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INTRODUCTION

The web address for the QMUL online reading lists management system is: http://lists.library.qmul.ac.uk/. Sign in with your usual college ID. Please note: Firefox is recommended as the best browser for the system.

Creating an online reading list using this system is done in four easy steps:

1. **Bookmark all your resources using various sources of information**
   - Bookmarking requires installing the bookmarklet button onto your browser’s toolbar: this tool will enable you to harvest metadata for the resources you bookmark, in most cases, eliminating the need to enter bibliographic information manually for your titles.
   - You need to open your sources of information in additional tabs in your browser.
   - Primary sources for bookmarking are the QMUL library catalogue, QMUL online subscription databases (journals and articles databases, subject-specific databases), and QMUL online repositories.
   - Secondary sources are other library catalogues (e.g. UoL libraries), union catalogues (e.g. COPAC, WorldCat), book vendors (e.g. Amazon), the Internet, etc.

2. **Construct your list and populate it with your bookmarked resources**
   - Creating a list involves structuring and dividing it into sections, adding notes and pages.
   - Resources included in the list require tagging as to their importance.

3. **Publish your list**
   - Publishing a list takes it out from its draft status; your colleagues and students can view it.
   - It also allows you to invite list publishers, colleagues whom you would like to have contribute to your list.

4. **Link your list to a module and the VLE**
   - Module titles are pre-downloaded from Registry; just link your list to the right module.
   - Then link your list to the VLE course page.
   - Your list is available to students but as the list owner, you can edit and update your list on a continuous basis.

If you are new to the system and require training, please contact your relevant Academic Liaison Librarian who will be more than happy to introduce the system to you.

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BOOKMARKING RESOURCES

Installing the Bookmarklet Tool

In order to bookmark resources for reading lists, one has to install the bookmarklet button. To do this, go to My Bookmarks in the main navigation pane.

Click on Bookmarklet Installation Tutorial on the right hand side.
Follow the instructions set out for Firefox: click and drag the Add to My Bookmarks button to your web browser’s bookmarks toolbar (if the toolbar is not there, enable it from the View menu).

The Add to My Bookmarks button will be there on the toolbar. Once it is there, you have the option of renaming from its properties by right-clicking on it.

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Bookmarking from the Library Catalogue

Open another tab in your browser for the library homepage (http://www.library.qmul.ac.uk/) and follow the link to the Classic Catalogue.

Start searching for your title.

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Once you find your title and go in to the record, click on your Add to My Bookmarks button to bookmark it.

In the window that appears, check the data on the left and click on Create.

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Once the resource is bookmarked, go back to your original reading lists tab.

Click on My Bookmarks link; your first bookmarked resource will be there. All your bookmarked resources will be collected in here. Using the library catalogue, you can bookmark electronic books, journal titles, and DVDs in the same way.
Bookmarking Journal Articles from Metalib

Open another tab in your browser for the QMUL library e-resources database Metalib (http://metalib.library.qmul.ac.uk/) and select Find e-Journal.

Search for your journal title and click on the link.

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This will take you to the QMUL library SFX where you will have different access options for that journal title. Bear in mind volumes/issues available from each publisher/provider before you choose one.

Once you reach the journal’s web site, it is a matter of following links until you find your article; or you can search for the article within the journal. Sometimes journal titles or articles open in separate windows and the bookmarklet button might not be visible.
When this happens, even if the bookmarklet button (Add to My Bookmarks) is not visible on your browser's toolbar, it will always be under the Bookmarks menu. Click on it from there.

Your article is bookmarked in two parts: the first Article tab contains article information.

Note: if proper bibliographic data fails to appear for a journal title/article at the point of bookmarking, you can use DOI Lookup if the web site offers a DOI (Digital Object Identifier) for that resource. Just copy and paste the DOI in the DOI Lookup field and click Lookup.

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The second is part of Journal tab contains journal title information. Click on Create to finish.

Go back to your original window and to the reading lists tab; refresh your screen and the journal article is there at the top of your list.

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Bookmarking from a Subject Database

Open your database, in this case the Law database Westlaw, in a new tab and find your resource.

You will see that the data harvested will be limited to the form of a web page; you have the option of manually adding bibliographic data, such as Date, as required.

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Click on **Create** as usual once you are satisfied with the bibliographic information.

Go back to your **reading lists tab** and refresh your screen; your latest addition will be at the top of your list.

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Bookmarking from Online Repositories

Open your QMUL online database, in this case QMRO, in a new tab.

Find your resource and click on Add to My Bookmarks.
If insufficient metadata is pulled in, you can manually add author, date, etc. You can also change **Resource Type** if required.

