Step 3: Navigating the Online Reading Lists Site

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Academic Librarian Team: www.derby.ac.uk/subjectlibrarians
**Step 3: Navigating the Online Reading Lists Site**

Using the information in this guide you will become more familiar with the Online Reading List software and its features.

Before you start make sure you have followed the steps:

**Step 1: Finding the Online Reading Lists Homepage**

**Step 2: Activating your Online Reading Lists Account**

Use the step-by-step guides at http://libguides.derby.ac.uk/readinglists

You will then be able to search on the homepage and view your lists and your bookmarks.

You will also be familiar with the main features of Online Reading Lists and see how students will interact with them.
Step 3: Navigating the Online Reading Lists Site

Open an internet session on your computer. The procedure is the same if you are using Firefox, Edge, Chrome, Safari or any other internet browser.

Go to the Online Reading Lists homepage (see Step 1: Finding the Online Reading Lists Homepage). Click on ‘Log in’ at the centre of the screen and sign in using your University of Derby username and password.

If you have not activated your account follow Step 2: Activating your Online Reading Lists Account for details of how to do this.

If you have already logged in the system will automatically sign you in.
Step 3: Navigating the Online Reading Lists Site

From the ‘Home’ page you can search for online reading lists by title, module code, or by College or Subject.

Type the keyword, module title or code in the box and click on ‘Search’.

Search for lists, modules & courses

You can also search by the name of the academic assigned to that list.

The results will be displayed on the next screen.
Step 3: Navigating the Online Reading Lists Site

Click on the title to go to the ‘List’ [1]. You can see the module [2] the list is part of and also the subject area [3].

Need help?
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Step 3: Navigating the Online Reading Lists Site

If you click on the ‘Subject’ you will see all modules for that subject area

Browse Hierarchy PUB: Publishing

If you select ‘Module’ you will see the module and the list attached to it

Lists linked to History and Culture of Publishing

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Academic Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 3: Navigating the Online Reading Lists Site

If you click on the ‘List’ you will see the Online Reading List

**History and Culture of Publishing (4PU501)**

Students do not need to be signed in to their accounts to look at the list, only to access online resources such as Library Plus content; Copyright Cleared Content; Box of Broadcast recordings and optional features (explained later in this step)

Need help?

Online Reading Lists: readinglists@derby.ac.uk  Copyright Clearance Unit: copyright@derby.ac.uk  Academic Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 3: Navigating the Online Reading Lists Site

List features #1:

1. Title and module code
2. Exit beta – lets you see the list in the original style (this is being phased out)
3. Edit - access the edit screen (see Step 15: How to edit your List). You can also Request review (see Step 16: Requesting a Review)
4. View & Export – Recent Changes (shows resources that have been added or removed). Export (as an RIS, a printable PDF or as an Excel workbook)
5. +My Lists - You can add any list to My Lists but may not be able to edit them all (see ‘My Lists’ later in this step)
6. Time period (this will either be Academic Year or Calendar Year)
7. Academic assigned to the list – if known
8. Module link within software hierarchy

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Academic Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 3: Navigating the Online Reading Lists Site

List features #2:

7. Click on ‘Table of Contents’ to expand it
8. Group by type; filter by online resources; select reading intentions results
9. Citation style. Default = Harvard. Use the dropdown menu to change
10. Search by author or title
11. Section heading (See Step 5: Online Reading List Layout and Content)
12. Online reading list content (eg. books, journals, websites)
13. Reading intentions menu – see next for details
14. View actions menu - see next for details

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Academic Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 3: Navigating the Online Reading Lists Site

List features #3:

‘Reading intentions menu’

Students can flag their resources using the pre-set options

‘View actions menu’

1. Add to my bookmarks (see later in this step)
2. Add a personal note
3. Download as an RIS
4. Edit metadata (see Step 15: How to edit your List)
5. Share item – this gives you a weblink you can use in emails to share with your students

These can be viewed under ‘My Profile’ (see later in this step)

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Academic Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 3: Navigating the Online Reading Lists Site

Click on a title to see more about that resource

Core Reading

A history of British publishing
Book - by Feather, John - 2005

An introduction to book history
Book - by Finkelstein, David, McCleery, Alstair - 2013

The book: a cover-to-cover exploration of the most powerful object of our time
Book - by Houston, Keith - 2016

Inside book publishing
Book - by Clark, Giles N., Phillips, Angus - 2014

The information appears below the title

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Academic Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 3: Navigating the Online Reading Lists Site

Item screen content #1

1. Item title
2. Book cover. This may not be available for all resource types
3. A real-time report of how many copies are in stock or on loan, the shelfmark and at which campus library
4. Click on ‘View other formats/editions’ to see other editions and ebook, if available
5. Students are not always expected to buy the books on their reading list, but they may wish to use the on-campus bookshop Blackwell’s website. Other internet bookshops are also available if students do a general search online

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Academic Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 3: Navigating the Online Reading Lists Site

Item screen content #2

1. Reading intentions menu: See earlier in this step. Students can view their intentions under their profile or the ‘View: All’ dropdown at the top of the list.

