GET STARTED
WITH

10 Steps to Publishing a Resource List

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Library Learning Services, University of Edinburgh, September 2018
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1. Logging In

1. To log in to Resource Lists you can:
   a. Log in via the Resource Lists link in your course’s page on Learn or Moodle.
   b. Alternatively, go to the Resource Lists homepage ([http://resourcelists.ed.ac.uk](http://resourcelists.ed.ac.uk)) and log in where it says ‘Guest’, using your EASE login.

The first time you log in you will see the Leganto welcome screen:

![Welcome to your reading lists](image)

2. Adding the Cite it! Bookmark

You can use the Cite it! bookmark button to add resources which are not held in the Library to your list (eg blogposts, websites etc). In order to install Cite it!

1. Make sure the bookmarks toolbar is showing at the top of your screen. If it is not there, please add it using the instructions at the end of this guide.

2. Click through the Leganto welcome screen and follow the instructions to drag and drop the Cite it! button into your bookmarks toolbar.
3. **Cite It!** will look like this once installed in your browser’s bookmarks toolbar.
Tip: If don’t want to add the Cite it! button now, it can be installed later by clicking on your user profile (in the top right-hand corner of Leganto) and selecting **Cite it!** from the drop-down menu.
3. Creating a new list

1. Click on the **new list** button on the top-right of the screen.

![Image of new list button](http://resourcelists.ed.ac.uk)

2. Give your list a **title**. This will usually be the name of the course. Add the description, which should include the **name of the course organiser**.

![Image of title and description fields](http://resourcelists.ed.ac.uk)

3. Click on the **create** button.

![Image of create button](http://resourcelists.ed.ac.uk)

4. Now, if you wish, you can select a list **template** from the options provided. For training purposes, select **Blank** so that you can create your own sections.

5. At this stage, you can connect your reading list with a course by clicking **associate list**, or you can do this later.

   a. Select the correct course by typing a course code or name into the search box and click **associate & close**.

      *Note: These course details come from the University’s systems. If you spot a mistake or your course isn’t listed please email Library.Learning@ed.ac.uk*

6. The course code will now appear in the list header. You are now ready to start working on your new list!
4. Structuring your list

The first thing to do is add some sections to your new list. Here you will create a basic list with five sections.

Tip: Section titles could include:
- Time periods: Semester 1; Week 2 etc.
- Topics: Research skills; Essay readings; 1920s Art etc.
- Resource types: Books; Key journals; Useful websites etc.

1. Click on new section.

2. Give your section a Title and Description (optional). Let’s call this first section “Week 1”. Click on create.

3. You can now start adding resources to your list if you wish. Before doing that let’s add a few more sections by repeating the process above. Create new sections titled “Week 2”, “Week 3”, “Useful Websites” and “Useful Videos”.

4. Now that the list structure is in place, we can start adding resources.
5. Adding Resources to your List

1) Click on the + icon at the top of the list.

![History of Art](image)

2) This will open a panel to the right of your list. You can use this to search DiscoverEd for an item to add to your list.

![Search Panel](image)

a) Adding a Book

3) Click on the item you would like to add. Now you can:
   a) Drag and drop the item directly into your list, or
   b) Select a section from the drop-down menu and click on add.

![Book Add Options](image)
You can search for any resources in DiscoverEd including books, e-books, and e-journals added them in this way.

Once you have added items to this section, click the X in the panel to return to your list.

b) Prioritising the Items on your List
You should now choose the items’ priority. To do this:

1. Click on “Add tags to item”.

2. From the dropdown menu, select “Essential”, “Recommended” or “Further Reading” and click on save.

**Important**: The Library’s purchasing decisions are based on the priority level you have given an item on your list: please don’t forget to prioritise your items!
c) Adding an e-journal article

The same process applies to adding an e-journal article to your list.

1. Search for the article you wish to add by title, select it from the list of suggested titles that appears and click Add.

To edit the item details, click on add and edit instead. When you have finished modifying the details, click save to return to your list.
d) Adding a Book chapter

Now add a Book chapter to your list. To add a chapter from a book:

c) Search for and add the book (physical or electronic) to the list as in 5a).

d) In your list, click on the book you have added to expand its details.

e) In the item screen, click **Add note** in the public note section.

![Public note](image)

f) Now enter the chapter details (e.g. “Please read: Chapter 2, pp. 125-139”) and click **save**.

