Reading Lists Online is a tool for creating digitised reading lists which can be published to students. It works as an integrated part of our Library Management System and shows readers how they can get access to resources in print and electronic formats. This software has many additional benefits, including:

- The ability to create lists of works in multiple formats (articles, journals, books, electronic resources)
- Lists which include direct links to records in the library catalogue
- Producing uniform reading lists which can be distributed to students

You will need to talk to your Faculty/Departmental library staff before starting a list, so make sure you contact them before considering using Reading Lists Online.

This guide will take you through all the key steps to creating a reading list:

1. Accessing Reading Lists Online
2. Creating a list
3. Choosing a template
4. Populating your list
5. Adding reading material
6. Editing your list
7. Finishing your list
1. **ACCESSING READING LISTS ONLINE**

Your library staff will send you a link to Reading Lists Online when your account has been set up.

You will need to log in with Raven to access your own personal page.

After dismissing a few introductory boxes, the main homepage will appear.

If you have been invited to work on part of an existing list you will see it here, otherwise, you will see a blank page with the option to create a list.
2. CREATING A LIST

To create a list, select ‘New List’ in the top right. This will then open a box which asks for a title of the new list and an optional description. Once you have done this, select ‘Create’.

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3. CHOOSING A TEMPLATE

Reading Lists Online will now give you the option to choose a pre-existing template for your reading list.

Le The ‘Blank’ option gives you the ability to create your own structure with more flexibility, so it is recommended that this option is selected in the first instance.
4. POPULATING YOUR LIST

Now your list is set up and ready to be populated. A box will appear asking if you want to associate your course, but this is something your library staff will do later, so select ‘Not now’.

Reading Lists Online organises readings into ‘Sections’, which can be used in whichever way you find useful, including weeks, topics or authors. In order to get started you need to create your first box, so select the ‘New Section’ tab in the top right. Give this section as much information as you can and then select the tab to create the list.
5. **ADDING READING MATERIAL**

Now you can add resources from iDiscover to your new section. Select the + tab in the top right in order to open the search bar on the right of your reading list.

This bar links to iDiscover and allows you search for articles, books and electronic resources in the catalogue. Select your Faculty/Departmental library if you are looking for print resources, or use the ‘Online Resources’ tab if you are looking for an article. When you find your first item, simply select the record and use the drop down menu to select the ‘section’ you are saving it to.

If you cannot find what you need in the catalogue, talk to your Faculty/Departmental library staff.
6. **EDITING YOUR LIST**

Keep adding resources and create different sections to organise your lists. If you need to make changes to a record at any time, you can select the three dots on the right of the record.

Also, you can drag records to a different part of a list by selecting the two lines to the right of the record.
7. FINISHING YOUR LIST

Once you have finished your list, inform your Faculty/Department library staff.

Remember to add library staff as collaborators so that they can see what you have created and add content.