



**Library Learning Services**

# Create your own RESOURCE LISTS



THE UNIVERSITY of EDINBURGH  
Library

# 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>

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# 1. Access

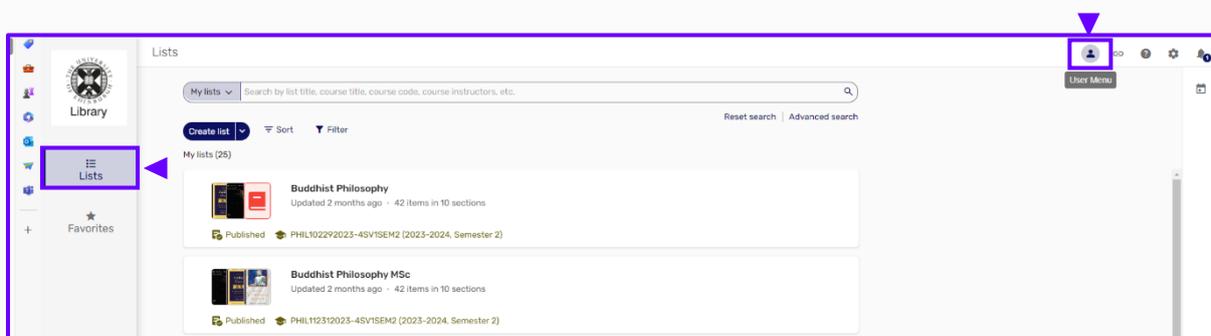
You can access Resource Lists from the **Resource Lists homepage** or from your course page in **Learn**.

## Resource Lists homepage

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

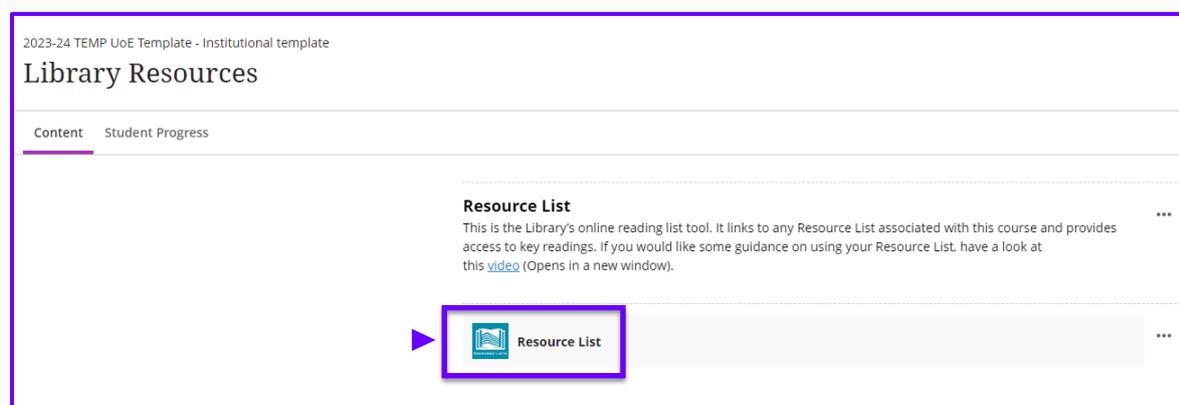
Click the **person icon**  to check if you are logged in. If you're not, log in using your university username and password. You will immediately see all the lists you have permission to edit or that you are following.

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](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**.

