# CONTENTS

## INTRODUCTION

## BOOKMARKING RESOURCES

- Installing the Bookmarklet Tool (watch how to do this)  
  Page 3  

- Bookmarking Books from the Library Catalogue (watch how to do this)  
  Page 5  

- Bookmarking Journal Articles from the Library Catalogue (watch how to do this)  
  Page 8  

- Bookmarking from a Subject Database (watch how to do this)  
  Page 12  

- Bookmarking from Online Repositories (watch how to do this)  
  Page 14  

- Bookmarking from Other Library Catalogues (watch how to do this)  
  Page 17  

- Bookmarking from Book Vendors (watch how to do this)  
  Page 21  

- Bookmarking from the Internet (watch how to do this)  
  Page 22  

- Importing Bookmarks from Reference Managers (watch how to do this)  
  Page 24  

- Adding Bookmarks Manually (watch how to do this)  
  Page 32  

## CREATING A LIST

- Naming a List (watch how to do this)  
  Page 33  

- Structuring a List (watch how to do this)  
  Page 34  

- Populating a List with Bookmarked Resources (watch how to do this)  
  Page 37  

- Setting Importance/Notes (watch how to do this)  
  Page 38  

- Saving a List (watch how to do this)  
  Page 40  

- Editing a List (watch how to do this)  
  Page 41  

- Requesting Library Reviews (watch how to do this)  
  Page 42  

## PUBLISHING A LIST (watch how to do this)

- Inviting List Publishers (watch how to do this)  
  Page 43  

## LINKING A LIST TO A MODULE (watch how to do this)

- LINKING A LIST TO THE VLE – BLACKBOARD (watch how to do this)  
  Page 46
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 following these 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 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 (which includes online books and journals and subscription databases too as well as print resources) and QMRO database.
   - Secondary sources are other library catalogues (e.g. UoL libraries, British Library), union catalogues (e.g. COPAC, WorldCat), book vendors (e.g. Amazon), the Internet, etc.
   - You can also import bookmarks from reference managers such as EndNote and Zotero as well as manually add a resource to Talis.

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 if relevant; resources included in the list require tagging as to their importance.
   - Once the list is saved, a Library review can be requested for acquisitions purposes.

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.

*Back to contents page*
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 your browser: for Firefox, click and drag the **Add to My Bookmarks** button to Firefox’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 bookmarks toolbar. Once it is there, you have the option of renaming from its properties by right-clicking on it.
Bookmarking Books from the Library Catalogue

Open another tab in your browser for the library homepage (http://www.library.qmul.ac.uk/) and either use the search box on the page or follow the link to the Library Catalogue for advanced search.

Find your title.

Back to contents page
Go in to the record of the title, click on your **Add to My Bookmarks** button to bookmark it.

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

[Back to contents page]
Once the resource is bookmarked, go back to your original reading lists tab.

Click on My Bookmarks link, or refresh it if you were already there; your first bookmarked resource will be listed. 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 the Library Catalogue

In the library catalogue, search for your journal.

Select the electronic title when there is this option; click on the button in the record.
This will take you to the QMUL Library SFX where you will have 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 simply search for the article within the journal. Sometimes journal titles or articles open in separate windows and the bookmarklet button might not be immediately visible.

Back to contents page
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 Bookmarks/Bookmarks Toolbar in the menu. Click on it.

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.

Back to contents page
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.
Bookmarking from a Subject Database

Access your database via the library catalogue and find your resource; click on [Go straight to the resource].

Find your resource and go into the record; click on your Add to My Bookmarks button.

Back to contents page
You will see that the data harvested will be limited and in the form of a web page; you have the option of manually adding bibliographic data, such as Date, etc. as required. You can also change Resource Type from Webpage to something else.

Click on Create as usual and the resource would be added to your bookmarks list.
Bookmarking from Online Repositories

From the library home page follow the link to Queen Mary Research Online.

The research database will open in a new tab; search for your resource.
Once you find your resource, go into the record 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.

Go back to your reading lists tab and refresh your screen; your latest addition will be at the top of your list.
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.
Resources from other libraries are generally bookmarked as web pages and proper data is not pulled in. When this happens, there is an additional 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**.

**Back to contents page**
This action will pull in all available bibliographic data; however, you will lose the web link to the resource once this is done.

You need to manually add a **Web address** field to the bookmark.
Then copy and paste the persistent link for the record from the right in to the Web address field on the left; then 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 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; it will be added to your list. Do not forget to ask the Library to purchase the resource, especially if it is an essential one.

Back to contents page
Bookmarking from the Internet

Bookmarking resources from the Internet is quite straightforward. Using your bookmarklet tool you can bookmark any open access web based resource.

Considerations would be how authoritative and permanent these web sites/pages are since the reading lists system does not have a link checker and does not automatically remove broken links. When bookmarking web based resources, if provided by the web site, you should copy and paste permanent or persistent links that are less likely to be broken in the web address field of your bookmark.

You can bookmark audio and video resources too. When selecting your resource, please beware of copyright issues.
Bookmark the video in the usual way, making bibliographic amendments if required. Click on `Create`.

You resource will be added to your list. Sometimes videos might be embedded in the reading lists system instead of being bookmarked as a link to follow to the web page that contains the video.

Back to contents page
Importing Bookmarks from Reference Managers

- **Endnote Desktop**

Select your list, go to **File/Export** in the menu; select **RefMan (RIS) Export** in **Output style**, click on **Save**.

Right click on the exported text file and **Open With/WordPad**.

*Back to contents page*
Once you open your file, go to File/Save As and add .ris to the file extension. Important note: do not delete the .txt extension. The file name should be in [filename].txt.ris format. Save the file.

