

Create your own RESOURCE LISTS

Library Learning Services





Contents

Designed for course organisers, this guide will show you essential steps to create and edit a Resource List.

Other guides and video tutorials are available on the Resource Lists webpages:

https://edin.ac/2q9ldLx

⊥.	Access	1
2.	Add Cite It!	2
3.	Set up a List	4
4.	Add Items to Your List	7
5.	Purchase or Digitisation (Scan)	11
6.	Requests	13
7.	Edit Your List	14
8.	Edit Your Section	16
9.	Edit Your Citations	19
10.	When the List is Ready	21

1. Access

You can access Resource Lists from the **Resource Lists homepage** or from your course page in **Learn**.

Resource Lists homepage

Go to http://resourcelists.ed.ac.uk

Click the **person icon ()** to check if you are logged in. If you're not, log in using your university username and password. You will immediately see all the lists you have permission to edit or that you are following.

You must be logged in to edit your list and access library resources.



Learn

You can edit your existing list or set up a new one from Learn. To access Resource Lists from a Learn course, click on the Resource List link on the Library Resources page.



2. Add Cite It!

The **Cite It!** bookmarklet tool is helpful when you want to add websites, streaming media or any other 'non-library' content to your list. You can also use Cite It! to add books to your list that the Library doesn't hold and you want us to buy.

Install the Bookmarks Toolbar

Make sure the bookmarks toolbar is showing on your browser

Watch the Cite It! video:

https://youtu.be/7u_kUxswFDc?si=MvouOFvBUHz34ZQZ

- If you're using Chrome
 - 1. Click the **three vertical dots** icon at the top right of the browser window.
 - 2. Click Bookmarks and lists.
 - 3. Click Show bookmarks bar.

• If you're using Firefox

- 1. Click the three horizontal lines icon at the top right of the browser window.
- 2. Click Bookmarks.
- 3. Click Show bookmarks toolbar.
- If you're using Edge
 - 1. Click the **three horizontal dots** icon found at the top right of the browser window.
 - 2. Click Favourites.
 - 3. Click the **three horizontal lines** icon in the pop-up window.
 - 4. Click Show Favourites bar.

5. Click Always.

Add Cite It!

To install the tool to your browser bookmarks/favourites bar

- 1. Click the setting icon 🚺 and Cite It!
- 2. Drag the **Cite It!** icon from the pop-up window to the **bookmarks toolbar**.
- 3. An icon of **Cite It!** Scite it! will show in the bar when installed.



3. Set up a List

Library.Learning@ed.ac.uk.

You can set up your new list from the **Resource List homepage** or from **Learn**.

A course can have multiple lists. For example, you may want to have a list for seminar readings and one for lecture readings or essays. You can also create one Resource List and use it for multiple courses.

From the Resource List homepage

1. Go to <u>http://resourcelists.ed.ac.uk</u> and click on the **Create list** button.

2. Give your list a name, which is usually the name of the course. You can also add the name of the course organiser or lecturer and other information to the **list description**. Use **Link to course** to connect the new list with the corresponding course in Learn. Start typing the course code or search by course name. Click on the correct course from the drop-down menu to select the **course code**.

The **List description** and **Link to course** can also be added and edited later. For more information, see section **6. EDIT YOUR LIST**.

	Lists	
	My lists v Search by list title, course title, course code, course instructors, etc.	٩
Make sure you associate your list with the course code for the correct year. Course	Create list ▼ Sort ▼ Filter My lists (25)	Advanced search
codes look like this:	Bu < Create new list	
ARHI08004 <u>2024-5</u> SV1SEM2	E Published S PH	Next
When the list is linked to a course, the course code will appear in the list header . If	List care in Parsuit of Modernity : Taiwan Visual Art in the Twentleth Century List excerption: Course <u>Organizer</u> : Lin <u>Chilo</u> Chen Link to course	
you don't select a code now, please remember to do this later.		
If you can't find your course, contact		

3. Next **select a template** to use for your list. Structure your list to correspond to how the course is taught and how the course is organised in Learn so students can easily go between lecture notes and the Resource List to find readings.