![Public note](image)

g) Click on the X on the top-left of the item panel to return to your list. The note instructing students which chapter to read will now be displayed underneath the item.
Tip: If both a print book and an e-book are available, add your preferred format to the list and include a note to say that the other format is also available.

Alternatively, you can add both the print book and the e-book to your list.

In some cases, the e-book will appear automatically when you add the print book to your list.

Task: Now find and bookmark four more books, book chapters, e-books or e-journal articles to the three “Week” sections of your list.
6. Using the Cite it! Button

You can add resources that are not held by the Library to your list by using the Cite it! button.

a) Adding a website
1. Go to a website (e.g. www bbc.co.uk) you would like to add as a resource.
2. Click the Cite it! button you installed on your bookmarks bar in step 2 above.
3. This will open an “Add this to my list” pop-up window. Leganto will automatically fill in as much information as possible about the resource. Check and modify this information if necessary.
4. At the bottom-left of the pop-up window:
   i. Select Add to: List
   ii. Select your resource list from the drop-down menu that appears
   iii. Click ADD & CLOSE.

b) Adding a book the Library doesn’t own
Now, use the same process to add a book the Library doesn’t own. To do this you can add the item directly from an external website (e.g. WorldCat or other bookseller or library catalogue) using Cite it!.

1. Go to an external website and find the book you wish to add.
2. Go to the item page and click the Cite it! button on your bookmarks toolbar.
3. The pop-up window will open and Leganto will fill in the book details automatically.
Tip 1: If the Library already has the item, Leganto will automatically link to the correct item in DiscoverEd, showing availability etc.


Add a note in the “**Library discussion**” field of the item if you would like the Library to take any specific action (e.g. number of copies, edition). Students won’t be able to see this note.

**NOTE:** You can use **Cite it!** to bookmark and add **any type of resource** to your list, including books, e-books and journals, if you prefer. Simply find the item on DiscoverEd and follow the same process as above.
7. Adding Resources to My Collection

You can save resources at any time and add them to your resource list later on. This can be done by adding items to **My Collection** rather than directly to a list.

1. Add a resource to your list following the process in [section 6 up to step 4](#).

2. From the bottom-left of the **Add this to my collection** pop-up window:
   a. Select Add to: **Collection**
   b. Click **ADD & CLOSE**.

![Add this to my collection](image)

The item has now been added to your collection.

1. Use the above process to add resources to your collection.

2. Go to your List.

3. Click the **+** button and select the **My Collection** tab.
4. Drag and drop the items you collected into the sections of your list.

5. You can also add **notes** and **tags** to items in My Collection. These are **private** and won't be visible if the item is added to a resource list.

6. Open the **My Collection** tab from the left-hand panel.

7. To add a **note**:
   a. Click on the item you wish to add the note to.
   b. Click on **Add note**.
c. Type your note and click on **save**.

8. To add a **tag**:
   a. Go to the item and click on **Add tags to collection**.
   
   ![Add tags to collection]

   b. Type your tag into the box and click on **save**. A tag containing more than one word will need to be joined by a hyphen or underscore.
   
   ![Add tags]

   ![SAVE button]
8. Requesting a Scan of a Chapter/Article

The Library’s digitisation service (e-reserve) provides copyright compliant scans for teaching. You can request scans of journal articles or book chapters that you would like to include in your list using the list itself.

1. Add the book/journal from which you wish the scan to be made by using the search/add function in Leganto (as described in section 5).

**Note:** You can also request scans from items not yet held by the Library. See page 12 for guidance on adding an item the Library doesn't own, then place a scan request in the usual way.

2. Once the item has been added, click on **Add tags to item**.

3. First, prioritise the item by clicking on **Essential** or **Recommended**. Then, click on **Digitisation request** and click **Save**.

**Note:** Digitisation request library only tag. It is visible only to library staff (NOT students).
4. Click on the book to open the item details window.

5. Now click on **Library Discussion** on the right-hand side of the window.

6. Add a note to indicate the section you would like scanned (e.g. “Please scan Chapter 3”, or “Please scan pp. 120-135”) and click on **comment**. **This step is important!**

![Library Discussion](image)

The Library will pick up your request and the relevant section will be scanned and added to your list.