In Talis, go to My Bookmarks and click on Import. Browse for your file, select it, and click on OK.
You will see a message telling you whether your import request has been successfully submitted and if it is, you will receive an email after a minute or so when the import is completed.

If you follow the link in your email, or if you refresh your bookmarks page, your imported bookmarks will be there in Talis. If there were ISBNs in EndNote originally for each resource, these ISBNs will also be imported and Talis will link these resources to the Library catalogue automatically provided that they are available in the Library.
Endnote Web

Go to Format/Export References.

Select your References/Export style – RefMan (RIS) Export, and click on Save.

Back to contents page
Open the downloaded file and go to **File/Save As** from the menu.

Name the file and **Save** it.

*Back to contents page*
Find your renamed file and, as with EndNote desktop, right click on it: select **Open With/WordPad**.

Once you open your file, as with EndNote desktop, go to **File/Save As** and add **.ris** to the file extension. **Important note:** do not delete the **.txt** extension. The file name should be in **[filename].txt.ris** format. **Save** the file. Then go to Talis and import the file in the usual way.
Zotero

Select your resources; then from Actions, select Export Library.

The file format will automatically be RIS, the format recognised by Talis for importing bookmarks. Click on OK.

Back to contents page
In the second dialogue box, the file type too will automatically be RIS with the file extension .ris added to the file name; re-name your file if you want to do so without changing any file extension name and click on Save. The file name format will be [filename].ris when a file is exported from Zotero, recognisable by Talis import.

Note that your file is not a text file when exported from Zotero (there is no txt. extension after the file name); it is an RIS file automatically and it has a file extension type of .ris already (see first image below) as opposed to an EndNote file that needs conversion from text to RIS (see second image below).

Zotero file recognisable by Talis import

EndNote (both versions) file recognisable by Talis import

Import your file into Talis in the usual way. If ISBNs of resources were originally available in Zotero, they will be transferred to Talis as well. Your bookmarks will be linked to the Library catalogue automatically provided that the resources are available in the Library.

Back to contents page
Adding Bookmarks Manually

If the resource you would like to add is not available anywhere, you can add bookmarks manually in Talis using the Add Resource tool in My Bookmarks.

Simply complete the fields that you require and click on Create.

Back to contents page
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/convening the module). Click on OK.

Back to contents page
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.
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**.

[Back to contents page]
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.

Back to contents page
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.

Back to contents page
You also have the option of inserting and editing notes by simply 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 the Importance of the resource. You can also put in a Note for Library regarding purchasing resources.
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, 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 from your area).

**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.

*Back to contents page*
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 creating your list, 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 whether a resource is essential, recommended, or optional, as well as on other factors. Student numbers is another factor which affects decision-making. After you finish, click OK. The Library will be alerted about your request and start reviewing your list. When the Library completes reviewing your list, you will receive an automated email.
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 press the **Publish** button. Once you publish your list, it will be available to your students and 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 Publishers

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. They can also delete resources or delete lists themselves.

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.
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

Back to contents page
Find your **Module** and click on it.

---

<table>
<thead>
<tr>
<th>Name</th>
<th>Code</th>
<th>Type</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Law</td>
<td>LAHM106</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>Advanced Intellectual Property Issues: Protection of Computer Software</td>
<td>CIDM012</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>Advanced IP Issues: Digital Rights Management</td>
<td>CIDM015</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>Advanced Mediation Skills</td>
<td>QLLM022</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>Advanced Mediation Skills</td>
<td>CIIM016</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>International Law of Armed Conflict and the Use of Force</td>
<td>QLLM057A</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>International Law of the Sea</td>
<td>QLLM058</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>International Mergers Control</td>
<td>QLLM060</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>International Natural Resources Law</td>
<td>QLLM087</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>International Protection of Human Rights</td>
<td>QLLM081</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>International Protection of Human Rights A</td>
<td>QLLM081A</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>International Tax Law I</td>
<td>QLLM082</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>International Tax Law I A</td>
<td>QLLM083A</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>International Telecommunications Law</td>
<td>CIDM006</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>International Trade and Intellectual Property Law</td>
<td>QLLM121</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>International Trade and Intellectual Property Law A</td>
<td>QLLM121A</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>International Trade and Intellectual Property Law B</td>
<td>QLLM121B</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>International Trade and Investment Dispute Settlement</td>
<td>QLLM084</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>International Trade and Investment Dispute Settlement A</td>
<td>QLLM084A</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>International Trade and Investment Dispute Settlement B</td>
<td>QLLM084B</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>International Trade Law</td>
<td>CIDM004</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>Internet Content Regulation</td>
<td>CIDM010</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>Introduction to Sales and Trading</td>
<td>CIDM003</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>IP Transactions</td>
<td>QLLM086</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>IP Transactions A</td>
<td>QLLM066A</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>Judicial Protection in the EU</td>
<td>QLLM097</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>Jurisdictional Issues and Dispute Resolution in e-Commerce</td>
<td>CIDM020</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>Jurisdiction A</td>
<td>QLLM112</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>Jurisdiction and Legal Theory</td>
<td>LAHM021</td>
<td>Module</td>
<td>Remove</td>
</tr>
<tr>
<td>Labour Disputes</td>
<td>CIDM013</td>
<td>Module</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Back to contents page
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 be available to your students in the module page. Note **Actions** available to you, such as **Edit**, **Copy**, **Remove**, and **Export**.

[Image of the module page with highlighted sections showing the drop-down list and the lists linked to the module]

---

*Back to contents page*
LINKING A LIST TO THE VLE – BLACKBOARD

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.

Back to contents page
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/](http://lists.library.qmul.ac.uk/).

[Back to contents page]