Please note the format of author name: it is entered as **surname, name** in the first **Author** field only leaving the second field blank; please follow this rule. **Click on Create** when you complete your amendments.

**Back to contents page**
Go back to your reading lists tab and refresh your screen; your latest addition will be at the top of your list.

Note: Queen Mary Research Online (QMRO) is an institutional open access repository, collecting and disseminating scholarly research output and supporting documentation by academic and research staff at Queen Mary, University of London. QMRO also holds the eThesis collection; in particular the electronic copies of theses awarded from 2009 onwards.

QMRO is accessible at [http://qmro.qmul.ac.uk/](http://qmro.qmul.ac.uk/). Please contact the Research Support Librarian for more information and on how to get your publications on QMRO.
Bookmarking from Other Library Catalogues

Open the relevant library catalogue in another tab and search for your resource.

Go in to the record and click on Add to My Bookmarks.
Sometimes resources from other libraries are bookmarked as web pages and proper data is not pulled in. When this happens, there is an additional small step you need to take to get the full bibliographic data.

Copy the ISBN of the title from the right into the ISBN Lookup field in the left. Then click on Lookup.
This action will pull in all available bibliographic data; you can now click on Create.

When you go back to your reading lists tab and refresh your screen, the latest addition will be at the top.
Bookmarking from Book Vendors

If you cannot find a resource in your local library, you have the option of bookmarking it from a book vendor. Go to your vendor and find your resource. Click on your *Add to My Bookmarks* button.

Click on *Create*.
When you go back to your reading lists tab and refresh your screen, the latest addition will be at the top.

Note: if you bookmark a resource from a book vendor and the library already has a copy of it, the bibliographic data is going to come from the library catalogue and Library availability will be shown.
Bookmarking from the Internet

Bookmarking resources from the Internet is quite straightforward. Using your bookmarklet tool you can bookmark any web page. Considerations would be how authoritative and permanent these web pages are. When bookmarking web pages, you should always choose ‘permalinks’ (permanent or persistent web links that are less likely to be broken) if they are provided by the web site.

You can bookmark videos too. You have the straightforward option of bookmarking only the link for your reading list in the usual way using the bookmarklet tool or you can embed the video in your reading list as well as bookmark the web address.

While you still have your reading lists tab, open another tab as usual; go on to the Internet and go to your source. If you are bookmarking a YouTube video, it generally offers the option of embedding the video in to your reading list.

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Find your resource. Click on **Share** if you want to embed your video in your list. Then click on **Embed** which provides the script to embed the video in to your reading list.

Copy the script that appears when you click on **Embed**.

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Click on **Add to My Bookmarks** in your browser’s toolbar as usual.

Edit title if required. **Add** an additional **Web address** field to your record.
Paste the embedding script that you copied from YouTube in the second **Web address** field and click on **Create** as usual.

Go back to your **reading lists** tab; refresh your browser and your resource is at the top in **My Bookmarks**.
Click on the resource title to check how it will look to users. There is the web address for the resource, but the video is also embedded in the reading list so that users can watch it without leaving the list.

Note: Recently, there has been no need to copy and paste the embedding script from YouTube into the bookmarking page. A video can be bookmarked directly as any web page and it might still open in the reading list instead of taking the user to YouTube to watch the video.
CREATING A LIST

Naming a List

In your reading lists system, go to My Lists and click on the Create a New List button.

In List Name, enter your module name in title case (do not include module code to avoid repetition since the code will already be in the module name once your list is linked to its module). Under Description enter your name (name of the academic teaching or organising the module). Click on OK.
Structuring a List

Structuring a list is just a matter of clicking and dragging a New Section into your list. You can also add New Note and New Page.

You will be asked to enter a Title each time you drag in a section. Study note is note to your students: it is optional and editable. Click Save.

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You can create sections in sections by clicking and dragging **New Section** where you want it to be each time.

You have to enter a **Title** each time; **Study note** is optional. Click on **Save**.
Keep on repeating this until your sections are complete. You can have as many sections as you wish; you can put them in one another; you can start a new section and continue. You can see in the Table of Contents at the top how your list is beginning to take shape. You can use the Table of Contents to move your sections around for re-structuring. All sections (names and notes) are editable and you can remove a section at any time.

You can also insert New Notes (can be used for entering explanatory text and extensive notes, copied and pasted from Word documents, as well as for linking to VLE documents or to additional web pages) and New Pages (can be used for inserting additional audio visual content, images, etc.) in your list structure.