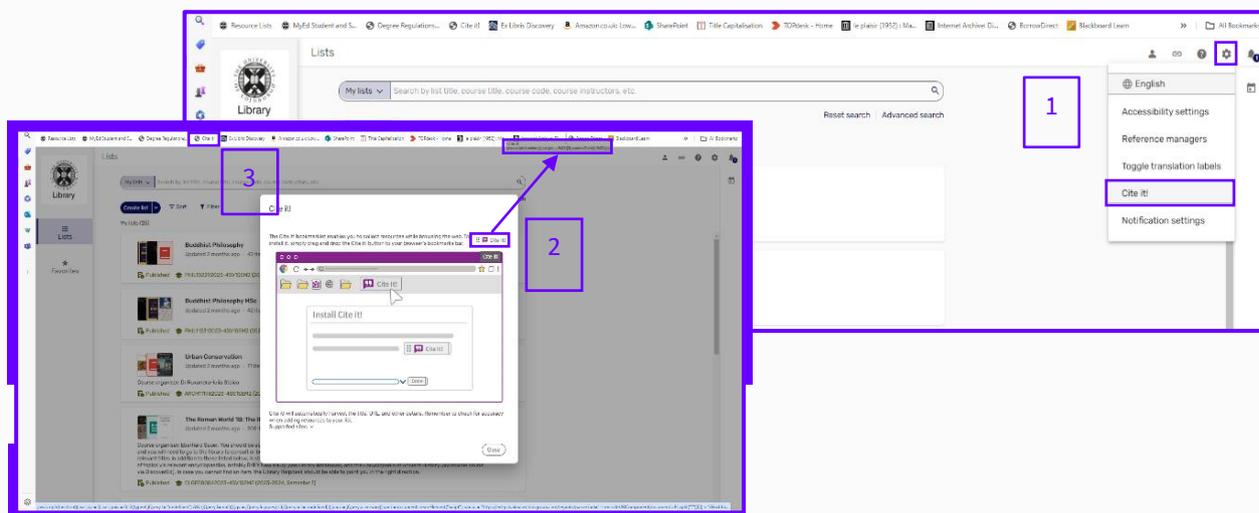
- If you're using **Edge**

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!**  will show in the bar when installed.



### 3. Set up a List

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 <http://resourcelists.ed.ac.uk> 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**.

Make sure you associate your list with the course code for the correct year. Course codes look like this:

ARHI080042024-5SV1SEM2

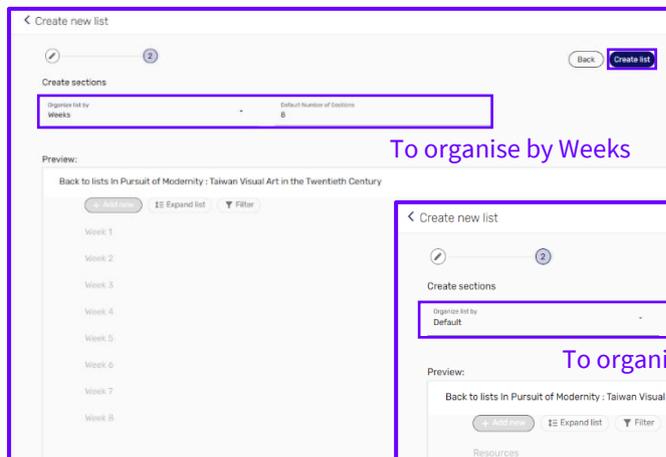
When the list is linked to a course, the course code will appear in the **list header**. If you don't select a code now, please remember to do this later.

If you can't find your course, contact [Library.Learning@ed.ac.uk](mailto:Library.Learning@ed.ac.uk).

The screenshot shows the 'Lists' management interface. At the top, there is a search bar labeled 'My lists' with a search icon and the text 'Search by list title, course title, course code, course instructors, etc.'. Below the search bar are 'Create list', 'Sort', and 'Filter' buttons. A 'Reset search' and 'Advanced search' link is also present. The main content area shows 'My lists (25)' with a list of items, each with a book icon, a title, and a 'Published' status. A modal window titled 'Create new list' is open, showing a progress indicator with steps 1 and 2, and a 'Next' button. The form fields are: 'List name' (with a red asterisk) containing 'In Pursuit of Modernity: Taiwan Visual Art in the Twentieth Century', 'List description' (empty), and 'Course Organiser' containing 'Lin Chiu Chen'. A 'Link to course' button is at the bottom of the form.

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.

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



1. Default (one section, called 'Resources')
2. Weeks (add the number of weeks required)
3. Priority (three sections: Essential, Recommended, Further Reading)



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 Resource List.

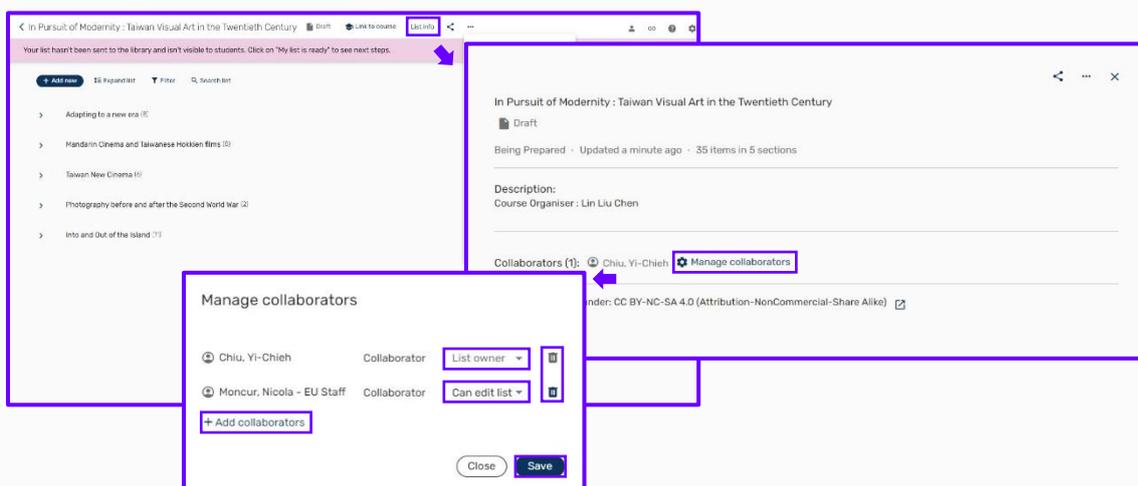
If you start your list in Learn, it will be linked to the course code automatically.

