

Edit your Resource List 2021/22

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



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

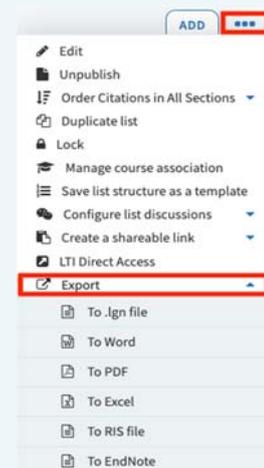
1. **Back up** your list
2. **Add** new resources to your list
3. **Move** resources on your list
4. **Edit** the Resource List and section titles
5. **Delete** resources from your list
6. **Send** your list to the Library for review

► Watch this video! How to Edit your Resource List: <https://edin.ac/2YckxFQ>

1. Make a back-up of your Resource List

Before making any changes, we recommend that you make a back-up copy by **exporting** your list. Exporting as a PDF will include notes and tags as well as citation details.

Click on the three dots ... (the reading list options menu), then click on **Export** and your chosen export format.

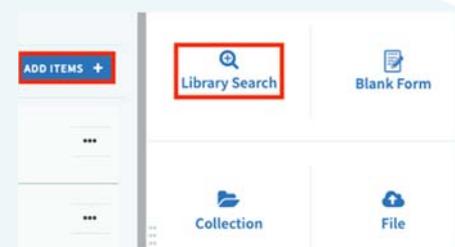


2. Add new items to your Resource List

① You can add new items including e-books, books and journal articles to your Resource List from within the **Resource List (Leganto)** or **directly from DiscoverEd**.

Add new items from within the Resource List

1. Click on the **Add Items +** button at the top of the list.
2. This will open a pane to the right of your list. Click on **Library Search** to find any resources made available by the Library (including books, e-books, articles and journals) to add to your list.



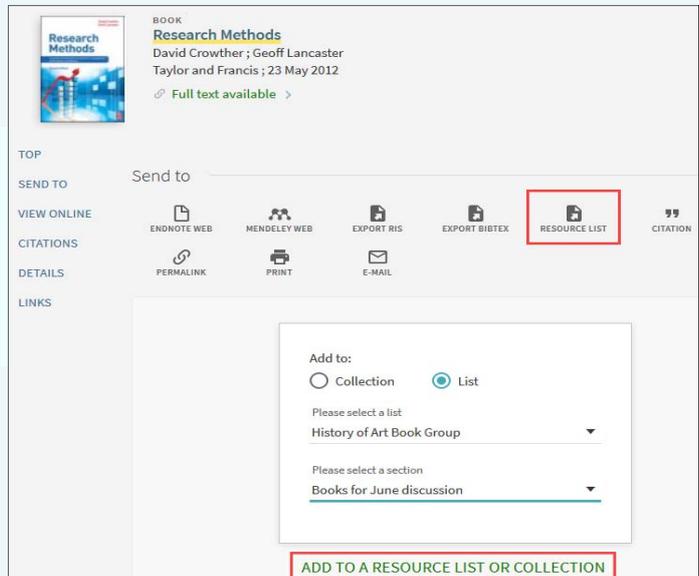
This search works just as if you were searching DiscoverEd. Use title and author keywords to find resources. Filters are available to narrow your search and electronic and print availability is highlighted. There is also an advanced search option.

Click on the item you would like to add. You can:

- a. Drag and drop the item directly into the list, or
- b. Select a section from the drop-down menu and click on **Add & Edit**

Add new items from DiscoverEd

1. Go to **DiscoverEd** (<http://discovered.ed.ac.uk>)
2. Find the item you want to add to your list (book, e-book, journal article etc).
3. Click on a result to open the full record, then click on the **Resource List icon**.
4. Select your Resource List and the section you want to add the item to, then click on **Add to a Resource List or collection**.
5. When you go to your list, the item will have been added to the section selected or to your collection.



i Remember to prioritise items on your list using the **Essential, Recommended or Further reading** tags.

Add and request purchases of books the Library doesn't hold

Use the **Cite It!** tool to **add a book the Library doesn't currently own**. To do this you can add the item directly from an external website (such as WorldCat, another library catalogue or bookseller, e.g. Amazon or Blackwell's).

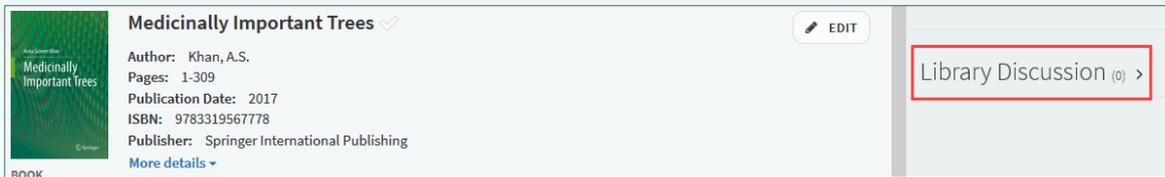
▶ Watch this video! How to add the Cite it! tool: https://media.ed.ac.uk/media/1_xkvtqjfw

1. Go to the appropriate website and find the book you wish you to add.
2. Click on the **Cite It!** button installed in your bookmarks toolbar.
3. The pop-up window will open and the book details will be filled in automatically. At the bottom of the pop-up window:
 - a. Select **Add to: List**
 - b. Select your Resource List from the drop-down menu
 - c. Click **Add & close**
4. Select a tag (**Essential, Recommended or Further reading**) and click **Save**.
5. Use **Library Discussion** (see below) to provide the Library with any additional information or guidance.

