Online Reading Lists

Online Reading Lists allow you to create a dynamic layout for your course materials with links to live SAULCAT details for books, direct access to e-journal articles and e-books, resources on the Web, etc. You can also use the system to place requests to have chapters and articles from print works scanned and made available via your online list.

Online help pages
This document gives a quick introduction to creating an online list, but a more comprehensive guide (including videos walk-throughs) can be found at: http://libguides.st-andrews.ac.uk/ReadingLists

Getting started
If you haven’t already done so, ask the Library to set up a basic outline for your reading list: e-mail us at readinglists@st-andrews.ac.uk. You will be sent an e-mail invitation to become a ‘list publisher’ – click on the link in the message to accept this. You will be asked to set up a brief profile.

Installing the Bookmark button

The first time you use the interface you will need to install a ‘Bookmark’ button. ['Bookmark’ is the term used for a link to a resource, i.e. a SAULCAT entry, an e-journal article, etc.]

- Make sure the bookmarks/favorites toolbar is showing in your browser  
  → If you need to add the toolbar you can do this via the browser menu or by right-clicking in the header.

- Click [My Bookmarks] and then [Install Bookmark Button] (top right). This will walk you through the process of installing the Bookmark button.

Very basically you need to click and drag the [Add to My Bookmarks] button and drop it in the toolbar.

→ Video guides on how to do this are available at http://libguides.st-andrews.ac.uk/getting_started

Signing in
On subsequent visits, to access online reading lists go to http://resourcelists.st-andrews.ac.uk/index.html  

or:  
  → Library homepage http://www.st-andrews.ac.uk/library/  
  → Finding information  
  → Reading Lists (under the heading ‘Subject Guides and Reading Lists’)  

Then Log in (on the red menu bar) using your University username and password. Your list can be found via [My lists] on the red menu bar.
Creating a structure

[To watch a video on this, go to http://youtu.be/qSav4vRZIWM ]

Unless you have a very short reading list you will want to start off by creating a structure for your list, e.g. week-by-week readings, required and suggested readings, etc.

To create a new section (e.g. ‘Week 1’): You need to have your list open in Edit mode (see screenshot below) – if you need to do this, click the button and choose Edit List (classic).

**Step 1:** Click and drag the symbol next to **New Section** into the pane marked Drag a new section or one of your bookmarks here to add it to the list.

Step 2: A pop-up box will now open to allow you to enter the Title for the section (e.g. ‘Week 1’).

You may also want to enter a Study note to give specific instructions to the class, e.g.

- to indicate that books listed are required/suggested purchases
- reading instructions (e.g. "Read at least two of the following before the first class")
- tutorial questions

Subsections: If you wish to further subdivide a section (e.g. into ‘Compulsory reading’ and ‘Further reading’) you can do this by dragging the button into the section you created:

Moving sections: If you want to change the order of sections on your list, click the button and drag the section you want to move into the correct place in the Table of Contents box that opens. [Close this by clicking the button again.]

You can save your work at any point by clicking the button.
Adding books to your list

[To watch a video on this, go to http://youtu.be/bolxJNjI8LM ]

**Step 1:** Open a separate tab on your browser and go to SAULCAT (http://library.st-andrews.ac.uk/) to search for a book. On the search results page, click on the title you want to add to your list to open the full record for it (as in the example below).

This will then open a page displaying the book details extracted from SAULCAT:

**Step 2:** Click the Add to My Bookmarks button to create bookmarks for all types of resource

(You need to be on the page which displays the location, classmark etc in order for the details of the book to be picked up by the software.)

**Step 3:** Check that the author, title etc details are as you want them. You may need to edit them, e.g. to change the format of a name or to Remove a field (e.g. the contributor of a preface listed as an author).

(Optional) You can add notes to the class here if needed (e.g. ‘Read Ch. 1’)

**Step 4:** To save the bookmark, click Create or Create & Add to List (see below for which of these to choose).
Create method
This is a slightly quicker method: clicking the [Create] button simply saves the details and returns you to the SAULCAT page where you can search for more books to bookmark.

To add the bookmarks to your list, return to the browser tab for your reading list. To add items you need to be in Edit List mode: Log In → Edit → Edit list (classic). Your bookmarks will be on the right of the page – if the most recently created ones aren’t displaying, refresh the browser page by clicking the ⚙ icon next to the browser’s address box (or the F5 key).

