanned unless you tell us otherwise.

Can I bookmark from outside of the Library Search?
Absolutely. The bookmark function should work with all web pages, however, it will differ on how and how much information it adds automatically. Often it may only include the title, and you will have to either look up the ISBN/DOI or manually add the other fields.