If the Learn course ID code hasn't been added to the Library system, you'll see a message asking you to contact [Library.Learning@ed.ac.uk](mailto:Library.Learning@ed.ac.uk)

## 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** → **Manage collaborators** → **Add collaborator**

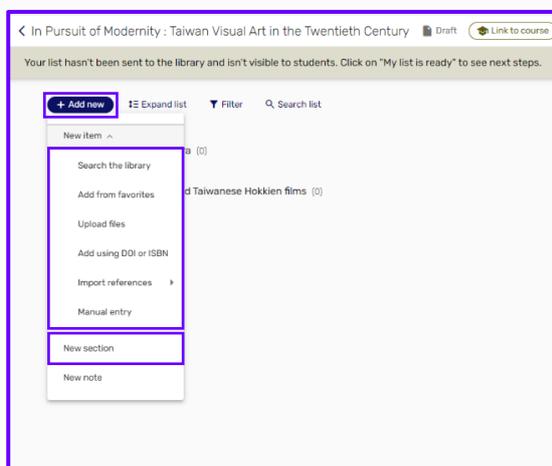
If you want to allow your teaching colleagues to add or delete collaborators, set them as **List owner**. Please make sure to **save** after editing. A notification will be automatically emailed to them.



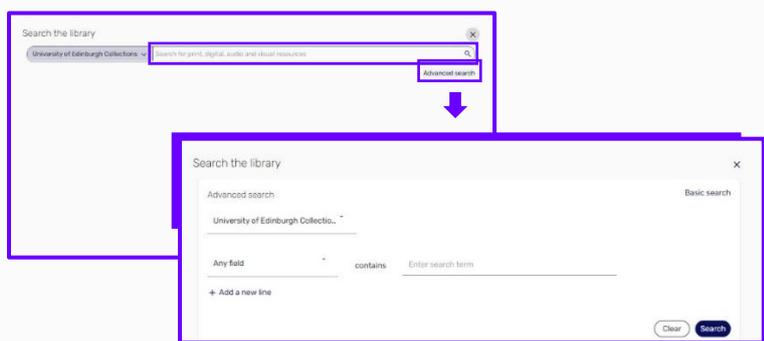
You can generate a shareable link to the **list**, or **section**, or individual **item** by clicking the share  icon. The link produced this way is more reliable and secure than the one displayed in the browser. Please note that shareable links are for that version of the list only and **need to be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



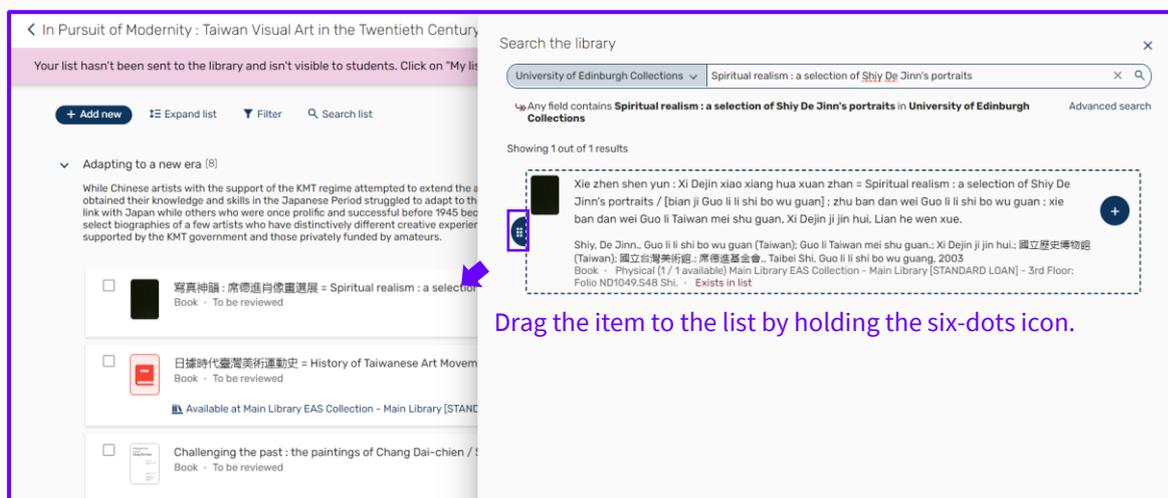
### Search the library to add items from DiscoverEd to your Resource List.