Create new list Create sectors Depresent by Meets Preview: Back to lists in Pursuit of Modernity: Taiwan Visual Art in the Twentieth Cer	To organise by Weeks	 Default (one section, called 'Resources') Weeks (add the number of weeks required Priority (three sections: Essential, Recommended, Further Reading)
El Equad las Y Film Vent 1 Vent 2 Vent 3 Vent 4	Create new list	(Back) Greate list
Week 5 Week 6 Week 7 Week 8	Preview: Back to lists in Pursuit of Modernity : Taiwan Visual A () Expand list) Y Filter) Resources	Se by Default at in the Twentieth Century

Click on 'Organize your list' to see the three options available:

Click on your preferred template option and then on Create List.

You can add more sections by clicking the **+ Add New button** and then **New section**. See **Edit your Section** below for detailed information.

From Learn

Click on the Resource Lists link in the corresponding course. Next click on **Create new list** to start setting up your



Add/Remove and Edit collaborators (list editors)

If you would like colleagues to be able to edit the Resource List you can add them by going to **List info** at the top of the screen: **List info** \rightarrow **Manage collaborators** \rightarrow **Add collaborator**

If you want to allow your teaching colleagues to add or delete collaborators, set them as **List owner**. Please make sure to **save** after editing. A notification will be automatically emailed to them.

K In Pursuit of Modernity : Taiwan Visual Art in the Twentieth Century 📓 Brefit 🔹 Suik teo	ana Ublinio < 🔺 🗴 🐽 🕕	
Your list heart been sent to the library and iont visible to students. Click on "Av list is ready to see next the ■ Address Tail Figure list ▼ First Ca, facether Address to a new on 10	In Pursuit of Modernity : Taiwan Visual Art in the Twentieth Century	¢
Mandarin Cinema and Talwanese Hokkien films (0).	Draft Being Prepared - Updated a minute ago - 35 items in 5 sections	
Taken New Channe (r) Thotography before and after the Second Norld Ner (2) Inte and Out of the Island (?)	Description: Course Organiser : Lin Liu Chen 	-
Manage collaborators	nder: CC BY-NC-SA 4.0 (Attribution-NonCommercial-Share Alike)	
Moncur, Nicola - EU Staff Col Add collaborators	aborator Can edit list •	

You can generate a shareable link to the **list**, or **section**, or individual **item** by clicking the share icon. The link produced this way is more reliable and secure than the one displayed in the browser. Please note that shareable links are for that version of the list only and **need to be updated each year**.

4. Add Items to Your List

To add new items to your list, click on the **+** Add New button. There are several ways of adding items to the list, including **Search** the library, manual entry and by using a DOI or ISBN.

In Pursuit of Modernity : Tai	wan Visual Art in the Twentieth Century 📓 Draft 🔶 Link to course)
Your list hasn't been sent to the lib	rary and isn't visible to students. Click on "My list is ready" to see next steps.
+ Add new IE Expand lis	t ▼ Filter Q Search list
New item 🔨	
Search the library	(o)
Add from favorites	d Taiwanese Hokkien films (0)
Upload files	
Add using DOI or ISBN	
Import references 🕨	
Manual entry	
New section	
New note	

Search the library to add items from DiscoverEd to your Resource List.



This search works exactly the same as if you were searching DiscoverEd. There is also an Advanced search option.

Add items. Option 1: Drag and drop

Hover the mouse over the citation you want to add and an icon of six dots will appear. Hold the six dots icon to drag and drop the citation to the relevant section on the list in the designated position.



Add items. Option 2: Click + and Add

Hover on the item you want and a icon appears. Click the icon, select the desired section from the drop-down menu and click Add. You can add journal articles held by the University Library in the same way.

niversity of Edinburgh Collection	Search for print, digital, audio and visual resources	٩
		Advanced search
Xie zhen shen yun :	Ki Dejin xiao xiang hua xuan zhan = Spiritual realism : a sel	lection of Shiy De Jinn's
portraits / [bian ji Gu Taiwan mei shu guai	o li li shi bo wu guan] ; zhu ban dan wei Guo li li shi bo wu ; . Xi Deiin ii iin hui. Lian he wen xue.	guan ; xie ban dan wei Gud li
Shiy. De Jinn., Guo li li 立台灣美術館:: 席德進副 Book - Physical (1 / 1 ND1049.S48 Shi.	ihi bo wu guan (Taiwan): Guo li Taiwan mei shu guan.; Xi Dejin ji (金會, Taibei Shi, Guo li li shi bo wu guang, 2003 available) Main Library EAS Collection - Main Library [STANDARI	jin hui: 國立歷史博物館 (Taiwan) Add item to list D LOAN) - 3rd Floor: Folio
Add to: 🔘 List 🔘 Su	ggestions O Favorites	
Section: Add to section Adapting to a	new era X Y	

If you can't find an article by searching, go to the journal A-Z (top of **DiscoverEd** screen), find the journal issue and article and add the article to your list using the **DOI** or the **Cite It!** tool.

