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Getting started guide

readinglists@kent for staff

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Getting started

Creating a reading list is a three-step process:

1. Find and collect the resources you want your students to access using the bookmarklet tool.
2. Organise the resources into a reading list by dragging and dropping elements into your list.
3. Publish the changes to your list, and request a review so the Library can purchase books as required.

Finding your lists

1. Go to the reading list system at <http://resourcelists.kent.ac.uk> and sign in with your Kent IT username and password.
2. The first time you login, you will be asked to create your profile. This will allow you to 'own' your reading lists.
3. Click **My Lists**. All lists you have permission to edit will be displayed here.
4. Click on the action drop-down next to the list you want to modify and click **Edit**.

Creating a new list

First, double check that the list you want is not already on the system: go to the 'Home' screen and search for your module title (not the module code). If the list does not exist and you want to create it:

1. Click **My Lists** and login if prompted.
2. Click **Create a New List**.
(If this option is not available, please report this to readinglisthelp@kent.ac.uk.)
3. In the pop-up box, enter the module name (without the module code) in the 'List name' field. If relevant, enter a description. Click **OK**.
4. The list is now ready to populate with sections and resources, as described below.

Creating a list from reference management software (eg RefWorks)

You can upload resources from reference management software directly into your 'My Bookmarks' in the form of an RIS or text file. The process of uploading the resources is simple:

1. Export the resources from the reference management software and save them to your computer as a .ris or .txt file.
2. Go to the reading list system and click the **My Bookmarks** tab (login if prompted).
3. Click the dark grey **Import** button.
4. Browse to, and select the file that contains the references. Click **OK**.

You have the option to assemble the uploaded resources automatically into a brand new reading list. If you want to use them to update an existing list, please leave this option unselected.

Essential tool: bookmarklet

The Talis Aspire bookmarklet allows you to harvest resource information from anywhere on the web, including books, journal articles, and multimedia resources. You can drop these bookmarks directly into your reading list or save them for later.

Installing the bookmarklet

1. Sign in to the reading list system and click **My Bookmarks**.
2. Click the **Bookmarklet Installation Tutorial** button, to the right of the page.
3. Follow the on-screen instructions to install the bookmarklet. This will be added as a button to your browser's 'Favorites bar'.
4. To rename the bookmarklet to something more memorable: right click the bookmarklet and select **Rename** or **Properties** (depending on your browser).

A note about Internet Explorer

The current bookmarklet tutorial applies to IE7. Newer versions of Internet Explorer may appear slightly different:

- IE8: the 'Links' folder and the 'Links Toolbar' are called 'Favorites bar'
- IE8/9: if the 'Menu Bar' containing the 'View button' is missing, click **Tools** or the **cog symbol** (top right) > **Toolbars** > Menu Bar to activate it. You can switch on the Favorites Bar at the same time.

Using the bookmarklet

1. Browse to a resource you want to add to your bookmarks and click the bookmarklet button. This will launch the bookmarking screen (see screenshot).

The screenshot displays the University of Kent Library Catalogue interface. On the left, a form titled "Add this item to your bookmarks" is shown, with a dropdown menu set to "Book". The form includes fields for "Resource Type", "Title" (filled with "Philosophy of educational research"), "Author (name)" (filled with "Pring, Richard"), "Date" (filled with "2004"), "Edition" (filled with "2nd ed"), "ISBN-10" (filled with "0826472613"), "ISBN-13" (filled with "9780826472618"), "Place of Publication" (filled with "London"), and "Add field: Author" with a dropdown and "Add" button. Below the form are "Create", "Create & Add to List", and "Cancel" buttons. On the right, the book details for "Philosophy of educational research" are displayed, including the author "Pring, Richard", published in "London; Continuum, 2004", and ISBNs "9780826472618 (pbk)", "0826472613 (pbk)", and "9781441137906 (ebk)". The interface also shows navigation options like "Home", "My Lists", "My Bookmarks", and "Feedback" at the top, and a search bar with "Keyword" and "Find" buttons.

2. Check the resource information. Add extra details if necessary. Use the 'Add field' function to insert individual fields, or the 'Lookup' function to import more details using a DOI, LCN or ISBN.
3. Click **Create** to add the resource to your bookmarks, or **Create & Add to List** to place it directly into a list. The browser tab will then go back to the web page you bookmarked.
4. To see your new bookmark: go to the reading lists tab in your browser and refresh the page.

Bookmarking resources for your lists

Bookmarking a book

You can add books to your list from anywhere, but starting with the Library catalogue is recommended, so you can get an overview of the editions and number of copies already in the Library.

1. Find the book.
2. From within the book record, click the bookmarklet.
3. Check the details and click **Create** or **Create & Add to List**.

If the book is not held by the Library, you can use the bookmarklet to harvest the book details from other providers, such as COPAC, WorldCat, Amazon, or publishers' websites.

Creating a chapter

To specify a chapter to read, bookmark a book (as above), then add 'Is part of...' from the 'Add field' drop-down list and type the chapter number, chapter title, or pages to read into the 'Title' field. Click **Save**.

If the book appears more than once across your reading lists, a pop-up window will ask: 'Do you want to save changes to all occurrences, or just the occurrence on this item'?

If you want to create a chapter only on this instance, click **Just this occurrence**. If you want to update the bookmark and all instances of its use in your reading lists, click **All occurrences**.

