ReadingLists@Anglia
Manual 2
Academic Staff Guide - Bookmarking
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Checklist for first time users

Check with your Subject Librarian that you are the module leader in the system (this should correspond with ASTRA)

Login to the ReadingLists@Anglia system

Install the Bookmarklet button for your browser in “My Bookmarks”
(Please note you will need to have your browser’s toolbar activated)
(Use the Downloading and using the Talis Aspire bookmarklet manual to help with this)

Create bookmarks from Library Search
(Use this manual to help with this)

Create bookmarks from the rest of the web if needed
(Use this manual to help with this)

Create a list in “My Lists”
(Use the Creating lists manual to help with the following 4 steps)

Structure and populate the list with the bookmarks you created earlier

Publish the list

Attach the list to your module using “Link to Hierarchy”

Maintain List

Introduction
You can access the ReadingLists@Anglia website at http://readinglists.anglia.ac.uk

If you have any questions please contact the ReadingLists@Anglia Project Manager Christina Harbour Christina.Harbour@anglia.ac.uk

You need to be the module leader in order to add a list to your module, if you are not the module leader you need to have the module re-assigned to you by them.
Module information

You will need the following module information in order to create a list

- Module Number
- Module Name

List information

You will need a list of resources, such as books/chapters/journal articles/websites etc. to add to your list.

Think about how you want the reading list to look, taking into consideration sections you want and what items you want to go in them. All reading lists should have a key text(s) and relevant resources such as books, journals, journal articles, website and other multimedia resources.

You should also add contextual notes for each item/sections - i.e. should the student purchase the item. What chapters are particularly useful?

Further information on exemplar lists will be shown below in this manual.

What is Bookmarking?

Reading Lists are created by ‘bookmarking’ resources. The records you create, which include links to reading list items, such as books, book chapters, e-books, journal articles and websites are referred to as ‘bookmarks’.

To be able to bookmark resources you need to first install the Bookmarklet tool which will display in your browser toolbar(s) as ‘Add to my Bookmarks’. For further information on this please see the “Downloading the Talis Aspire bookmarklet” manual.

As you find new resources you would like to include on a list, you simply click on the ‘Add to my Bookmarks’ button on your toolbar and the resource, along with available metadata, is added to your Talis Aspire ‘Bookmarks’.

The bookmarks you create are shown when you click on ‘My Bookmarks’ in the main navigation and can be reused on any of your reading lists.

Please note: you need to make sure that your Bookmarks toolbar is open in your browser.

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Bookmarking from Library Search – Books

1. Go to Library Search and search for the book you wish to bookmark.

2. When you find the book click on the title which will take you to the item details page (you may need to click on the title twice if there are multiple versions)

3. Click “Add to bookmarks” in your browsers toolbar (make sure your toolbar is open)
Please note: If you are bookmarking a book, you may then be asked to choose if you want to bookmark the print or e-book version of the item. If so click on the title of the one you want.

4. You will then see library search in the right hand side of the screen and the details of the item you are bookmarking on the left. Check the details are accurate (you can make changes).
5. If you need to add any further information, pick the field you require from the “Add field” drop down menu, and click add. A new field will be added to the main screen, then enter the information.

6. When finished click on “Create”. This will add the book to your list of bookmarks. Click on “Create and add to list” if you already have a list set up.
7. To see the bookmarks go to the ReadingLists@Anglia homepage and click on “My Bookmarks”.

Bookmarking from Library Search – E-Books
Follow steps 1 to 4 from the Bookmarking from Library Search – Books section shown above.

1. You will then see library search in the right hand side of the screen and the details of the item you are bookmarking on the left. When you look at the eBook information on the left of the screen, it should have captured the web address (check for accuracy).
2. When finished click on “Create”. This will add the book to your list of bookmarks. Click on “Create and add to list” if you already have a list set up.

3. To see the bookmarks go to the ReadingLists@Anglia website and click on “My bookmarks”.

Please note: Check your links work once you have published the list. If you have any problems bookmarking e-books, such as error messages try bookmarking the e-book straight from the supplier website by clicking on “View It” in the library catalogue. You can also manually add a URL by using the add field menu, see section Add permalink (a permanent link) to our library search for further help on this.

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Bookmarking from Library Search – Chapter from Books or E-Books

There are times when you would want to add a chapter of a book as a resource and this can be done in a similar way to adding books. Alternatively you can use the notes field to direct students to read specific chapters.

To start with follow steps 1 to 6 from the Bookmarking from Library Search – Books section.

1. From the “Add field” drop down menu choose “Has part (chapter, article etc.)” and click “Add”.

2. A new section/tab will be opened. From the resource type drop down menu choose Chapter
3. In the title field enter the title of the chapter (as a default the word Chapter followed by the title of the book comes up).