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

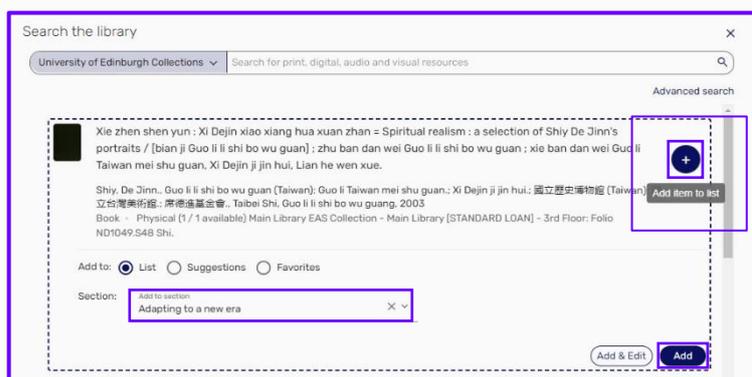
### Add items. Option 1: Drag and drop

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.

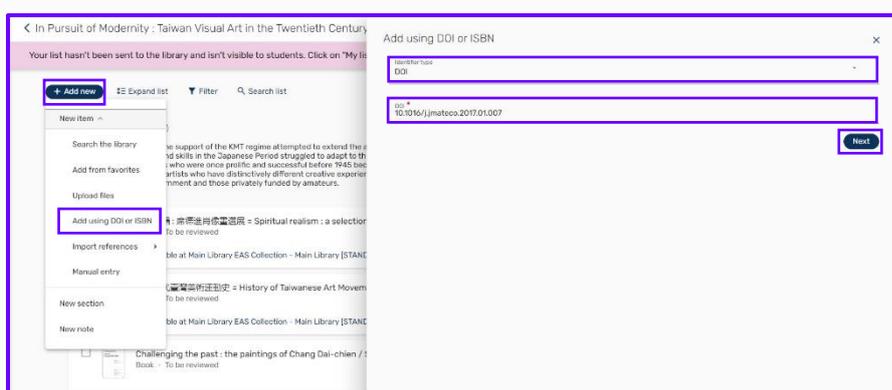


If you can't find an article by searching, go to the journal A-Z (top of **DiscoverEd** screen), find the journal issue and article and add the article to your list using the **DOI** or the **Cite It!** tool.

## Add items using a DOI or ISBN

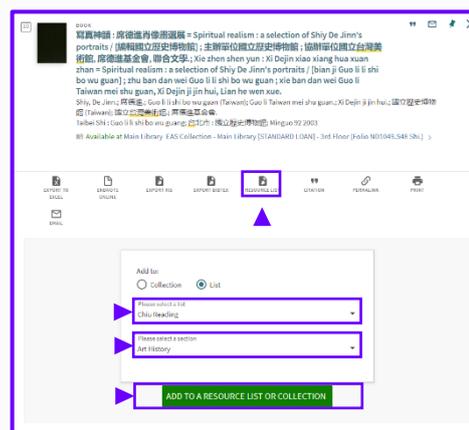
Click on the **+ Add New** button. Select **Add using DOI or ISBN**. Choose DOI or ISBN from the **Identifier type**. Add your DOI or ISBN and select **Next**. Proceed through the screens and select the section you want to add the item to.

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**.



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

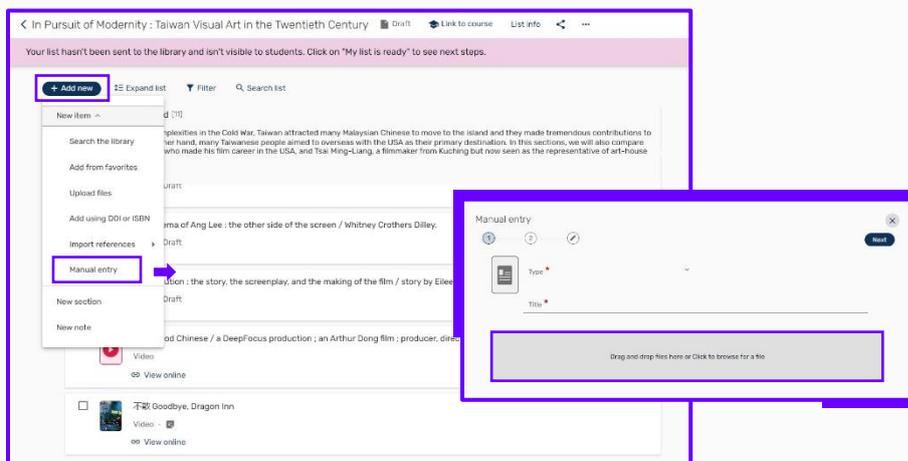
You can also add items to your list directly from DiscoverEd. After you find the item, open the record, click on the **RESOURCE LIST** icon and choose the **list** and **section** you want to add the item to and then click on **ADD TO A RESOURCE LIST OR COLLECTION**.



