



# 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.

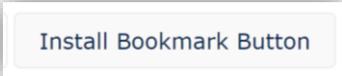
RLO also acts as a liaison tool between academic staff and the acquisition team in the library, enabling staff to review lists, acquire materials to resource these lists, and ensure that items are accurately described and retrievable.

## Accessing RLO

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

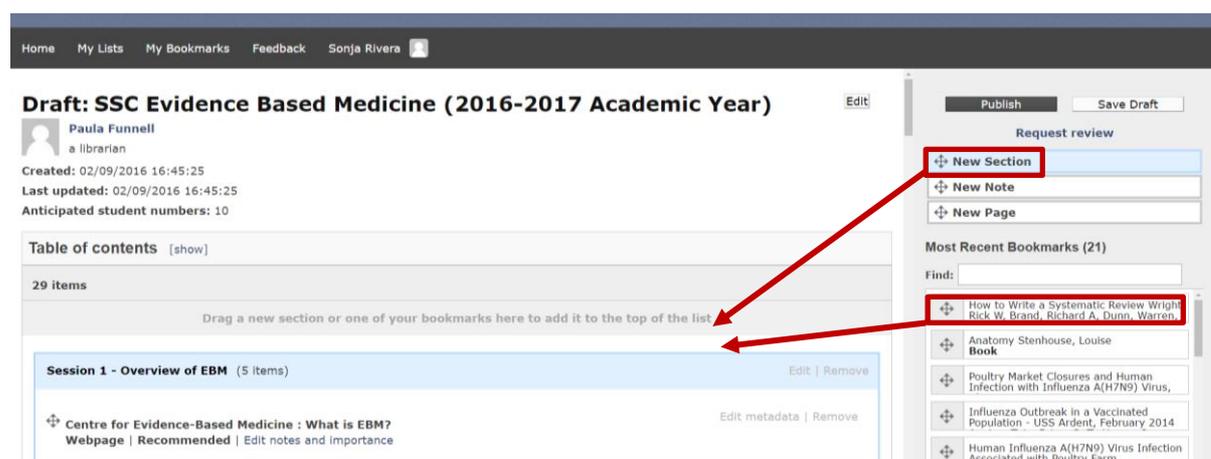
## Creating and editing lists

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.

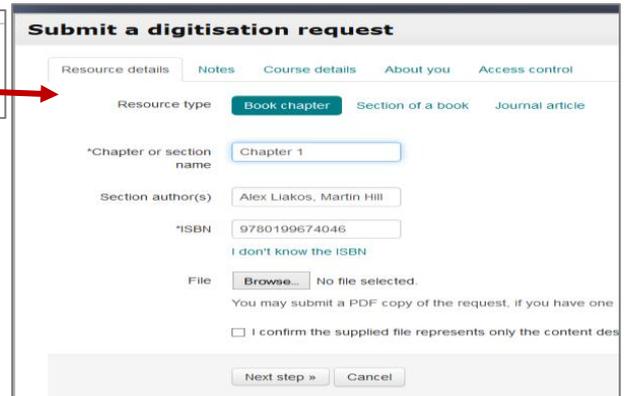


The screenshot shows the RLO interface for a draft reading list. The title is "Draft: SSC Evidence Based Medicine (2016-2017 Academic Year)". The creator is Paula Funnell, a librarian. The list contains 29 items. A sidebar on the right offers options to "New Section", "New Note", and "New Page". Below these are "Most Recent Bookmarks (21)", including "How to Write a Systematic Review" and "Anatomy". Red arrows indicate that items from the bookmarks can be added to the list.

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.



**Submit a digitisation request**

Resource details | Notes | Course details | About you | Access control

Resource type: **Book chapter** | Section of a book | Journal article

\*Chapter or section name: Chapter 1

Section author(s): Alex Liakos, Martin Hill

\*ISBN: 9780199674046  
I don't know the ISBN

File: **Browse...** | No file selected.  
You may submit a PDF copy of the request, if you have one  
 I confirm the supplied file represents only the content des

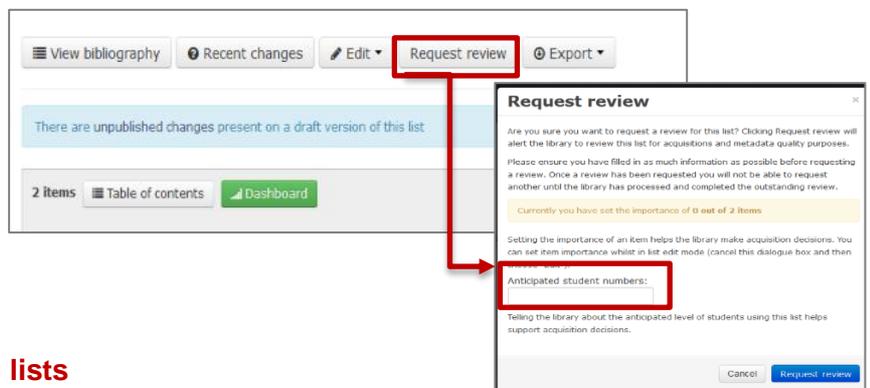
Next step » | Cancel

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.



View bibliography | Recent changes | Edit | **Request review** | Export

There are unpublished changes present on a draft version of this list

2 Items | Table of contents | **Dashboard**

**Request review**

Are you sure you want to request a review for this list? Clicking Request review will alert the library to review this list for acquisitions and metadata quality purposes. Please ensure you have filled in as much information as possible before requesting a review. Once a review has been requested you will not be able to request another until the library has processed and completed the outstanding review.

Currently you have set the importance of 0 out of 2 items

Setting the importance of an item helps the library make acquisition decisions. You can set item importance whilst in list edit mode (cancel this dialogue box and then re-request a review).

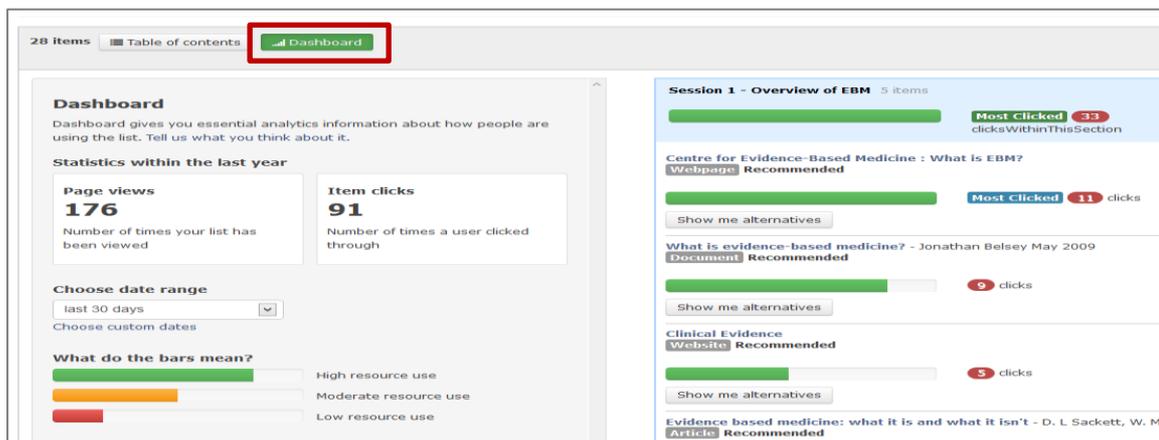
**Anticipated student numbers:**

Telling the library about the anticipated level of students using this list helps support acquisition decisions.

Cancel | **Request review**

## 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](mailto:library-rlo@qmul.ac.uk).

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