2. View actions menu: See earlier in this step. Students can view their intentions under their profile or the ‘View: All’ dropdown at the top of the list.

3. Item details: author; publication date, place and publisher; ISBN. Students can use this information to create their own citations.

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Academic Librarian Team: www.derby.ac.uk/subjectlibrarians

Sensitivity: Internal
Step 3: Navigating the Online Reading Lists Site

Item screen content #3

These are other item screens you may see: eBooks

To open click on either the ‘View Online’ or ‘Available Online’ buttons

You may be asked to log in using your University of Derby username and password to view content

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Academic Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 3: Navigating the Online Reading Lists Site

Item screen content #4

These are other item screens you may see: Chapters and articles

See Step 8: Adding Chapters and Articles for information on how to direct students to specific chapters or articles to read.

1. Library availability. Some may only be available in print books or journals
2. Chapter and article details
3. If available as an e-book or e-journal click on ‘View online’. You may need to log in to access

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Academic Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 3: Navigating the Online Reading Lists Site

Item screen content #5

These are other item screens you may see: Digitisations

If your online reading list contains digitised articles or chapters (see **Step 11: Adding Copyright Cleared Content**) they will be displayed below the chapter or article record

Click on ‘View Online’.
Step 3: Navigating the Online Reading Lists Site

Item screen content #6

These are other item screens you may see: Digitisations

1. Click here to print
2. Click here to download a PDF
3. Shows you which page of the scan you are on

Scroll down passed the cover sheet to see the chapter or article

If you wish to have chapter or articles made available digitally see Step 11: Adding Copyright Cleared Content. (Restrictions apply)

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Academic Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 3: Navigating the Online Reading Lists Site

These are other item screens you may see: Online Resources

These include websites, Box of Broadcast TV and film recordings and indexes and databases

Click ‘View online’ or ‘Available online’. You may need to log in to access some resources

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Academic Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 3: Navigating the Online Reading Lists Site

My Lists #1

The next option on the light blue strip is to view ‘My Lists’
Step 3: Navigating the Online Reading Lists Site

My Lists #2

To add a list to ‘My Lists’

Go to ‘Home’ on the light blue strip. Find the list using ‘Search’ then click on ‘+My Lists’ on the right of the screen

The text will change and you will see the list in your ‘My Lists’

This may not automatically give you editing rights. To check if you are able to edit a module you need to be able to see the ‘Edit’ button. If there are any lists you think you ought to be able to edit contact the Online Reading Lists Team

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Academic Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 3: Navigating the Online Reading Lists Site

My Lists #3

Other onscreen items under ‘My Lists’

1. Use this to remove lists from ‘My Lists’. Check the box next to a list and then ‘remove’ under ‘Action’. ‘Remove’ will only take the list from ‘My Lists’ and not delete it from the whole system.

2. You can create an online reading list for your own research. However, it should not be published or made public, save it as a draft.

3. Use this box to search for modules by name or module code.

It is also possible to make lists for modules not yet validated. Contact the Online Reading List Team for guidance and advice. You will not be able to add digitised content to these pre-validated modules.

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Academic Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 3: Navigating the Online Reading Lists Site

My Lists #4

Other onscreen items under ‘My Lists’

1. ‘Study period’ – Current Academic or Calendar Year
2. ‘Linked to’ - Module that the list is attached to
3. ‘Status’ - this can be ‘Published’ (currently live), ‘Unpublished Changes’ (needs republishing by Online Reading Lists Team) or ‘Archived’ (saved to the archive – these lists can be retrieved if necessary)
4. ‘Last updated’ – the last time something was changed on the list
5. ‘Action’ – on the menu you can ‘View published list’; ‘Edit’; ‘Copy to a new list’ or ‘Remove’. ‘Remove’ will only take the list from ‘My Lists’ and not delete it from the whole system. To add a list see previous step

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Academic Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 3: Navigating the Online Reading Lists Site

My Bookmarks #1

The next option on the light blue strip is to view ‘My Bookmarks’

You do not have any bookmarks, yet.