Add items using a DOI or ISBN

Click on the **+ Add New button**. Select **Add using DOI or ISBN.** Choose DOI or ISBN from the **Identifier type.** Add your DOI or ISBN and select **Next.** Proceed through the screens and select the section you want to add the item to.

If the Library provides access to the book or article, relevant information or links will be automatically added to the list citation. If we don't hold the book, you'll need to **add additional metadata**. When situations like this arise, **Cite It!** would more helpfully allow you to add items not provided or owned by the University. More information is given in section **5.** Purchase or Digitisation (Scan) Requests.

		DOI	
+ Add new #E Expand	1 list ▼ Filter Q Search list	- 00 *	
New item $ \sim $		10.1016/j.jmateco.2017.01.007	
Search the library Add from favorites	is support of the KMT regime attempted to extend the a of skills in the Japanese Period struggled to adapt to th who were once prolific and successful before 745 bec- artists who have distinctively different creative supprior menet and those envirtely under bu ameters.		
Upload files	mineric and ender privately randod by undetend.		
Add using DOI or ISBN	骨: 席標進肖像重選展 = Spiritual realism : a selectior To be reviewed		
Import references	ble at Main Library EAS Collection - Main Library [STANE		
New section	(臺灣美術運動史 = History of Taiwanese Art Movem To be reviewed		
New note	ble at Main Library EAS Collection - Main Library [STANE		

Add items from DiscoverEd http://discovered.ed.ac.uk

You can also add items to your list directly from DiscoverEd. After you find the item, open the record, click on the **RESOURCE LIST icon** and choose the **list** and **section** you want to add the item to and then click on **ADD TO A RESOURCE LIST OR COLLECTION**.



Adding items manually

If you want to add resources not owned by the Library, such as websites, podcasts, or reports, you can also add citations manually. You don't need to complete all non-mandatory fields but make sure to add at least the publisher and publication date.

You can also upload files to citations. Be aware that files uploaded to citations are accessible to **all** staff and students.



If the uploaded documents are official reports or documents that are in the public domain, you can tick the option **This file was authored by me or is in the public domain and does not require copyright clearance**. These files will be visible to students automatically.

fantasy-of-the-deer-warrior-poster.jpg 499.5 KB Remove	\odot

If the file you want to upload is protected by copyright and you are not the author, you must check '**No declaration**'. These files need to be reviewed by the Library before students can read them, so remember to send your list for review. **Do not** upload scans of books or book chapters **unless you own the copyright, have explicit permission from the rights holder to use the content in this way, or the content is Open Access**. Scans used in teaching are provided under licence by the Library. See Section 5. Purchase or Digitisation (Scan) Requests.

Tag your citations

After you have added your new items to the list, remember to **add priority tags.**

If you don't tag items, the Library will **NOT** buy any new books/e-books or provide any scans.

Priority tags. The Library uses priority tags (**Essential, Recommended, and Further reading**) to inform what we buy and how we manage the provision of Library resources for teaching. There is a also a **Key text** tag you can use to identify **one key text per course** for which the Library will take extra steps to source as an e-book or e-textbook (this tag is not visible to students).

- Click on the citation title to see the options to add a tag or a note for students.
- Click on **Add Tag** and select a tag from the drop-down menu.

Read the <u>Resource Lists Framework</u> to find out how the Library uses priority tags to inform purchases and access to library resources.

Refracted modernity : visual culture and identity in colonial Taiwan / edited by Yuko Kikuchi. Book - Complete Kikuchi, Yuko, Honolulu, University of Hawaii Press, 2007	Full details < …
Due date Read Introduction and Chapter 3	
Essential 0	
eo View online <u> M</u> Available at Art & Architecture Library Art & Architecture Library (SHORT LOAK): N7349.8 Ref. and more loca	itions

Click the upward arrow to close the tab

Notes for students

The Note for students has two functions:

- 1. It provides students with information on what they should read
- 2. It lets the Library know which chapters/pages to scan if no e-book is available.