You have the option of saving your draft and coming back to it later by using the Save Draft button at the top.

Note your Most Recent Bookmarks on the right. Resources you bookmarked last will always be at the top of the list. The list is searchable by title keyword, which is quite a useful feature if you have got hundreds of resources bookmarked.

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Populating a List with Bookmarked Resources

Populating a list is again just a matter of clicking and dragging your bookmarks in to your list.

In this way, you populate all of your sections. You can use a bookmark multiple times (for a textbook that is to be read every week, for example) and you can remove it any time.
Setting Importance/Notes

It is important that students are given clear guidance as to the importance of a resource in a reading list. You do this by clicking on Set Importance for each resource when you are in the edit screen.

This will open a drop-down menu and you will be able to select from options.

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You also have the option of inserting and editing notes, as well as editing importance if you want to change it, simply by clicking on **Edit notes and importance**.

In **Note for Student**, you can give specific instructions to students or put in any other comments about the resource. You can edit **Importance** of the resource. You can also put in a **Note for Library**.
Saving a List

Normally, your list is saved automatically whenever you make changes. However, to consolidate the saving process and to come out of the edit screen, simply click on Save Draft.

You will be taken to the screen below and this is how the list is going to look to your students when you finally publish and attach it to a module. You also have options now, amongst which is a Request review tab to ask the library to review your list for acquisitions purposes before you make it available to your students. You can always go back to editing your list using the Edit tab.
Editing a List

In My Lists, you will have all the lists that you created yourself. You can edit a reading list at any point: in its draft status, when it is published, and even after it is linked to a module and the VLE and is available to your students. All you need to do is to open the select action drop down menu next to the list you want to work on and select Edit. This will take you to the original edit screen where you can continue to work on your list.

You can see the other options in this drop-down menu, such as View Draft (to check student view), Publish (to take the list out from draft status and make it available to your colleagues and the library), and Remove from View (delete the list).

Important note: If you are editing a published list, make sure that you re-publish your list so that your students can view the updated list. You do not need to re-link your list to the module or the VLE when you make changes and re-publish your list; the links are updated automatically.
PUBLISHING A LIST

After completing your list, you need to publish it. You can do it from several places: directly from My Lists as mentioned above without having to go in to the list first, from the View Draft screen below, or even in the Edit screen further below.
In whichever screen you are, the same dialog box will come up asking you to confirm your action. Once you **Publish** your list, it will be available to your colleagues for viewing. You can invite your colleagues to contribute to your lists. You can also ask the library to review your list for acquisitions purposes.

Note the term ‘Draft’ being dropped from the start of the title once your list is published.
Inviting List Editors

When you are in the list, click on **Invite List Publishers** (this means inviting other people to contribute to your lists, to become editors of your lists).

Enter the email address of the colleague you want to invite and click on send. The recipient will receive an invitation that he or she will need to accept before becoming a publisher (editor) for this list. You can invite multiple editors.
Requesting Library Reviews

Once you complete your list, you can ask the library to review your list for acquisitions purposes. If you entered any notes for the library while populating your list with bookmarked resources, the library will be able to view them and respond to your requests. Go in to your list and click on Request review.

The dialog box that comes up will remind you to set importance for your resources, if you had not done so already, because purchase decisions made by the library will be based on this as well as other factors. Student number is another factor which affects decision-making. After you finish, click OK. You will receive an automated email when the library completes reviewing your list. This email will contain a link to your list with notes added by the library informing you about actions taken based on your notes to the library.
LINKING A LIST TO A MODULE

Go to the Home screen and then click on Browse hierarchy.

Find your School and click on it.

Institution: Queen Mary, University of London

Browse down to:

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Find your **Module** and click on it.

Under **Lists linked to this module**, open the drop-down list that contains all reading lists created by you. Select the reading list you want to attach to the module and click on **Add**.

Your list will appear under **Lists linked to this Module** and it will now be available to your students. Note **Actions** available to you, such as **Edit**, **Copy**, **Remove**, and **Export**.

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LINKING A LIST TO THE VLE

Go to your reading list; copy either your list URL or the module page URL of your list.

Go to the VLE – your course page – Build – Course tools – Course Content – Add Content Link – Web Link – Create Web Link.

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Give a **Title** to your link and paste the URL in **Web Address (URL) field**. Normally the link will open in the VLE, but you can tick the **Open in a new browser window** option if you want it to open in a new window. Save.

The reading list web link will appear on the course page.
This is how students are going to view the reading list in the VLE when the option for it to open in a new window is not ticked.

Students can also search for and access their reading lists at http://lists.library.qmul.ac.uk/.