4. If applicable add additional fields such as author and page numbers by using the “Add field” drop down menu.

5. When finished click on create. This will add the book to your list of bookmarks. Click on “Create and add to list” if you already have a list set up.

6. To see the bookmarks go to the ReadingLists@Anglia homepage and click on “My bookmarks”

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Bookmarking a book that is not available in the library catalogue

You can use websites like Amazon to bookmark books. After searching Amazon for the book click “Add to My Bookmarks” in your browser toolbar as you would for a book in the library catalogue.
Please remember that items bookmarked this way will not pick up the metadata needed to link to the library catalogue and look for holdings. Please let you Subject Librarian know if you wish the library to purchase items the library does not hold. You can also request a review for your list once it is completed. Please see the “Creating Lists” manual for instructions on how to do this.

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Quick Add Book

1. Go to the ReadingLists@Anglia website

2. Click on “My Bookmarks”

3. Then click on “Add” and “Quick add book”
4. You can then search for the book by citation, title, author or ISBN.

5. The search will then give a list of results to choose from. Select the book that you want to add by clicking on select.

6. Check the details are correct. You can edit each field. Then click on “Save”.

Updated CH 07/09/2018
7. The bookmark will then be saved in your “My Bookmarks”

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Bookmarking Webpages

1. Locate the web page you wish to bookmark.

2. Click “Add to My Bookmarks” in your browsers toolbar, you will get a screen like the below.

3. Check the details are accurate and amend as needed using the “Add field” drop down menu to add in any additional details that you want e.g. authors and dates.
4. When finished click on create. This will add the webpage to your list of bookmarks. Click on “Create and add to list” if you already have a list set up.

5. To see the bookmark go to the ReadingLists@Anglia homepage - click on “My Bookmarks”.

**Bookmarking YouTube videos**

1. Locate the YouTube video and click “Add to My Bookmarks” in your browsers toolbar.

2. You may receive the following pop up, to continue click on show all content and click “Add to My Bookmarks” again.
3. You will then receive the following page from the ReadingLists@Anglia system.

4. When you bookmark a video make sure the resource type is set to “Audio-visual document” in the “Resource Type” drop down menu. Also tick the “Online Resource” button.

5. When finished click on “Create”. This will add the webpage to your list of bookmarks. Click on “Create and add to list” if you already have a list set up.

6. To see the bookmark go to the ReadingLists@Anglia homepage - click on “My Bookmarks”.

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**Bookmarking from Box of Broadcasts (BoB)**

1. Locate the video or clip you wish to bookmark from BoB and click “Add to My Bookmarks” in your browsers toolbar.
2. You will then receive the following page from the ReadingLists@Anglia system.

3. When you bookmark a video from BoB make sure to change the resource type to “Audio-visual document” in the “Resource Type” drop down menu and also tick the “Online
4. When finished click on “Create”. This will add the webpage to your list of bookmarks. Click on “Create and add to list” if you already have a list set up.

5. To see the bookmarks go to the ReadingLists@Anglia homepage and click on “My Bookmarks”.

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**Bookmarking a Journal title**

1. Go to Library Search and search for the journal you wish to bookmark.

2. When you find the article click on the title which will take you to the item details page.
3. Click “Add to bookmarks” in your browsers toolbar (make sure your toolbar is open)

4. You may then be asked to login with your Anglia Ruskin username and password.

5. You will then see library search in the right hand side of the screen and the details of the item you are bookmarking on the left. Check the details are accurate (you can make changes).
6. If you need to add any information, pick the field you require from the “Add field” drop down menu, and click add. A new field will be added to the main screen, then enter the information.
7. When finished click on “Create”. This will add the book to your list of bookmarks. Click on “Create and add to list” if you already have a list set up.

8. To see the bookmarks go to the ReadingLists@Anglia homepage and click on “My Bookmarks”.

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Bookmarking a Journal Article

You can bookmark journal articles in two main ways, via library search or manually adding the detail yourself. You should always check the links on your lists to make sure that students can follow them to the full article.

1. Go to Library Search and search for the article you wish to bookmark.

2. When you find the article click on the title which will take you to the item details page

3. Click “Add to bookmarks” in your browsers toolbar (make sure your toolbar is open)
4. You will then see library search in the right hand side of the screen and the details of the item you are bookmarking on the left. Check the details are accurate (you can make changes).

This creates an Open URL link to the Library record for the article. It may also create a DOI link.
5. If you need to add any information, pick the field you require from the “Add field” drop down menu, and click add. A new field will be added to the main screen, then enter the information.

6. When finished click on “Create”. This will add the book to your list of bookmarks. Click on “Create and add to list” if you already have a list set up.
7. To see the bookmarks go to the ReadingLists@Anglia homepage and click on “My Bookmarks”.