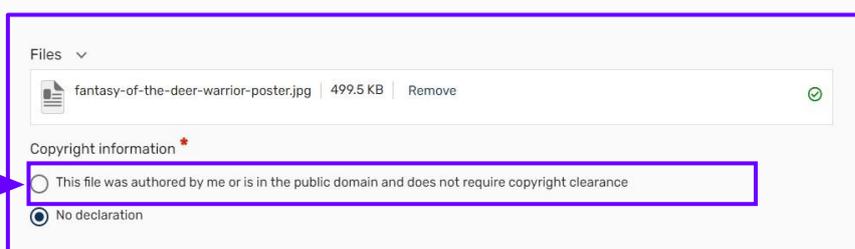
## Adding items manually

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.



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

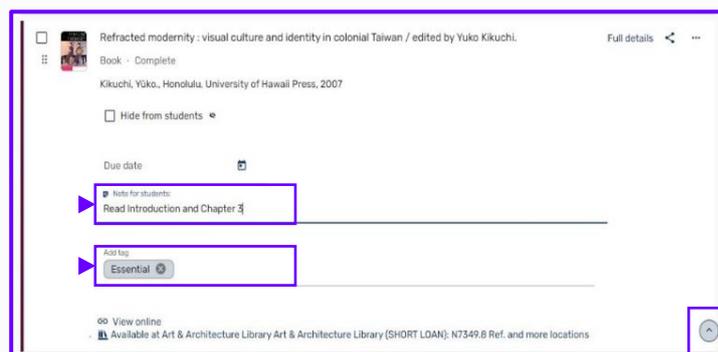
After you have added your new items to the list, remember to **add priority tags**.

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 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 [Resource Lists Framework](#) to find out how the Library uses priority tags to inform purchases and access to library resources.



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 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.

The Library has a digital first policy. If a suitable e-book is available, it will be purchased instead of any additional or new print copies. Individuals may be able to buy a title as an e-book but; this does not always mean that an e-book can be bought by institutions or for institutional use.

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.
2. 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**.

### 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:

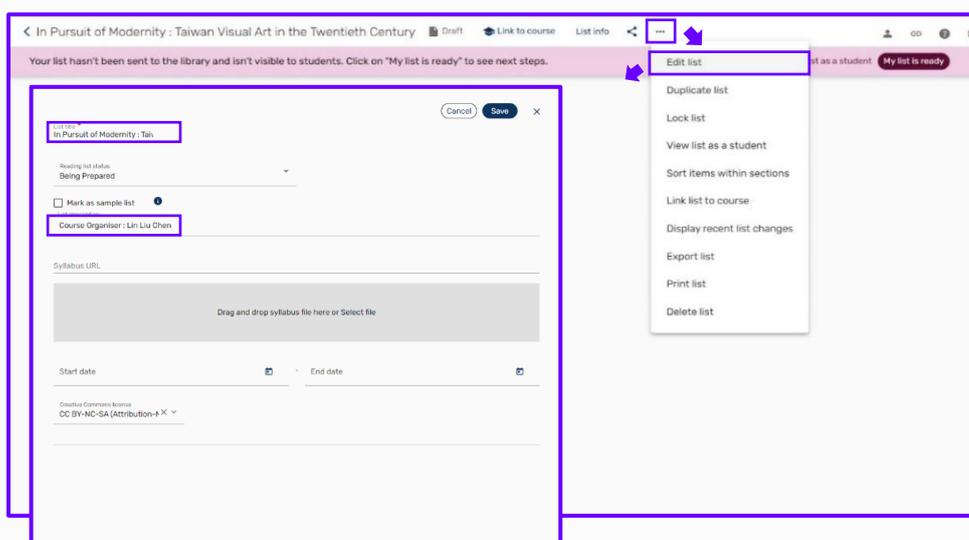
1. **Digitisation available.** This tag will be added to the citation to highlight to students that a scan has been provided. Course Organisers and students can **filter** the list to easily find digitisations of key chapters/extracts.
2. **Digitisation declined.** This will be added if the Library can't 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)