Bookmarking a journal article or issue

1. Search the Library website for the journal article or issue.
2. Find the item you need and click your bookmarklet. If you are bookmarking an e-journal article, always do this from the article abstracts page, as you may find it useful to paste the article's DOI (if available) into the 'Lookup' field. (Pasting in the DOI provides the best metadata and creates the most reliable link to the article.)

Please note that not all journal providers provide DOIs, and that a few entries may have to be completed manually.

If the Library does not hold the journal or issue you need, please request a CLA scan through Moodle.

Bookmarking a web resource

1. From any web resource, such as a website, blog, podcast, or video, click the bookmarklet to add it to your bookmarks.
2. Choose the most appropriate option from the 'Resource Type' drop-down list.
3. Check the title that is given to the page and change it if necessary - it needs to make sense to anyone seeing it.
4. You can add extra information such as author or date using the 'Add field' function before clicking **Create** or **Create & Add to List**.

Editing your reading list

You can fully personalise and design your list to suit your students' needs, by using sections to break up the reading and including notes.

Working with sections

Creating a new section

Go to the right-hand panel and drag the new section onto the main list panel. The 'Add Section' pop-up appears. Name it, and add a description using the 'Study note' field. Click **Save**. The section is now ready for you to add resources to it.

Note how the new section appears in the table of contents at the top of the list.

Creating subsections

You can embed a section within an existing section by dragging from the right hand panel, as above, and dropping it where required. You can add as many sections as you want in this way.

Changing the structure of a list

To move sections within your list, open the table of contents and drag the sections to rearrange their order. Please note that deleting headings from this list will also permanently remove the section contents.

To edit the title or description of a section, click **Edit** to the right of the section title (within the list) and amend the wording within the pop-up that appears.

Deleting sections

To delete a section from a list, click **Remove** to the right of the section title. Deleting a section will remove all the resources within it, but will not delete them from your bookmarks.

Adding, editing and removing list resources

You need to be in 'Edit' mode to add, edit or remove resources from your list.

Adding resources to your list

Add resources to the various section of your reading list by dragging and dropping bookmarks from the right hand panel. The dotted line indicates where the resource will be positioned.

The resource will remain in your bookmarks, so that you can reuse it, either in the same list or in other lists.

Setting importance and adding study notes

Help your students prioritise their reading by adding student notes and setting the importance for each resource.

Click **Set importance** and choose the option you want from the drop-down list: 'Suggested for student purchase', 'Core text', 'Recommended', or 'Background'. Books marked as 'Core text' will be automatically moved into the Core Text Collection when you send your list for review.

Alternatively, you can click **Edit notes and importance** to set the importance and add a note for your students to provide guidance about the resource.

To change the importance or amend an existing study note, you also click **Edit notes and importance**.

Using library notes

Use the 'Note for library' option to send messages to Library staff, for example to request extra copies or for an item to be moved to a different Library collection. Library notes will be highlighted when you send your list for review.

Like student notes and importances, you can add library notes by clicking **Edit notes and importance** next to a relevant resource.

Editing the description of a resource

To edit a resource, click **Edit metadata** and make any changes or amendments. Use the 'Add field' drop-down list to add information. Then click **Save**.

Removing resources from a list

To remove a resource from a list, click **Remove** and then **OK** (or **Cancel**, if you change your mind). Removing a resource from a list does not remove it from your bookmarks.

Save, publish, and request a review

Saving and publishing

You can save a draft of your list as you go, by clicking **Save Draft** in the right hand panel.

When you have finished editing your list, click **Publish** in the right hand panel to ensure your students can see the changes.

Linking your list to a module code

Search for your module code on the Home screen and check that your list is associated with it (as in the screenshot below).

If a list is not there, use the drop-down box underneath the heading 'Lists linked to this Module' to choose your list, and click **Add**.

READING LISTS

[Home](#) | [My Lists](#) | [My Bookmarks](#) | [Feedback](#)

Signed in as [Sarah Smith](#) | [Sign out](#)

Module: Japan in the World (PO557)

Back up to: [School of Politics and International Relations](#) | [Edit](#)

This module explores the place of Japan in today's international system. It not only investigates Japan's most important bilateral relationships, such as the Japan-US axis and relations with China, Korea, etc., but also Japan's increasing role in m... more. Canterbury, week 1-13

Browse down to:

Add new

Lists linked to this Module

Japan in the World
Add

Title	Last updated	Actions
Japan in the World	about 20 hours ago	Edit Copy Remove Export

Requesting a review

A review informs the Library of changes to your reading list. You should click **Request a review** any time you have made significant changes to a list. Requesting a review at the same time as publishing ensures the Library holdings match your list as closely as possible.

Providing the anticipated student number in the pop-up box ensures enough materials are purchased for the Library.

Help and support

Online help

- From within the reading list system: click **readinglists@kent help** for support content, FAQs, and online tutorials
- Visit the readinglists@kent training and support blog for useful links, technical and training updates, and information on new features: <http://blogs.kent.ac.uk/readinglists>

Contact us

- To arrange training or if you have problems bookmarking or building lists: email readinglisthelp@kent.ac.uk
- For technical issues, including login and password problems, contact the Staff Helpdesk:
 - email: helpdesk@kent.ac.uk
 - telephone: (01227 82) 4888