Step 3: Navigating the Online Reading Lists Site

Need help?
Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject 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, Internet Explorer, 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’.

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

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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

<table>
<thead>
<tr>
<th>Name</th>
<th>Code</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Editorial</td>
<td>4PU403</td>
<td>Module</td>
</tr>
<tr>
<td>Editorial</td>
<td>7PU501</td>
<td>Module</td>
</tr>
<tr>
<td>English For Editors</td>
<td>7PU504</td>
<td>Module</td>
</tr>
<tr>
<td>English for Writers, Editors and Publishers</td>
<td>4PU504</td>
<td>Module</td>
</tr>
<tr>
<td>History and Culture of Publishing</td>
<td>4PU501</td>
<td>Module</td>
</tr>
<tr>
<td>Legal Frameworks For Publishers</td>
<td>7PU505</td>
<td>Module</td>
</tr>
</tbody>
</table>

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

Lists linked to History and Culture of Publishing

<table>
<thead>
<tr>
<th>Title</th>
<th>Study Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>History and Culture of Publishing (4PU501)</td>
<td>Academic Year</td>
</tr>
</tbody>
</table>

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Step 3: Navigating the Online Reading Lists Site

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

Students do not need to be signed in to their accounts to look at the list, only to access online resources and optional features (explained later in this step)
Step 3: Navigating the Online Reading Lists Site

List features #1:

1. Title, module code and time period
2. You need to be able to see the green box to edit the list. You can add any list to ‘My Lists’ but may not be able to edit them (see later in this step)
3. Academic assigned to the list
4. Module link within software hierarchy
5. Click to see:
   - **View Bibliography** (this is in Beta testing so may not be correct. Information on how to cite is in student module handbooks)
   - **Recent Changes** (which resources were added or removed, and when)
   - **Edit** (to access the edit screen – see **Step 15: How to edit your List**)
   - **Request review** (see **Step 16: Requesting a Review**)
   - **Export** (to RefWorks or to create a printable PDF or as an Excel workbook)
Step 3: Navigating the Online Reading Lists Site

List features #2:

6. Number of items on the list. Click on ‘Table of Contents’ to expand it. ‘Dashboard’ gives an overview of list activity. There is an online tutorial

7. Group by type; filter by online resources; search by author or title

8. Section heading (See Step 5: Online Reading List Layout and Content for guidelines and best practice)

9. List of resources on the online reading list (eg. Books, journals, websites)

10. ‘Read status’ and ‘Add note’ – used by students for personal interaction

11. ‘Online Resource’ – direct link out to an ebook or webpage

Need help?

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

List features #3:

‘Read status’

Students can flag their resources using the pre-set options

‘Add note’

Or add a study note

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

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

Click on a title to see more about that resource

<table>
<thead>
<tr>
<th>Core Reading</th>
<th>6 items</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A history of British publishing</strong> - John Feather 2006</td>
<td></td>
</tr>
<tr>
<td><strong>An introduction to book history</strong> - David Finkelstein, Alistair McLeery 2013</td>
<td></td>
</tr>
<tr>
<td><strong>The book: a cover-to-cover exploration of the most powerful object of our time</strong> - Keith Houston 2016</td>
<td></td>
</tr>
<tr>
<td><strong>Inside book publishing</strong> - Giles N. Clark, Angus Phillips 2014</td>
<td></td>
</tr>
<tr>
<td><strong>The book: a global history 2013</strong></td>
<td></td>
</tr>
</tbody>
</table>

The information opens on a new screen

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

Item screen content #1

1. Item title
2. - Click here to ‘Add to My Bookmarks’ for use in other lists (see later in this step)
   - ‘Export citation’ – be aware that this is in Beta testing
   - Select ‘Edit Metadata’ to view catalogue details and make any changes.
3. Book cover. This may not be available for all resource types
4. Item details: author; publication date, place and publisher; ISBN. Students can use this information to create their own citations

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

1. Use the links to navigate back to the list / the section / the next and previous items on the list
2. A real-time report of how many copies are in stock or on loan, the shelfmark and at which campus library
3. Click on ‘View in Catalogue’ to go straight to that item or ‘Find other formats/editions’ to see other editions and ebook, if available

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

These are optional features that students may wish to use

1. 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's website. Other internet bookshops are also available if students do a general search online.

2. Students may wish to set reading intentions for books on their Online Reading List. (Previously explained). They can view their intentions under their profile (see later in this step).
Step 3: Navigating the Online Reading Lists Site

Item screen content #4

These are other item screens you may see: eBooks

To open click on the blue ‘Access the eBook’

The book: a global history

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

Need help?

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Step 3: Navigating the Online Reading Lists Site

Item screen content #5

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.

Figurations for a new American literary history - in - Ideology and classic
American literature

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 Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
Step 3: Navigating the Online Reading Lists Site

Item screen content #6

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. You will have to sign in to view it, download it or print it.

Different internet browsers may display this in slightly in different ways:

Firefox - Click on the menu to access options – Print; download; full screen

Internet Explorer – click to view

Chrome and Safari – select onscreen options

Need help?

Online Reading Lists: readinglists@derby.ac.uk Copyright Clearance Unit: copyright@derby.ac.uk Subject 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 ‘Add to My Lists’ on the right of the screen.

The box will change from grey to green and the text will change too.

This does 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 Subject 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. You can create an online reading list for your own research. However, it should not be published or made public.
2. Use this box to filter 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?

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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 Subject 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’

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.
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’)

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

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**Need help?**

Online Reading Lists: readinglists@derby.ac.uk  Copyright Clearance Unit: copyright@derby.ac.uk Subject Librarian Team: www.derby.ac.uk/subjectlibrarians
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 is in Beta testing so may not be correct
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**
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?
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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
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’
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 ‘Item screen content #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

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