Step 8: Adding chapters and articles
Step 8: Adding chapters and articles

Using the information in this guide you will be able to direct students to specific chapters in print and e-books, and articles in print and e-journals. These can be added to your 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

Print books, print journals and eBooks are added from the Library catalogue (see Step 6: Adding Content from the Library) and eJournals are added from the E-Journal Finder (see Step 7: Adding eJournal)
Step 8: Adding chapters and articles

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 are now ready to add chapters and articles (as ‘Bookmarks’) to your Online Reading List. The procedure is the same whether you are using a source from the Library or E-Journal Finder.

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 8: Adding chapters and articles

Chapters from Print and eBooks

These are taken from the Library Catalogue. 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

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 8: Adding chapters and articles

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’

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 (this is not necessarily the most recent published). If you need to use an earlier one for pedagogic reasons, you should add a note to telling your students.
Step 8: Adding chapters and articles

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

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

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 8: Adding chapters and articles

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

As you are now directing students to a particular chapter rather than the whole book you need to make this clear for them to understand

You can put a message in the Note box…

… but there is a another way which makes it more obvious for your students

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 8: Adding chapters and articles

At the bottom of the screen click on the arrow next to ‘Add Field: Author’ to expand the dropdown menu.

From this list select ‘Has part (chapter, article etc.)’ and then click on ‘Add’.
Step 8: Adding chapters and articles

There are now two tabs on the screen. The right-hand one is behind and has details about the whole book.

On the left-hand/front tab click on the arrow under ‘Resource Type’ and select ‘Chapter’

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 8: Adding chapters and articles

The ‘Title’ box now contains the name of the book. It is best practice to keep the name of the book in this box and add the name of the chapter with ‘-in-’ linking the two parts. The reason for this is that students may think that the chapter title is that of a book and be will unable to find it in the Library catalogue.

Use ‘Add field’ for any other further information that needs adding. For example, if the chapter author is different to the main book author, or add page numbers. Be aware that in different editions the page numbers may vary.
Step 8: Adding chapters and articles

To save the Bookmark use `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.

If you choose `Create & Add to List` a new box will appear on the screen.
Step 8: Adding chapters and articles

1. Pick the list where the Bookmark should go. All the lists in your ‘My Lists’ will display here (see **Step 3: Navigating the Online Reading Lists site**)

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 8: Adding chapters and articles

Adding chapters from eBooks

This is done in exactly the same way as adding a chapter from a print book

Add the ‘Has part (chapter, article etc)’ tab
1. Add chapter title details
2. Add author's name (if required)
3. Add page numbers (different editions may have different pagination)
4. Add note: ‘eBook. You may need to log in to access this title’
5. ‘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 8: Adding chapters and articles

Adding articles from print journals

This is done in exactly the same way as adding a chapter from a print book.

Find the required journal in the Library catalogue.

Need help?

Online Reading Lists: readinglists@derby.ac.uk  Copyright Clearance Unit: copyright@derby.ac.uk  Subject Librarian Team: www.derby.ac.uk/subjectlibrarians

Copyright 

Sensitivity: Internal
Step 8: Adding chapters and articles

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 journal pre-populated the fields

As you are now directing students to a particular article rather than the whole journal you need to make this clear for them to understand.

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 8: Adding chapters and articles

You can put a message in the Note box…

… but there is another way which makes it more obvious for your students.

At the bottom of the screen click on the arrow next to ‘Add Field: Author’ to expand the dropdown menu.

From this list select ‘Has part (chapter, article etc)’ and then click on ‘Add’.

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 8: Adding chapters and articles

There are now two tabs on the screen. The right-hand one is behind and has details about the whole journal.

On the left-hand/front tab click on the arrow under ‘Resource Type’ and select ‘Article’.
Step 8: Adding chapters and articles

The ‘Title’ box now contains the name of the journal. It is best practice to keep the name of the journal in this box and add the name of the article with ‘-in-’ linking the two parts. The reason for this is that students may think that the article title is that of a book and will be unable to find it in the Library catalogue.