Library discussion (for list owners and Library staff)

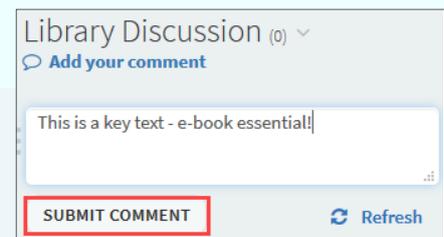
You can add a note to the Library Discussion at citation level or list level. These notes aren't visible to students.

You can see the link to Library discussion in the right hand pane. Click on a citation to see Library Discussion for an individual citation.



Add a note in the Library Discussion field of the citation if you have specific instructions or would like to provide additional information to the Library (e.g. this is a key text, e-book essential).

If you have any general information about the list, you can use the list level Library Discussion box on the Resource List's right-hand pane.

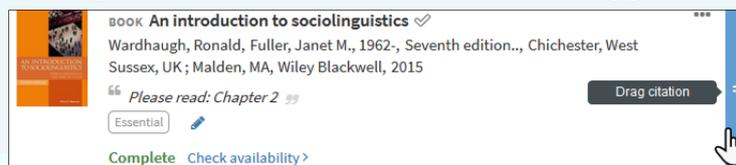


Remember to send your list for review – the Library won't see the notes if you don't send the list!

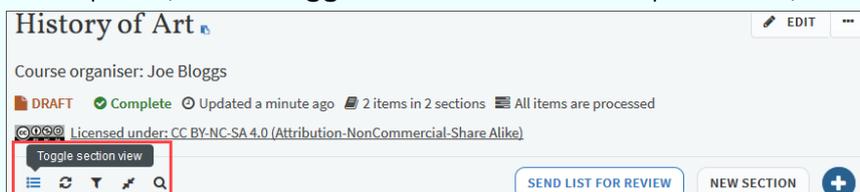
3. Move citations and sections on your Resource List

Move citations and sections one by one: 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, then drag and drop the citation to a new position on your Resource List.
3. You can move a section in exactly the same way. However, before moving a section, make sure the list is collapsed (click on **toggle section view** at the top of the list).



4. Hover over the section you want to move and a blue bar will appear on the right-hand side.

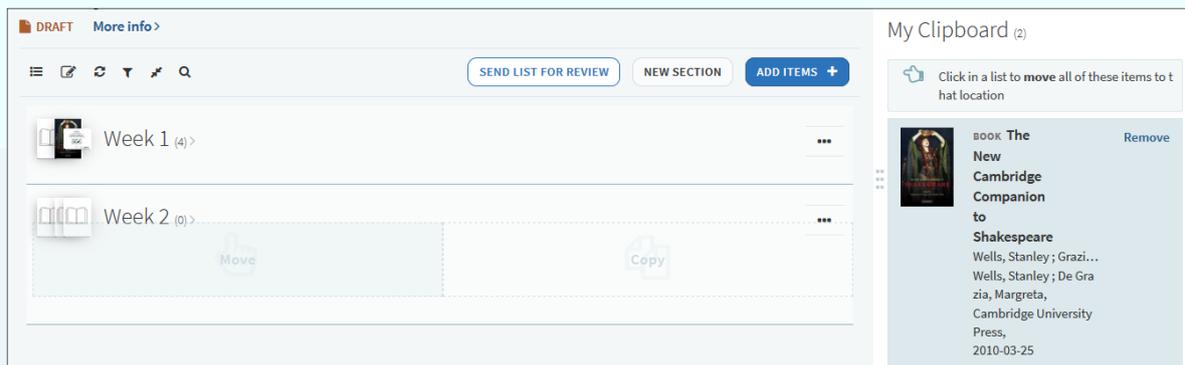


5. Click on the blue bar, then drag and drop the section into a new position on your Resource List.

Move multiple citations and sections: Add to clipboard

If you want to move more than one citation, **Add to clipboard** is a useful feature. You can add citations or sections to a 'clipboard', then move or copy them all in one go.

1. Click on the three dots (...) to the right of a citation and then click on **Add to clipboard**. You can click on as many citations as you like – these will appear in **My Clipboard** in the right-hand pane.
2. When you've finished adding citations to your clipboard, click to the position in the Resource List you want to move or copy them to.



4. Edit the Resource List and section titles

Edit Resource List title and Section title

To edit the title of your resource List or change/add a course organiser's name, click on the three dots (...) to the right of the list title and select **Edit**. You can also add or update the list description here. Remember to **Save** your changes.

Lords and Vassals in Medieval Scotland

Course Organiser: Prof Andrew Simpson

 Edit

To edit the title of a section click on the three dots (...) to the right of the section heading. Select the first option on the drop down menu **Edit Section**, make your changes and **Save**.

Title*: Week 2 | The Making of a Medieval Kingdom II

Description: Building on the previous session, it is now important to reflect on politics. Of course, geography and politics necessarily intertwine. It is also important to reflect on the "Normanisation" of Scotland during the twelfth century. What did it mean?

from: DD-Month-YYYY

To: DD-Month-YYYY

CANCEL

SAVE

5. Delete an item or section from your Resource List

1. Click on the three dots (...) to the right of any item or section to bring up the 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.

6. Send your list to the Library

When you've finished updating your list for 2021/22, send it to the Library for review by **5 July 2021**.

Click on the **send list for review** button (at the top of the list). When you send a list, the Library will check current holdings and e-book availability, purchase a single copy of items not held, try to source copyright-compliant digitisations of key chapters/pages and link these to list citations as they become available.

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

Help and support

Guides and videos are available on the Library website: <http://edin.ac/2Ev2Bzf>

Your Academic Support Librarian 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



Library Learning Services, University of Edinburgh, June 2021

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