When you return to your list you can view the items you’ve added to it by refreshing the browser page (click the ⚙ icon or F5 key).

Create & add to List method
This method has a few more steps, but it allows you to add a bookmark directly into your list. Clicking the [Create & Add to List] button opens a pop-up window where you can select which list and section to add your bookmark into. A few other options are also available.

Once you click OK the bookmark will be saved on your list and you can return to SAULCAT to search for the next item on your reading list.

When you return to your list you can view the items you’ve added to it by refreshing the browser page (click the ⚙ icon).

Once done, click [Save Draft] to save your changes or to see how the published list will look.
Adding chapter details

You have 2 options here – to add a basic note, or to create a chapter bookmark:

1. Add a note

For textbooks and monographs you may want to simply list the book title and chapter number(s):

To do this, add the details in a note, either when creating a bookmark:

– or when editing your list, click on Edit notes and importance and add a Note for student:

2. Create a chapter bookmark

[To watch a video on this, go to https://youtu.be/PRGKtOUOSMM ]

For titled chapters and essays you can create a bookmark which displays the title and author(s) of the chapter in addition to the book details.

Step 1: Start creating a bookmark as described in the ‘Adding books to your list section’ above.

Step 2: At the bottom of the bookmark click on the arrow in the Add field: box

Step 3: Select ‘Has part (chapter, article, etc)…’ and click Add

This opens a new tab in your bookmark where you can enter the chapter details:

Step 4: Set the Resource Type as Chapter

Step 5: Type in the Chapter title

Step 6: Use the Add Field box and Add button to insert fields for the Author name(s) and page numbers

Click Create or Create & Add to List to finish
Adding e-books

[To watch a video on this, go to https://youtu.be/p1DmhN64fSs]

This is a very similar process as creating bookmarks for print books.

In cases where we have both print and e-book create a combined bookmark by bookmarking the print book and inserting a web address for the e-book.

You will need to copy the web address for the e-book and paste this into a bookmark for the print copy:

**Step 1:** Right click on the hyperlink for the e-book and choose the option to open it in a new tab.

**Step 2:** Right click on the hyperlink for Connect to e-book and choose the option for Copy Link Location (or similar).
Step 3: In the first tab, click on the title of the print copy and create a bookmark as normal.

Adding e-journal articles

[To watch a video on this, go to http://youtu.be/37uVQ3mwRO4]

Navigate to the abstract page for the article. [N.B. bookmark the abstract page (or a page displaying the DOI) not the full-text pdf.]

Click the Add to My Bookmarks button on the toolbar.

For most journal articles you’ll need to edit the date so that only the year displays, but otherwise they should be straightforward to bookmark.

Some journal sites that may need some extra attention are:
JSTOR – check the author fields look o.k. – you may need to add additional author fields where there are multiple authors and to convert single author fields to dual fields (i.e First name, Surname).

EBSCOhost – bookmarking from this site often misses out key data: make sure the bookmark includes volume no., issue no. and page nos and that the author name looks o.k.

If any items prove difficult to bookmark, please contact the Reading Lists team in the Library at readinglists@st-andrews.ac.uk for assistance.

Adding DVDs/BluRays

The process of creating bookmarks for DVDs and BluRay is identical to that for books: navigate to the SAULCAT page displaying the title, classmark etc and click the Add to My Bookmarks button on the toolbar. You will however need to change the date and to remove several fields:

<table>
<thead>
<tr>
<th>Resource Type</th>
<th>Audio-visual document ↓</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Metropolis</td>
</tr>
<tr>
<td>Author (first name, surname)</td>
<td>Lang</td>
</tr>
<tr>
<td>Author (first name, surname)</td>
<td>Helm</td>
</tr>
<tr>
<td>Author (first name, surname)</td>
<td>Abel</td>
</tr>
<tr>
<td>Author (first name, surname)</td>
<td>Froh</td>
</tr>
<tr>
<td>Date</td>
<td>2010</td>
</tr>
<tr>
<td>Edition</td>
<td></td>
</tr>
</tbody>
</table>

Retain the Director’s name, however the other author names should be removed (usually these are members of the cast).

The date given here is the date of the release of the DVD. Replace this with the original release date of the film (given on SAULCAT)

Adding webpages

Bookmarks for webpages, online videos, etc are added in the same way as for books and articles: simply navigate to the webpage and click Add to My Bookmarks.

You may need to edit the details in the Title box or to add a field such author or date (using the Add field drop-down menu and the Add button).