Click on the citation to open it and then click on Note for students to add a note. Notes can be formatted (made bold, italic or underlined and links can be added. When you have added your

Note fo	hapte	nts: er 5, A	really	big adventure pp.67-78
в	i	U	Θ	
antes -				

tags and student note click on the arrow in the bottom right to collapse the citation.

5. Purchase or Digitisation (Scan) Requests

Purchase requests

You can use the **Cite It!** tool to add items to your list that you want the Library to buy. After **you send your Resource List to the Library for review**, we will use the information provided to purchase the book/e-book or provide access to the journal article.

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B	Type * X Y	
	Tackling the Intractable: An Interdisciplinary Explora_	
Item de Creator Robert	tails v B. McLaren	
https://	/www.tandfonline.com/ URL	
20000011	ite ity Research Journal	
Creativ		

Use the Cite It!

tool to add an item currently not owned by the Library. You can add the item directly from an external website, including WorldCat, Amazon, and other catalogues.

- 1. Go to the appropriate website and find the resource you want to add.
- Click on the Cite It! button installed in your bookmarks toolbar. (See section 2. ADD CITE IT! for how to add this.)
- 3. Add any information, such as chapter details, in **Note for students**.
- 4. Select the list and section you want to add the item to.

The tool works well with bookseller websites and library catalogues. If you use it to capture details of newspaper articles, podcasts and other web resources, you may have to edit the citation to add necessary metadata.

Digitisation (scan) request (only for essential and recommended items)

To request a scan of an Essential or Recommended chapter, make sure that:

- a priority tag is added.
- the **Note for students** contains the chapter/extract details.
- you send the list to the library for **review when you have finished editing your list.**

	察員神語: 席傳進肖像畫選展 = Spiritual realism : a selection of Shiy De Jinn's portraits / [編輯國立歴史博物館] _ Full deta Book - To be reviewed Shiy, De Jinn, Guo II ii shi bo wu guan (Taiwan): Guo II Taiwan mei shu guan : Xi Dejin ji jin hui; 國立歷史博物館 (Taiwan): 國立后現美術語: 素德進基金會. Taibel Shi, Guo II li shi bo wu guang, 2003] Hide from students ●	is <	
	Due date E state for students Read Introduction and Chapter 1		
	Ada tag Essential		Ć



No further action is required for digitisation requests.

If a suitable e-book is not available, we will use the information provided in the **student note** to provide a scan and link this to the citation.

This service is provided under the **University's Copyright Licensing Agency (CLA)** licence. We can usually scan **one chapter** or **10%** (whichever is the greater). Some titles and books published in certain countries (for example, Italy and Austria) are excluded from the licence. In some cases, we may be able to contact the rightsholder directly to request use (for a fee).

There are three possible outcomes to digitisation requests:

- 1. **Digitisation available**. This tag will be added to the citation to highlight to students that a scan has been provided. Course Organisers and students can **filter** the list to easily find digitisations of key chapters/extracts.
- 2. Digitisation declined. This will be added if the Library can't provide a scan.
- 3. **Digitisation pending**. This indicates that we're waiting for permission from the publisher or for access to a print copy to scan. (Digitisation pending/declined tags are not visible to students)

6. Edit Your List

Wherever you see ellipses (...) you will find a menu. There are **List, Section and Citation menus** which contain the editing options.

Go to the **List menu** and select **'Edit list'** to change the list title, description (course organiser) or course code.

Lane In Pursuit of Modernity : Tak. Beeing with takin Bering Prepared Course Organiser : Lin Liu Chen Syrtabus URL Drag and drop syllatus file here of Select file	(Cancel) Save X	Duplicate list Lock list View list as a student Sort items within sections Link list to course Display recent list changes Export list Print list Delete list	
Start date 2 · End date	ð		

You will also find the option to export and print your list here. If you are making significant changes to your list, consider exporting your list as a back-up. There is no rollback function and any changes are irreversible.