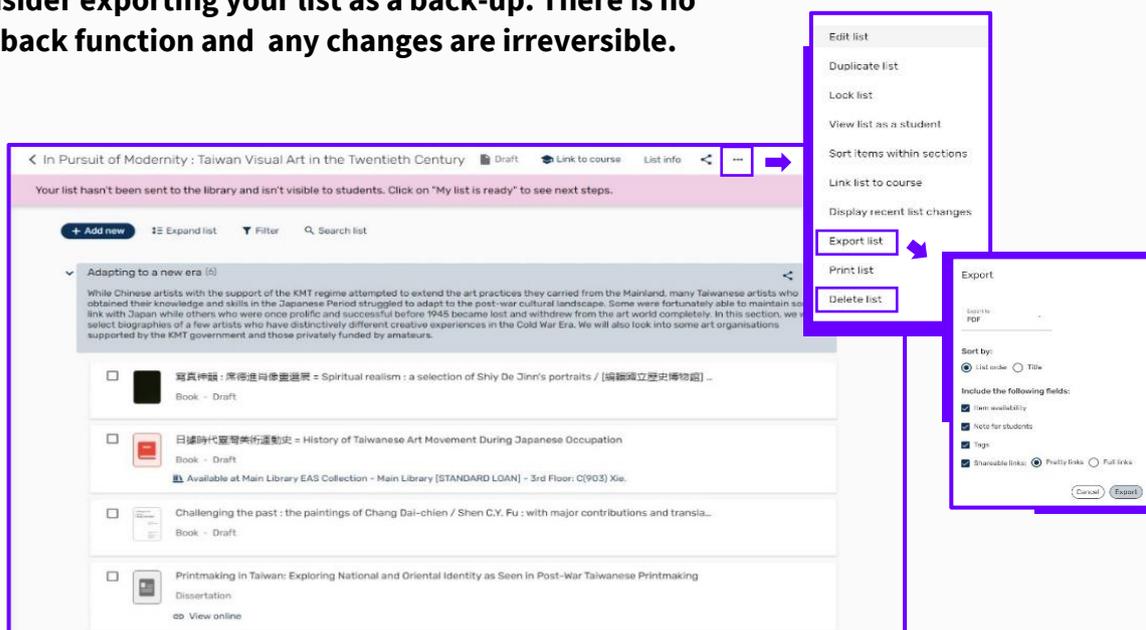
## 6. Edit Your List

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.



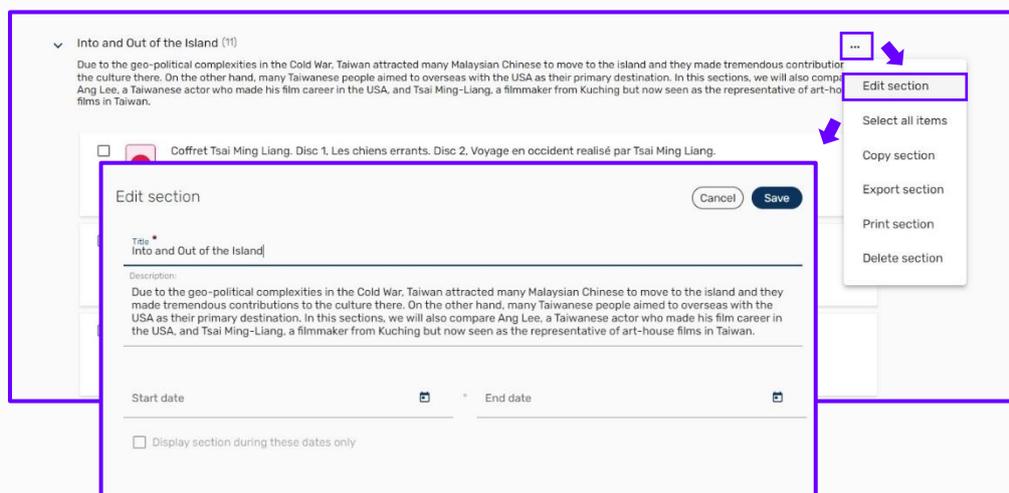
You will also find the option to export and print your list here. **If you are making significant changes to your list, consider exporting your list as a back-up. There is no rollback function and any changes are irreversible.**



## 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.



### 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.

The screenshot shows a library interface with a section titled "Into and Out of the Island (11)". Below the title is a paragraph of text. There are three items listed below the text, each with a checkbox and a video icon. The first item is "Coffret Tsai Ming Liang. Disc 1. Les chiens errants. Disc 2. Voyage es...". The second item is "Stray dogs ; Journey to the west / 2 films by Tsai Ming-liang...". The third item is "The Wayward Cloud / Arena Film and Homegreen Films present : an...".

A "Copy section" dialog box is open in the foreground. It has a "New section title" field with the text "Copy of Taiwan New Cinema". Below that is a "Copy into list:" dropdown menu with "This list" selected. The dialog also shows a list of other lists: "Discourse Analysis", "Buddhist Philosophy MSc", "Paganism and Christianity I...", "This list", and "Popular Music, Technology ...".

In the background, a menu is open with the following options: "Edit section", "Select all items", "Copy section", "Export section", "Print section", and "Delete section". The "Copy section" option is highlighted with a blue box.