**Example:**

**Article**

* Required field

Resource Type

- Article

**Title**

Article of Journal of Applied Ecology

**Article**

* Required field

Resource Type

- Article

**Title**

The change adaptation strategies for California spotted owls -in-Journal of Applied Ecology

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 8: Adding chapters and articles

Use ‘Add field’ for any other further information that needs adding:
1. Article author(s)
2. Date
3. Volume
4. Issue
5. Page numbers (in journals these stay in both print or e-journals)

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 8: Adding chapters and articles

In the notes field it is useful to tell students that this is a ‘Print Journal’ to differentiate between this and an e-journal (see Step 7: Adding e-journals)

Then click on ‘Create’ or ‘Create & Add to List’ to save your bookmark

For chapters and articles in print books and journals students will need to come into the Library and find the physical item and look up the pages numbers

They can then take the book out, if available, or photocopy the relevant information

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 8: Adding chapters and articles**

**Adding articles from an e-journal**

This is done in the same way as adding an article from an print journal but eJournals are found in in the **E-Journal Finder** via the **Library** homepage (see links earlier in this step and **Step 7: Adding e-journals**)

Click on ‘Find Subject Information’ at the centre of the screen

Select on ‘E-Journals Finder’ on the left of the screen under ‘Quick Links’
Step 8: Adding chapters and articles

On the next page enter the name of the journal you are looking for then click on ‘Search’

A list of results will be displayed, not all may be relevant

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 8: Adding chapters and articles

Click on the title to see the record for that eJournal, expand ‘**+ Full Text Access**’ to see the subscription time periods

**Journal of Applied Ecology**

Full Text: Search within Publication

- Full Text Access
- Wiley Online Library 01/01/1998 - present

Use the Full Text box to look for your article title

**Journal of Applied Ecology**

Full Text: California spotted owls

Click on the title of the correct article

1. Using dynamic occupancy models to inform climate change adaptation strategies for California spotted owls


Subjects: Company business management; Weather -- Analysis; Owls -- Analysis; Global temperature changes -- Analysis

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 8: Adding chapters and articles

Note the green ‘Get Full Text’ box on the left of the screen

If you can see this the article is available online for your students. They can view it by clicking on the green button.

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.
Step 8: Adding chapters and articles

The information is pre-populated by the software so there is no need to add the article details.

You will need to add the note: ‘Click on 'Full Text' on the left of the screen. You may need to log in to access this resource’

Then click on ‘Create’ or ‘Create & Add to List’
Step 8: Adding chapters and articles

Other ways to add chapters and articles #1

Copyright Cleared Content

The University has its own Copyright Unit. They can digitise chapters and articles which are then embedded into Online Reading Lists. Students can view or download on their PC or mobile device.

Information can be found in **Step 11: Adding Copyright Cleared Content** or by contacting them directly at Copyright@derby.ac.uk.

They will not digitise anything available through the Library in an e-book or e-journal, but can digitise from print books and journals. If a chapter or article is not in Library stock they will try to source it from elsewhere.

Be aware that there are certain legal restrictions involved and some requests take longer to satisfy. But you do not need to re-request them every year.

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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 8: Adding chapters and articles

Other ways to add chapters and articles #2

Library Plus

This is a one-stop solution for the discovery and delivery of electronic resources, such as books, journal articles, and other online material which the University subscribes to. Here you can search for chapters and articles to add to your Online Reading Lists. See Step 14: Using Library Plus for more information.

Open Access chapters and articles

An increasing number of scholarly materials (books, journals, conference papers) are being made freely available online as Open Access materials. These materials have been peer reviewed, quality checked and the full text is available online. Bookmark these in the same way you would a website (see Step 9: Adding websites)

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 8: Adding chapters and articles

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