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**Note:** This service is provided under the university’s Copyright Licensing Agency (CLA) license. If you would like to know more see the e-reserve page: [http://edin.ac/1EYxZv8](http://edin.ac/1EYxZv8)
9. Editing a List

a) Moving citations and sections one by one: drag and drop

1. Hover on 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**):
4. Then click on the blue bar on the right and drag and drop the section into its new position on the resource list.

b) Moving multiple citations and sections: bag it
If you want to move more than one citation or section, 'bag it' is a useful feature. You can collect citations or citations into a 'bag', 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 Bag It. You can click on as many citations as you like and they will all appear in the right-hand panel.
2. When you’ve finished adding citations to your bag, click wherever you want to move or copy them to:

Note: You can also use bag it to move single citations or sections – this can sometimes easier than using drag and drop if you’re using a laptop trackpad!
c) Viewing your list: filter and search

You can **filter** or **search** your list by using the two icons towards the top of the list.

1. Click on **Search** to open a search box. You can use this to search for anything in your list (e.g. book title, author, article title etc.)

2. Click on **Filter** and select one of three options:
   a. Filter your list by **tag**
   b. Filter your list by **type**
   c. Other filter (‘Has due date’, ‘Likes’, ‘Marked as read’ or ‘Not marked as read’)

These options allow you to find any item or group of items you wish on your list.

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**Tip:** You can use the **Search** and **Filter** buttons to locate items in **My Collection**

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d) Viewing/editing item information

You can see more details about any item on your list by clicking on it.
How does it feel? : point of view in translation : the case of Virginia Woolf into French

Author: Bosseux, Charlotte.
Notes: Includes bibliographical references (p. [233]-244) and index.
Publication Date: 2007
ISBN: 97819042022027
OCLC Number: 124438406

Links & Availability

Physical > Off
REQUEST OPTIONS:
Request

Main Library Main Library (HUB RESERVE) - Ground floor PN221 Bos.
(1 copy, 1 available, 0 requests)
Main Library Main Library (STANDARD LOAN) - 3rd floor PN221 Bos.
(2 copies, 2 available, 1 request)

Additional Services

Due Date
Due Date

Public note
Please read: Chapter 2, pp. 125-139

Library discussion
Send a note to librarian (0)

Visibility (restrictions)

Display Citation: Start Date To End Date
Display Materials: Start Date To End Date

Appears on these reading lists

Click on the edit button to change any of the item’s details.
10. Future steps: “Send to library” and “Publish”

a) Sending your list to the library

**This is an essential step.**

After you have created and edited your list, please make sure you send it to the Library. This is so the Library can check your list and take any appropriate action: order items, move books to the HUB/Reserve sections and process scan requests.

To do this:

1. Click on the **Send List** button in the menu bar.

![Send List button](image)

b) Publishing your list

You are now ready to publish your list. You need to do this in order to make your list visible to students.

To publish a list:

1. From the “…” options dropdown menu in My Lists or at the top-left of the list you wish to publish select “Publish”.

![Publish button](image)
The list status will now change to “Published” and the status of the items on the list will change from “Being Prepared” to “Sent”.

c) Adding additional items to a published list

**Please note:** Every time you add additional items to a list once you’ve published it you must click on “Send List”.

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Note 1: Unpublished lists will have a status of Draft and can only be viewed by list creators and collaborators.

Note 2: Lists can be published from the options drop down menu in My Lists or from within the reading list.
d) Deleting a list

1. Click on the reading list options button ... at the top of the list and select **Delete**.

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**Deleting a list**

**Please note**: If you accidentally delete your list, the Library can recover it for you. If you delete an individual citation or selection, you will be asked to confirm that you would definitely like to delete it. However, there is no way to roll back after this is confirmed and the Library won’t be able to recover the deleted citation/section!
Further help and information

- Check the Resource Lists pages of the Library website for user guides and further information: [http://edin.ac/resource-lists](http://edin.ac/resource-lists)
- For updates and advice, follow the Resource Lists blog: [http://libraryblogs.is.ed.ac.uk/resourcelists/](http://libraryblogs.is.ed.ac.uk/resourcelists/)
- Follow us on Twitter: @ResourceListsEd
- Contact [Library.Learning@ed.ac.uk](mailto:Library.Learning@ed.ac.uk) for help, support or to organise workshops or 1-2-1s.
APPENDIX: Adding the Bookmarks Toolbar

Add the Bookmarks toolbar in Chrome

Select Ctrl+Shift+B or click on the Tools icon in the top-right corner and select ‘Show bookmarks bar’.

Add the Bookmarks toolbar in Internet Explorer

Right click on the Tools (cog-wheel) icon and select ‘Favourites bar’.

Add the Bookmarks toolbar in Firefox

Right-click on the Tools icon and select ‘Bookmarks Toolbar’.

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