There are two ways of adding bookmarks:

- Install the bookmarklet tool into your browser’s toolbar. Using this tool, you can import pages, articles, books and more from anywhere on the web with a single click.
- Add or import bookmarks manually using the button above

Here you can add resources you wish to add to online reading lists. You may also save items relevant to your own research, or ones you have seen that may be of use in the future

Need help?

Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Academic Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 3: Navigating the Online Reading Lists Site

My Bookmarks #2

At first you will not have any bookmarks and will need to install the ‘Bookmark Button’ (see ‘Step 4: Installing the Bookmark Button’)

You do not have any bookmarks, yet.

There are two ways of adding bookmarks:
- Install the bookmarklet tool into your browser’s toolbar. Using this tool, you can import pages, articles, books and more from anywhere on the web with a single click.
- Add or import bookmarks manually using the button above

Once you have done this you can add resources – see the following guides:

Step 6: Adding content from the Library
Step 7: Adding e-journals
Step 8: Adding chapters and articles
Step 9: Adding websites
Step 10: Adding items not in stock
Step 11: Adding Copyright Cleared Content
Step 12: Adding audio visual material (Box of Broadcast (BoB); YouTube)
Step 13: Adding other Library resources (indexes and databases)
Step 3: Navigating the Online Reading Lists Site

My Bookmarks #3

Other onscreen items under ‘My Bookmarks’ #1

1. ‘Add’- here you can add items without using the Bookmark Button:
   • **Quick Add Book**: search for a book using the title or author's name. Be aware it will list all editions published including ones not in stock. Select one with a tick in the ‘In Library’ column and then ‘Save Bookmark’
   • **Add Manually** – for books not in stock. Add a note to inform students of this (see **Step 10: Adding items not in stock**)
   • **Add new page** – to create a note to add to your online reading list
   • **Import citations** – follow the onscreen instructions to import a RIS file

2. ‘Install Bookmark Button’ (see ‘**Step 4: Installing the Bookmark Button**’)
   The ‘Action’ button becomes live once you have some bookmarks

Need help?
Online Reading Lists: readinglist@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Academic Librarian Team: www.derby.ac.uk/subjectlibrarians

Sensitivity: Internal
Step 3: Navigating the Online Reading Lists Site

My Bookmarks #4

Other onscreen items under ‘My Bookmarks’ #2

Once you have some bookmarks you can access the following features

1. ‘View as citations’- this defaults to Harvard
2. Search bookmarks by author or title
3. ‘Action’ – on the menu you can ‘View bookmark’; ‘Add to list’; ‘Edit’; ‘Export to citations/RefWorks’ or ‘Remove’. Removing with only take it from being displayed on this page, not delete it from any online reading lists. For information on editing a list see Step 15: How to edit your List

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Academic Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 3: Navigating the Online Reading Lists Site

My Bookmarks #5

Other onscreen items under ‘My Bookmarks’ #3

You can make changes to what is displayed

1. Use the tick box to select one or more bookmark
2. This will make the Action option live – on the menu you can Export citations; Export to RefWorks’ or ‘Remove’. Removing will only take it from being displayed on this page, not delete it from any online reading lists

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Academic Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 3: Navigating the Online Reading Lists Site

Feedback

The next option on the light blue strip is to view ‘Feedback’

Here you can make comments about the software. The messages go to the software developers and also to the Online Reading Lists Team.

If you have any problems with your online reading lists contact us directly at:
readinglists@derby.ac.uk

Copyright Clearance Unit: copyright@derby.ac.uk, Academic Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 3: Navigating the Online Reading Lists Site

Profile #1

The final option on the light blue strip is your profile. To view this click on your name.

If you see ‘Log in’ instead of your name your session has expired and you need to sign in again.

Use the dropdown menu to ‘View profile’ or ‘Log Out’

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Academic Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 3: Navigating the Online Reading Lists Site

Profile # 2

Under ‘View profile’

1. ‘Edit Profile’ – see ‘Step 2: Activating your Online Reading Lists Account’ for details on how to edit your profile
2. Email address – If students click on your name on an online reading list they can see the above information, but can only see your email address if they are signed in using their UDo login
3. This displays any reading intentions or notes you have made (see ‘List features #3’ earlier in this step)
Step 3: Navigating the Online Reading Lists site

For more information, assistance, or to arrange a demonstration contact:

Online Reading Lists Team: readinglists@derby.ac.uk

Copyright Clearance Unit: copyright@derby.ac.uk

Academic Librarian Team: www.derby.ac.uk/subjectlibrarians

Need help?
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