Brief guide to Reading Lists Online

What is RLO?

The aim of RLO is to provide students with easy access to relevant lists, and to materials on those lists, through links to the Library catalogue, electronic books and journals, and other resources.

Through RLO academics and administrators can easily create, manage, and maintain reading lists, by adding bookmarked items and digitised content.

RLO also acts as a liaison tool between academic staff and the acquisition team in the library, enabling staff to review lists, acquire materials to resource these lists, and ensure that items are accurately described and retrievable.

Accessing RLO

- To access RLO go to [https://qmul.rl.talis.com/index.html](https://qmul.rl.talis.com/index.html) and login with your QM username and password
- Colleagues can be invited to edit reading lists.

Creating and editing lists

Reading lists are created using bookmarked items. The first step is to install the **Bookmark button**, which can be found under the **My bookmarks** tab.

Once installed, the Bookmarks button appears as “Add to My Bookmarks” onto the bookmarks bar of your browser, and allows the export of items from the library catalogue, e-journals, and websites in just one click.

Creating a list involves structuring and dividing it into sections, where bookmarked items can be simply dragged and dropped.

By default, every item on the list needs to be tagged as to its importance. Optional notes can be added to describe listed items.
Adding digitised materials to the list

Items such as book chapters, scanned articles and PDF files can be digitized and added to a reading list via the Request digitization link in the edit mode.

Once the digitization request is submitted, the system carries out a series of checks to ensure copyright compliance.

Content can also be uploaded and copyright checked independently at http://content.talisaspire.com/

Reviewing and updating lists

List owners can request list reviews to ensure that resources are made available to students in sufficient quantity, hence the form requires to enter the anticipated student numbers.

Monitoring the usage of reading lists

The Dashboard (green button) gives a detailed view of the list's usage by giving the number of page views and item clicks.

Further information

More information on how to use RLO can be found on the library website at http://www.library.qmul.ac.uk/about-us/projects/reading-lists-online/

For further enquiries please send an email to library-rlo@qmul.ac.uk.

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