The second way you can bookmark is to manually add the details of the journal article.

Create a manual record for a journal article using the “Adding a manual bookmark” section of this guide and add a URL in the webaddress field. You may be able to use the DOI look-up feature to obtain details. Alternatively, you may prefer to bookmark the webpage and direct students to read a particular article linked from that using the ‘Note to student’ field.

Full instructions for both of these methods can be found later in this guide.

If details are not automatically pulled through, please see the Troubleshooting section.

NOTE: You cannot bookmark automatically from a pdf.

Using DOI lookup

1. If the details of an article are not added automatically added you can search for a DOI number to find the bibliographic details.

2. Check for a DOI on the journal article page.

3. If there is a DOI number then copy and paste it into the DOI lookup box in the edit metadata page of your bookmark.
4. You should then get all the article details added to the screen. Check all the details are correct and click on “Create”.

Adding a manual bookmark

1. Go to the ReadingLists@Anglia website

2. Click on “My Bookmarks”

3. Then click on “Add” and “Add Manually”
4. Then choose the “Resource Type”, add the fields needed using the “Add field” drop down menu and when all relevant information is added click “Create”.

Journal Article Troubleshooting

Inaccessible DOI links and payment requests

The DOI leads to the article on the site of the original publishers. We may or may not have access to the article via the original publishers. Students will not be able to access content if we do not obtain article from the original publishers and will be asked to pay if they follow the link

Updated CH 07/09/2018
DOI examples

- DOI links work for Science Direct and Wile Online Library – article access provided to us on the publisher’s own platform
- DOI links will not work for APA articles as we access these via EBSCO rather than APA’s own platform, PsycNet.
- DOI links will not work for Nature articles where we access content via EBSCO or Academic OneFile rather than the Nature Group Publishing platform Nature.com.

If the DOI does not work, you can remove it when you Edit metadata for an article.
If you use DOI lookup to obtain bibliographic information for an article, it will insert the DOI in to the record – you should remove it after obtaining details.

Adding your own Web addresses

Web addresses can be added for any record using Add field in the Edit Metadata form. However, Web address links should be checked after addition to ensure that they provide access to the content you expect. Some web addresses produced as a result of a personal search may not then be accessible to students.

Adding a journal article to a journal title

If your journal articles is not linked to a journals when you bookmark you can add this in the edit metadata page my using “Is Part Of” in the “Add Field” drop down menu.

You will then receive the following page to fill in the details of the journal.
In the first section make sure the resource type is "Article" and add in the following using the ‘Add field’ option:

- **Title** – the article title
- **Author** – add all the authors
- **Volume / Issue**
- **Pages** – start and end if possible
- **Date** – year at the least

For the URL you may need to Permalink from Library Search (see below).

You also need to add the journal details. Go to the ‘Is part of Journal’ tab. Choose "Journal" from the “Resource Type” drop down menu. Then add the journal title in “Title” and the ISSN available.
Add permalink (a permanent link) to our library search

If your item bookmarks without a URL you can manually add a Permalink (Permanent link) from Library Search.

1. If a URL is not automatically added you will get a screen like this with the web address field either empty or missing:

2. Locate the Permalink in library search for the item you are bookmarking by clicking on the title of the item.
3. Then under “Send to” click on Permalink

4. Copy and paste the URL in the pop up screen.

5. Go back to your bookmark and add in a URL field using “Add field” - paste the Permalink in here. Make sure you tick “Online resource”.
Links for students to follow: View Online button and item links

Students can link to articles using the “View Online” button on the front page of the list or by clicking on the item title and following links on the item details page.

The “View Online” button does not automatically appear if bookmarking creates more than one option for accessing the article e.g. DOI and Open URL.

You can force the View Online button to appear by ticking the box on the Edit Metadata. You will need to choose which link the Online Resource button uses: DOI, OpenURL or Web address. Please make sure that the link you choose provides access to the full article.

Implications for students of your Online Resource choice

**Using the DOI:** will take students straight to the article page. Fewer clicks but students may not be aware of off-campus access requirements (institutional login).

**Using the Open URL:** will take students to the Library record for the article. More clicks but students will see off-campus access instruction.

Consistency within lists is encouraged.

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Additional training materials

Talis Aspire support pages - http://support.talisaspire.com/home
ReadingLists@Anglia Project Manager Christina Harbour - christina.harbour@anglia.ac.uk

Your subject librarian team
libteam.alls@anglia.ac.uk
libteam.fhsce@anglia.ac.uk
libteam.fms@anglia.ac.uk
libteam.fst@anglia.ac.uk
libteam.laibs@anglia.ac.uk

Academic staff Libguide - http://anglia.libguides.com/academic
ReadingLists@Anglia Libguide – http://anglia.libguides.com/readinglists

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