## 8. Edit Your Citations

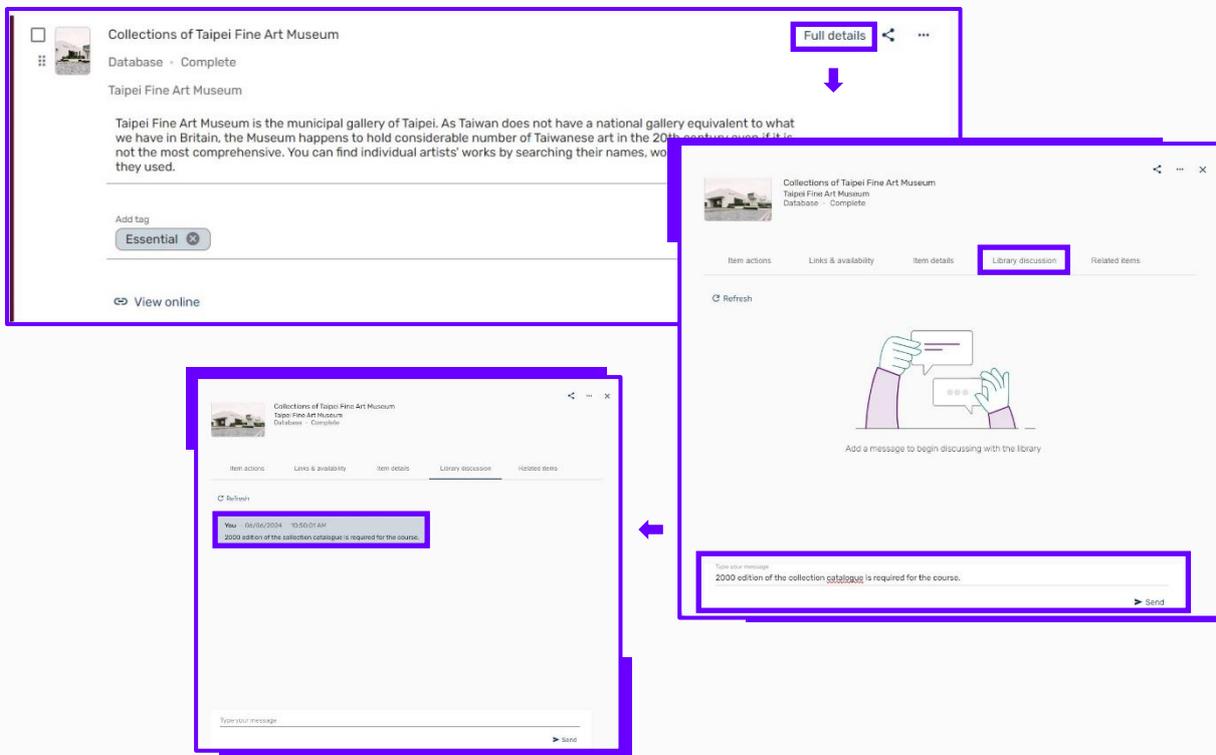
Click on the ellipses to the right of a citation to view the editing options.

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

The screenshot displays a citation editing interface. At the top, the citation title is "Refracted modernity : visual culture and identity in colonial Taiwan / edited by Yuko Kikuchi." with a "Full details" link and an ellipsis menu icon. A dropdown menu is open, showing options: "Edit item", "Copy item", "Move item", "Save as favorite", "Quick Cite", "Set complete", and "Delete item". The "Edit item" option is highlighted. Below the menu, the "Edit item" dialog is open, showing the citation title and a "Material type" dropdown menu. The dropdown menu is open, showing options: "Most Common", "Article", "Book", "Book Chapter", and "Document". The "Book" option is selected. The dialog also shows fields for "Creator", "Date", and "Edition".

## Library discussion

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



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.

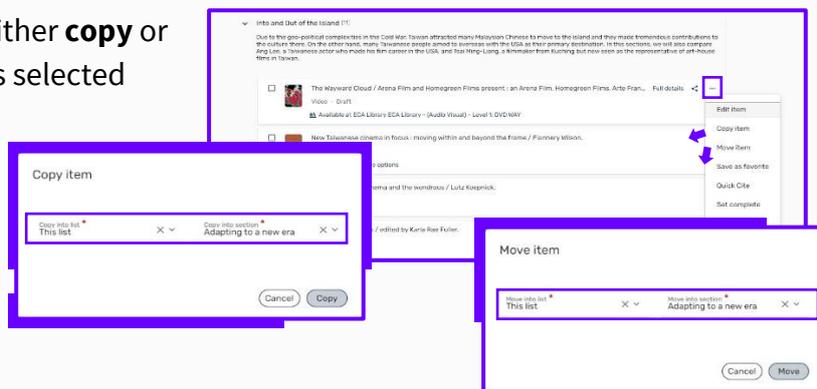
Remember to **send the list for review** when you have finished editing your list.

## Move citations

### Move citations. Option 1: Copy or move item

In the citation menu select either **copy** or **move**. Make sure 'This List' is selected and use the drop-down menu to find the section you want to copy or move the citation to.

