

Edit your Resource List


<http://resourcelists.ed.ac.uk> | [@ResourceListsEd](#) | Library.Learning@ed.ac.uk



This guide is for course organisers. It will show you how to:


1. **Add** a new resource to your list
2. **Delete** resources on your list
3. **Move** resources on your list
4. **Send** your list to the Library for review: the Library will check links, order books, provide copyright-compliant digitisations and move copies of 'Essential' books to HUB/Reserve

Add a resource to your list

1. Click on the plus icon  near the top of the screen.
2. You have two options to add items the Library holds:
 - a. Search for your item. This is exactly the same as searching DiscoverEd, so everything the Library holds can be found here.
 - b. Add a citation from 'My Collection'.
3. When you have found your item, you can simply drag and drop it into your Resource List. Alternatively, click on the item in the search results, choose a section from the drop-down menu and then click **Add**.
4. The third option is to create your own citation. Click on **Create**, enter the item information, then choose which section of the Resource List you'd like to add it to.

Cite It!

You can use the Cite It! tool to add websites, journal articles, or any books not currently held by the Library. When the Library reviews the list, we will use the information provided to buy any books not held. The list will be updated when the new books arrive.

1. Install the Cite It! button by clicking on your name at the top of the list, click on Cite It!, then dragging the blue Cite It! button  **Cite It!** into your browser's favourites toolbar.
2. Find your resource online (using WorldCat or Amazon, for example), then click on the Cite It! button in your favourites bar to add it to your Resource List.

Delete a resource from your list

1. Click on the ellipsis (...) to the right of any item or section to bring up the item/section options menu.
2. Click on **Delete item/section**.

Please note: deleted resources cannot be recovered! If you delete an item by mistake, you will need to search for it and add it to your Resource List again.

Move resources

There are two ways to move resources on your list: drag and drop or 'Bag It'. You can move individual citations using drag and drop. 'Bag It' lets you collect one or more citations in a 'bag' and then move or copy them all in one go.

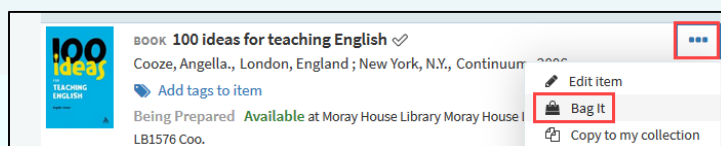
Drag and drop

1. Hover over the citation you want to move and a blue bar will appear on the right-hand side.
2. Click on the blue bar. Holding down the mouse, drag and drop the citation to a new position on your Resource List.

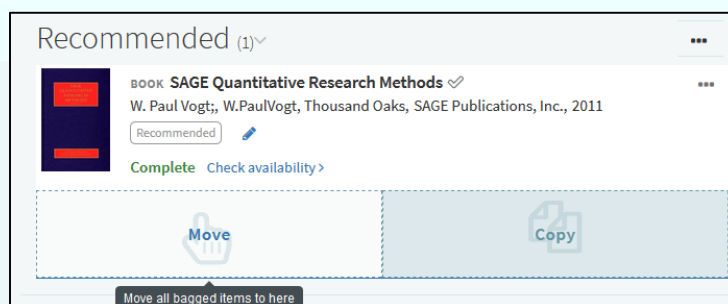


Bag It

1. Click on the ellipsis (...) to the right of a citation and click on **Bag It**. You can click on as many citations as you like. They will be visible in the right-hand panel.



2. When you've finished adding citations to your bag, click on their new position in the Resource List (wherever you want to move/copy them to).



Send your list to the Library

When you've finished updating your list, remember to send it to the Library for review.

Click on **send list for review** [SEND LIST FOR REVIEW](#) (near the top of the screen). When you send a list, the Library will check current holdings and order new or additional copies to meet ratios based on student numbers and priority, provide copyright-compliant digitisations (if requested) and ensure a number of copies of 'Essential' books are moved to HUB/Reserve.

Remember: If you would like the Library to act in response to your changes to the list, you need to send it for review!



Library Learning Services, University of Edinburgh, March 2019

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