< In Pursuit of Modernity : Taiwan Visual Art in the Twentieth Century 🖹 Draft 🔿 Link to course List info < 🚥 📫	View list as a student Sort items within sections
Your list hasn't been sent to the library and isn't visible to students. Click on "My list is ready" to see next steps.	Link list to course Display recent list changes Export list
 Adapting to a new era (6) Adapting to a new era (6) While Chinese a tists with the support of the KHT regime attempted to extend the art stractices they carried from the Mainland, many Takwanese artists who benefated that in the gate in the	Print list Export Delete list Delete list Set by: Set by: Set by: Set by: Set for students Set for for for students Set for
Book - Draft Available at Main Library EAS Collection - Main Library (STANDARD LOAN) - 3rd Floor, 0(903) Xie. Image: The part is the paintings of Chang Dai-chien / Shen C.Y. Fu : with major contributions and transla Image: The past : the paintings of Chang Dai-chien / Shen C.Y. Fu : with major contributions and transla Image: The past : the paintings of Chang Dai-chien / Shen C.Y. Fu : with major contributions and transla Image: The past : the paintings of Chang Dai-chien / Shen C.Y. Fu : with major contributions and transla Image: The past : the paintings of Chang Dai-chien / Shen C.Y. Fu : with major contributions and transla Image: The past : the paintings of Chang Dai-chien / Shen C.Y. Fu : with major contributions and transla Image: The past : the paintings of Chang Dai-chien / Shen C.Y. Fu : with major contributions and transla Image: The past : the paintings of Chang Dai-chien / Shen C.Y. Fu : with major contributions and transla Image: The past : the painting in Taiwar: Exploring National and Oriental Identity as Seen in Post-War Taiwanese Printmaking Dissertation eo View online	Thereads links: Phalipinks O Full inter (Derve) (Frank)

Edit list

Duplicate list

7. Edit Your Section

Similar options can be found when you hover the mouse **on the top of each section** and click the **ellipses** (...).

Click on 'Edit section' to change the name of a section or edit the description.

the culture there. On the other hand, mar Ang Lee, a Taiwanese actor who made his	te Cold war, Taiwan attracted many Ma Iy Taiwanese people aimed to oversea i film career in the USA, and Tsai Ming-	alaysian Chinese to move to the is s with the USA as their primary de Liang, a filmmaker from Kuching	sland and they made tremendous contribut estination. In this sections, we will also com but now seen as the representative of art-	pa Edit section
films in Taiwan.				Select all items
Coffret Tsai Ming Lia	ng. Disc 1, Les chiens errants. Disc 2	2. Voyage en occident realisé pa	ar Tsai Ming Liang.	Copy section
Edit section			Cancel Save	Export section
Title ● Into and Out of the Island				Print section
Description: Due to the geo-political com made tremendous contribut USA as their primary destina the USA, and Tsai Ming-Lian	plexities in the Cold War, Taiwan att ions to the culture there. On the oth tion. In this sections, we will also co g, a filmmaker from Kuching but nov	racted many Malaysian Chinese er hand, many Taiwanese peopi mpare Ang Lee, a Taiwanese ac v seen as the representative of	to move to the island and they e aimed to overseas with the tor who made his film career in art-house films in Taiwan.	
Start date	đ	* End date	Đ	
	nese dates only			

Move sections. Option 1: Drag and drop

Before you move a section: make sure only the section titles are displayed (click on **'Collapse list'**)

Hover the mouse over the section you want to move and an icon of **six dots** appears. Hold the **six dots** icon to move the section to its new location.



Move sections. Option 2: Copy section

You can also Copy a section and add it to another list.



8. Edit Your Citations

Click on the ellipses to the right of a citation to view the editing options.

Use **Edit item** to change the **metadata**. For example, you can change the **material type** here or add a publication date or author.

	Refracted Book - Dra	modernity : visual culture ift	and identity in colonial	Taiwan / edited by Yuko Kikuchi		Full details	< 	Edit item
andarin Cinem	a and Taiw	anese Hokkien films (8)					2	Copy item
ith its pre-wa						enut	1960 ation	Move item
e only , the R	Edit item				Cancel Save	X ugur	ated m filr	Save as favorite
itics and sche	10	Title * Refracted modernity : visual culture	and identity in colonial Taiwa	n / edited by Yuko Kikuchi.	×			Quick Cite
0 🥽		Type * Book	X					Set complete
		Most Common	Î					Delete item
	Iten	Article		Library discussion Related items				
1	Creator	Book				î.		
	ISBN 9780824	Book Chapter Document				н.		
	Edition							

Library discussion

Library discussion allows you to send additional information to the library about specific citations/requests.

