Step 6: Adding content from the Library
Step 6: Adding content from the Library

Using the information in this guide you will be able to collect resources ('Bookmarks') from the Library to add to Online Reading Lists

Before you start make sure you have followed these steps:

Step 1: Finding the Online Reading Lists Homepage
Step 2: Activating your Online Reading Lists Account
Step 3: Navigating the Online Reading Lists Site
Step 4: Installing the Bookmark Button
Step 5: Online Reading List Layout and Content

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

All resources in the Library are collected in the same way: print books; eBooks, print journals; DVDs and CDs. You may need to use a different guide for other items available
Step 6: Adding content from the Library

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).

Make sure you can have installed ‘Add to My Bookmarks’ on your Favourites Bar/Bookmark Toolbar (see Step 4: Installing the Bookmark Button).

Sign into your account (see Step 2: Activating your Online Reading Lists Account).

You can now collect bookmarks from the Library for your Online Reading List.

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 6: Adding content from the Library

Go to the Library homepage –

Three ways to get there include:

1. Type [www.derby.ac.uk/library](http://www.derby.ac.uk/library) into your Internet address bar

2. Go via the University of Derby Intranet (iD)

3. Click on the word ‘Library’ on the right of the Online Reading Lists website

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Step 6: Adding content from the Library

Click on ‘Search Library Catalogue’ (you may need to scroll down to see this)

First find a print book

On the next screen type in the title, author or keyword to find the book you want and then click on ‘Search’

Explore your library catalogue
find books, journals, audio, video and more

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Step 6: Adding content from the Library

On the results page select the edition you want to direct your students to. It is best practice to use the most recent one the Library has. If you need to use an earlier one for pedagogic reasons add a note to telling your students this...

Click on the book cover or the title to go to the Library record for the book...

On the right of the screen you will see all the other Online Reading Lists that have this book on it. The Library use this information to ensure enough copies are in stock. This link is live so students can click on this to get to their list...

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Click on ‘Add to My Bookmarks’ on your Favourites Bar/Bookmark Toolbar

If your Online Reading Lists session has expired you will be asked to sign in again at this point

You will see information about the book pre-populated the fields

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Step 6: Adding content from the Library

Features at the bottom of this screen #1

1. **Online Resource** – this is used by online resources such as eBooks, eJournals, Digitised Content and websites and adds a direct link which appears on the Online Reading List. It is not used for print books or journals, DVDs or CDs.

2. **Add Field** – resources from the Library will have the necessary fields pre-populated. But you may need to add information for other resource types. To do this select the field from the dropdown menu, and then click on ‘Add’ and fill in the details. Also use this if you wish to direct students to a particular article or chapter (see **Step 8: Adding Chapters and Articles**).

3. **Lookup** - This is a feature that you are unlikely to use. You can put in here the DOI (Digital Object Identifier) of an article, the Library Local Control number of an item, or the ISBN of a book. If you would like to know more about this feature contact the Online Reading Lists Team.

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Step 6: Adding content from the Library

Features at the bottom of this screen #2

Here you can add a note for your students giving them extra information. If you add the note at this point it will stay with your bookmark and if you use the same bookmark in another Online Reading Lists it will be displayed. You can use this to add a note for resources you intend to use for your own research or ones which you may use for future lists.

Under this you are offered two options: ‘Create’ or ‘Create & Add to List’

If you select ‘Create’ the bookmark is saved into your ‘My Bookmarks’ but is not put into any list (Step 15: How to edit your Online Reading List). This is useful if you intent to use the same resource in more than one list.

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 6: Adding content from the Library

If you choose ‘Create & Add to List’ a new box will appear on the screen.

1. Pick the list where the Bookmark should go. All the lists in your ‘My Lists’ will display here.
2. Select where in the list to put it. You can set up sections in advance (see Step 15: How to edit your Online Reading List).
3. Add a note for your students to give them extra information.
4. Importance is optional but you may choose to indicate if a resource is essential or recommended.
5. The note for Library is not seen by students so you can use this to leave a message for your Subject Librarian for when they review the list.
6. Click on ‘OK’ to save. The bookmark is saved in the Online Reading List and also into your ‘My Bookmarks’ so can be put into other lists if required.

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 6: Adding content from the Library

If you go to ‘My Bookmarks’ on the Online Reading Lists homepage you will see your bookmark.

Everything from the Library is done in this way:
1. ‘Add to My Bookmarks’
2. followed by ‘Create’ or ‘Create & Add to List’

Other resources may look slightly different and will have other recommended notes for students.

Need help?
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Step 6: Adding content from the Library

**eBooks**

Find the eBook edition you want following the same procedure as the print book. Click on ‘Add to My Bookmarks’ on your Favourites Bar/Bookmark Toolbar.

When an eBook is bookmarked the system recognises that it is an eBook and also includes a direct web address to the book. This ensures that students can open the eBook using their University of Derby username and password.

![Format](electronic resource)


In the notes field add this note ‘**e-book. You may need to log in to access this title**’ so students know that it is an eBook and also that they may need to log in to view it.

![Note](e-Book. You may need to log in to access this title)

Then click on ‘Create’ or ‘Create & Add to List’.

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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

Sensitivity: Internal
Step 6: Adding content from the Library

Print Journals

Find the Print Journal you want following the same procedure as the print book. Click on ‘Add to My Bookmarks’ on your Favourites Bar/Bookmark Toolbar.

When a Print Journal is bookmarked there is only minimal information so the record may not have many fields populated.

In the notes field add this note: ‘Print journal. Available in the Library’ as it tells students that this is a Print Journal rather than an eJournal (see Step 7: Adding eJournals).

When a Print Journal is bookmarked there is only minimal information so the record may not have many fields populated.

In the notes field add this note: ‘Print journal. Available in the Library’ as it tells students that this is a Print Journal rather than an eJournal (see Step 7: Adding eJournals).

Then click on ‘Create’ or ‘Create & Add to List’.

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 6: Adding content from the Library

**DVDs**

Find the DVD you want following the same procedure as the print book. Click on ‘Add to My Bookmarks’ on your Favourites Bar/Bookmark Toolbar.

When a DVD is bookmarked the system takes the information about the Library copy rather than the original film, so you may have to add information in the notes field. For example, it recognises *Citizen Kane* as being dated 2003 as that is when the DVD was released.

Then click on ‘Create’ or ‘Create & Add to List’

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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 6: Adding content from the Library

CDs

Find the CD you want following the same procedure as the print book. Click on ‘Add to My Bookmarks’ on your Favourites Bar/Bookmark Toolbar.

When a CD is bookmarked the system takes the information about the Library copy rather than the original album, so you may have to add information in the notes field. For example, it recognises *Hunky Dory* by David Bowie as being dated 1999 as that is when the CD was released.

Then click on ‘Create’ or ‘Create & Add to List’.

Need help?

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Step 6: Adding content from the Library

Check your ‘My Bookmarks’ again and you will see all your bookmarks.

You can add these to other lists (see Step 15: How to edit your Online Reading List).
Step 6: Adding content from the Library

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

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readinglists@derby.ac.uk

Copyright Clearance Unit:
copyright@derby.ac.uk

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