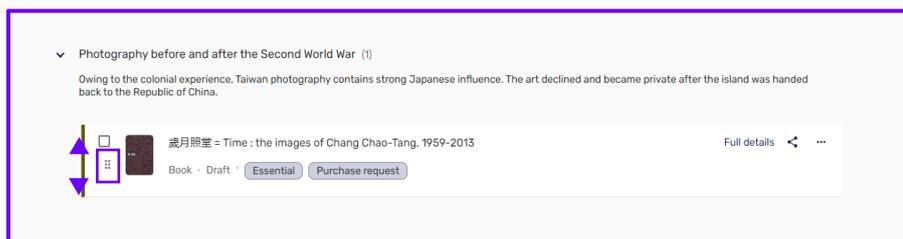
Click copy or move to confirm.



**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.

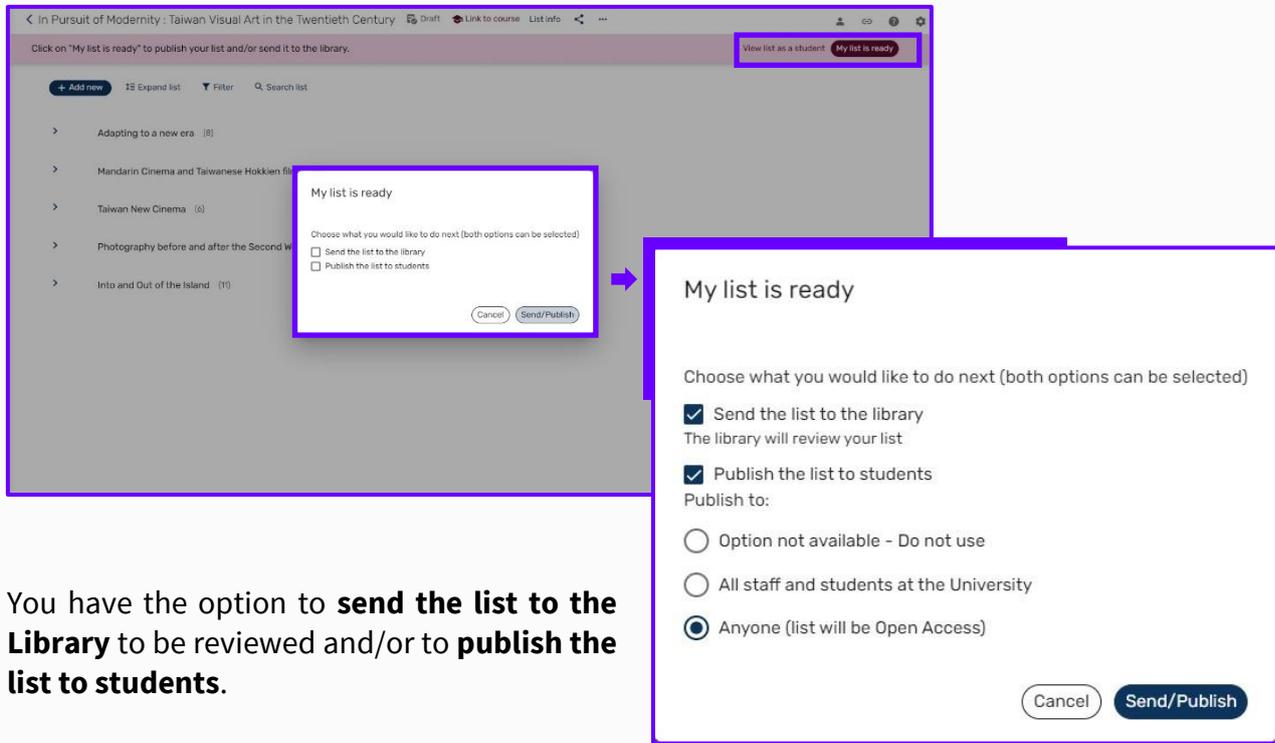
### Move citations. Option 2: Drag and drop

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.



## 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**.



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**

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

Cancel Send/Publish

**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:

Option not available - Do not use

All staff and students at the University

Anyone (list will be Open Access)

Cancel Send/Publish

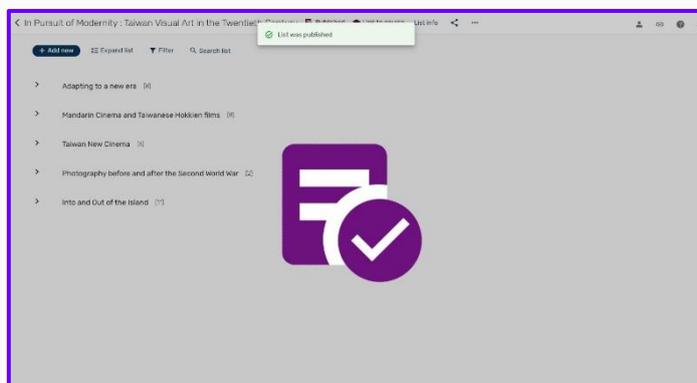
You have the option to **send the list to the Library** to be reviewed and/or to **publish the list to students**.

**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](mailto: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-user-guidelines.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](mailto:Library.Learning@ed.ac.uk)