 Collections of Taipei Fine Art Museum Database - Complete Taipei Fine Art Museum Taipei Fine Art Museum is the municipal gallery of Taipei. As Taiwan does not have a nations we have in Britain, the Museum happens to hold considerable number of Taiwanese art in t not the most comprehensive. You can find individual artists' works by searching their name they used.	Full details <
Add tag Essential	Tapaf Fini Ad Manum Database - Complete Item actors Links & availability tem details Library discussion Related Bans
C9 View online	C Refresh
Collectors of Eggs Hirs Art Koscom Database: Consults Inter actions Charlos Consults	Add a message to begin discussing with the library
3000 action of the californian antangue is required for the oburne.	Tourses research 2000 edition of the collection <u>galatogon</u> is required for the course. > Send
tjer jour ressage. ▶ kons	

Click on the citation, then on **Full details** and **Library Discussion**.

If you add information to Library discussion, Click **Send** and then you will see the saved note.

Remember to **send the list for review** when you have finished editing your list.

Move citations

Move citations. Option 1: Copy or move item



Citations that you move or copy will be added to the end of a section. Drag and drop to move the citation within a section.

Move citations. Option 2: Drag and drop

Hover the mouse over the citation you want to move and an icon of **six dots** appears.

Hold the **six dots** icon and drag and drop the citation to its new location in the list.

 Photography be 	fore and after the Second World War (1)	
Owing to the color back to the Repub	ial experience. Taiwan photography contains strong Japanese influence. The art declined and beca lic of China.	me private after the island was handed
	歳月照堂 = Time : the images of Chang Chao-Tang, 1959-2013 Book - Draft ' (Essential) (Purchase request)	Full details < …

9. When the List is Ready

When you are ready to publish your list and/or send to the Library, click **My list is ready**.

< In Pursuit of Modernity : Taiwan Visual Art in the Twentieth Century 🐻 Draft 🐟 Link to course List info < …	1 · · · · · · · · · · · · · · · · · · ·		
Click on "My list is ready" to publish your list and/or send it to the library.	View list as a student (My list is ready)		
Adopting to a new ers (8)			
Mandarin Cinema and Taiwanese Hokkien fit			
My list is ready			
Photography before and after the Second W Photography before and after the Second W Publish the list of unlineary Publish the list of unlineary			
Into and Out of the Island (11) Garceri (Garceri (Garceri))	My list is ready		
	Choose what you would like to do next (both options can be selected)		
	Send the list to the library		
	The library will review your list		
	Publish the list to students Publish to:		
	O Option not available - Do not use		
You have the option to cend the list to the	All staff and students at the University		
Library to be reviewed and/or to publish the	Anyone (list will be Open Access)		
list to students.	Cancel Send/Publish		

You can check both or either option.

You can decide to **limit access** to the list to **University staff and students only** or to make the list **accessible to anyone.**

If you prefer to wait until the list has been reviewed before it is published, check the 'Send the list to the Library' box, the Library will publish the list after it has been reviewed. Please note the default option is to make the list accessible to everyone. If you would like to restrict your list to staff and students only, let us know.

After you click **Done** and Publish/**Send**, you will see a confirmation.



If you publish the list first and then decide to send your list for review or make changes to your list and want to send it for review again, **the option to send the list to the Library can be found in the list menu at the top of the screen.**

The Library will contact you when the list has been reviewed. You can add new items to your list and edit the list throughout the year. When you add new items to your list, you will see **a message reminding you to send the list to the Library**.

If you would like us to review the new items in order to buy new or additional copies of a tiles, provide a scan or move print copies to Reserve, **you should send the list for review again**.

This Guide only contains the most important steps of creating and editing your own list. If you have any questions and need assistance, please email Library.Learning@ed.ac.uk.We can arrange **online** or **in-person** support.

10. Useful Resources

• Resource Lists webpages:

https://edin.ac/2q9ldLx

• Guide to the UK Copyright Licensing Agency Higher Education licence, outlining how the Library can copy extracts from books and journals for use in course materials:

https://assets.cla.co.uk/media/2024/01/higher-education-licence-userguidelines.pdf

• **Demonstration Videos** are available on the Resource Lists LibGude:

https://edinburgh-uk.libguides.com/resource-lists

• Academic Support Librarians can advise on online Library resources:

http://edin.ac/2Nytbwj

• For help with Resource Lists or to arrange a support call (via Teams) contact:

Library.Learning@ed.ac.uk