Click Create / Create & Add to List to finish.
Editing lists

Clicking on the **Edit** button and selecting Edit List (classic) will give you some options for arranging and annotating your list:

- **The symbol next to a book title allows you to rearrange the order of your list by clicking and dragging items.**
- **Drag the **New Note** button into your list to insert a free text note.**
- **The Request Digitisation option enables you to place requests to have extracts scanned (the scans will be made available as part of your list). See below for details.**
- **The **Edit notes and importance** option allows you to add a note about a book (e.g. 'Read Chapter 1') or to set an importance level.**

Requesting digitisations (scanned readings)

As described above, you can place requests to have a chapter/article scanned by clicking the **Request Digitisation** option when in Edit List view.

[Note: If you’re not seeing this option when in Edit List mode, e-mail readinglists@st-andrews.ac.uk and ask for it to be added.]

Please note:
The University’s copyright licence has a number of restrictions on what can be scanned (summarised on the Library’s [copyright page](#)). The main things to be aware of are:

- There is a maximum length of extract from a work that can be scanned: one chapter/article or 10% of the total work, whichever is greater;
- Not every work can be scanned from – you can check whether a work is covered by the licence using the online tool at [http://permissions.cla.co.uk/titlesearch.html](http://permissions.cla.co.uk/titlesearch.html);
- The Library must hold a print copy of the work to be scanned from (if necessary we can order one – or an e-equivalent: contact us if you would like us to do so).

Clicking **Request Digitisation** will open a request form pre-populated with details of the book/journal. You need to add details of the chapter/article, needed by date etc.

(Or, if you created a chapter or article bookmark the form will include these details.)
Enter the chapter/article title (or e.g. Chapter 1)

Enter the page nos. if you have them

The author name should be pre-completed, but change if needed (e.g. if the editor of the volume is given rather than the author of the chapter)

If notes for the chapter are at the end of the book you can give the page nos. for them here

If you already have a PDF of the reading you can upload it here. It must be very good quality with no notes, underlining, etc. Tick the ‘I confirm…’ box if you are doing this.

Click Next to move on to the next step

Enter the date the scan will be needed by (please submit requests at least 1-2 weeks ahead of the needed by date if at all possible).

When you submit your request you should get a response within a few seconds as to whether your request has been successful, rejected, or needs further investigation by the Library.
**Finishing off**

**Saving**
If at any point you wish to save a draft version of your list go to [My Lists](#), click on the list title, and on [Save Draft](#) (top right). This is also a way of ‘refreshing’ your list – new bookmarks won’t be displayed until you do this. You can return to work on your list, e.g. to re-order items or add notes, by clicking the [Edit](#) button and choosing [Edit list](#).

**Problems**
If there are any issues (e.g. books that need to be ordered, items you weren’t able to bookmark) pass these on to readinglists@st-andrews.ac.uk to be dealt with, or telephone us at ext. 2306 or 2316 for advice. You can also contact us to request that your list be reviewed before it is published, or if you would like a short one-to-one training session.

**Publishing**
If you have completely finished editing your list, click on the [Publish](#) button, top right (or via the Edit button choose the Publish option) – your list won’t be visible to students until this is done.

If you’re happy with your list to go live as it is simply choose to publish the list right away (click [Publish](#)) but if you’d like Library staff to check over the list first or if you have added ‘Notes for Library’, e.g. about books to purchase you can request a review. [You can also publish the list so that the list is visible right away, and request a review via the Review button.](#)

**Linking**
Your list should already have been linked to a module code, enabling it to be accessed by students via MMS and/or Moodle. If so, this will be indicated by a link to a module code in the top right corner, as in the example on the right. If not, you can insert the link by clicking the on the [Edit](#) button and choosing [Link to Hierarchy](#).

Once published, a link will automatically be added to your list from MMS.

In Moodle, this step needs to be done manually.

If you have editing permission for Moodle:

**Step 1**: Go to the relevant module page and click [Turn editing on](#)

**Step 2**: Click the link for [Add an activity or resource](#)

**Step 3**: Choose [Course Resource List] [Add](#)

**Step 4**: change the Section title to ‘Reading list’, ‘Bibliography’ or whatever.

**Step 5**: You can choose to have the list open in a separate tab or inline on the Moodle page.

Click [Link to resource list or section](#) to finish. Your list should then open – if it doesn’t, check if you need to disable pop-up blockers for Moodle pages.