Step 10: Adding items not in stock
Step 10: Adding items not in stock

Using the information in this guide you will be able to add books and items not in stock to your Online Reading Lists. These may include free eBooks and books not yet published.

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](http://libguides.derby.ac.uk/readinglists)

To check the Library catalogue go to [www.derby.ac.uk/campus/library/](http://www.derby.ac.uk/campus/library/)

To add to your Online Reading List: **Step 6: Adding content from the Library**
Step 10: Adding items not in stock

Adding books not in the Library catalogue

You may wish to direct your students to a book that is not in the Library at present, for example a newer edition of a current book

This is not recommended as it means your Online Reading List is incomplete which can cause confusion and frustration for your students

Contact your Subject Librarian first (www.derby.ac.uk/subjectlibrarians) to enquire if funds are available to purchase the necessary stock

However, if you do decide to add a book not currently available you add the bookmark in same way as items in the Library (see Step 6: Adding content from the Library) but with information in the notes field for your students

The easiest way is to find the required book at Amazon (other booksellers websites also available and can be used in the same way)
Step 10: Adding items not in stock

Adding books not in the Library catalogue

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)

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

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

You are now ready to add books not in stock (as ‘Bookmarks’) to your Online Reading List.
Step 10: Adding items not in stock

In the address box type in ‘www.amazon.ac.uk’ then search (this usually works by clicking on return or enter)

Search for the title of the book you require. Go to the results page for the book

This is the page you will be sending your students to

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 10: Adding items not in stock**

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 website pre-populated in fields.

**Bookmarks from Amazon**

- **Required field**
  - Resource Type: Book
  - Title: Essential Equine Studies
  - Author (name): Julie Braga
  - Date: June 1, 2005

Check the details are correct and add any that have been left out.

**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 10: Adding items not in stock

Features at the bottom of this screen #1

1. **Online Resource** – this is used by online resources such as websites and adds a direct link which appears on the Online Reading List. It may show as checked as the bookmark is from a website rather than the Library.

2. **Add Field** – books from Amazon and other online bookshops may have the necessary fields pre-populated. But you may need to add information if there is not enough detail. 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 may choose to use. You can put in here the ISBN of a book, select ISBN from the dropdown, and then click on ‘Lookup’. The details of the book will populate the fields. If you would like assistance with this feature 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 10: Adding items not in stock

Features at the bottom of this screen #2

Here you can add a note for your students giving them extra information. As this is a book not in stock you may want to add ‘Currently unavailable’ so students know it is not yet in the Library. 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.
Step 10: Adding items not in stock

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.
Step 10: Adding items not in stock

Adding eBooks freely available online

Before you begin consider the following:

Always evaluate the source before linking students to a website –
• Is it legitimate?
• Is it reliable?
• Is it accurate?

Do not link to a website that may be hosting illegally uploaded material. If students download from a site you have recommended both you, and they, are committing Copyright infringement.

If in doubt do not link to the website

For advice contact your Subject Librarian: www.derby.ac.uk/subjectlibrarians, or visit the Copyright page: http://libguides.derby.ac.uk/staffcopyright
Step 10: Adding items not in stock

Legitimate eBook are freely available online from:

1. Kindle books from Amazon ([www.Amazon.co.uk](http://www.Amazon.co.uk))

Students will need to download a free app onto their PC, smartphone or Tablet. They can get this from their own App Store

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 10: Adding items not in stock

Legitimate eBook are freely available online from:

2. Project Gutenberg (http://www.gutenberg.org)

For Project Gutenberg you must stop at the landing page for that book to conform to the Terms of Use on their website (section called ‘Deep Linking’)

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 10: Adding items not in stock

Manually adding a bookmark

If you would like to add a bookmark to an item not available online, for example material in a course handbook, you can create a manual bookmark. You do this via the Online Reading Lists homepage.

Go to the Online Reading Lists homepage (see Step 1: Finding the Online Reading Lists Homepage).

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

Click on ‘My Bookmarks’ then under ‘Add’ select ‘Add Manually’.
**Step 10: Adding items not in stock**

On the next screen you will have to type in the information yourself.

1. Change the ‘Resource Type’ to ‘Document’
2. Add a title that makes it clear what the item is
3. Use ‘Add Field’ and ‘Add’ for additional fields
4. Include a message in the ‘Notes’ box
5. ‘Create’ or ‘Create & Add to List’ to save the Bookmark

You will return to ‘My Bookmarks’. There you can check the details are correct.
Step 10: Adding items not in stock

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