

Getting started with Resource Lists

<http://resourcelists.ed.ac.uk> | Library.Learning@ed.ac.uk

Updated May 2023



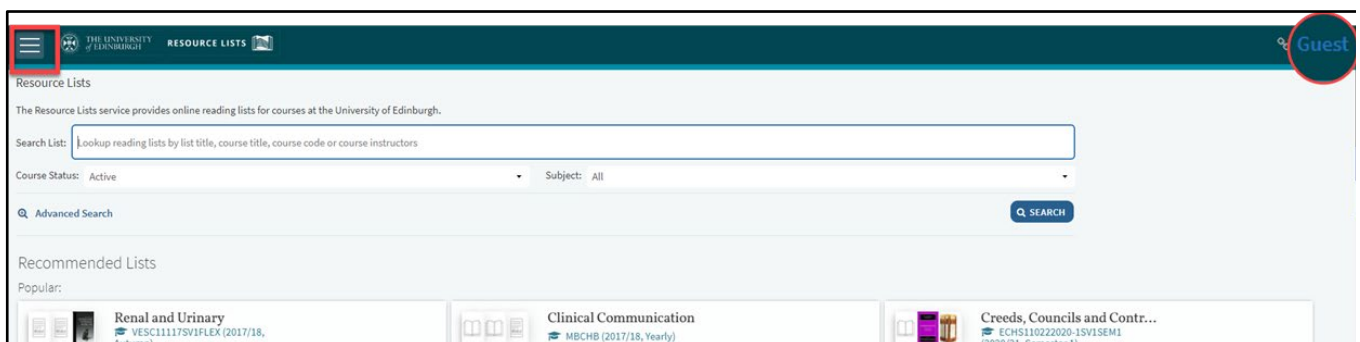
10 Steps to Publishing a Resource List

This guide is for Course Organisers and will show you step by step how to set up and/or edit a Resource List for a course. This guide can also be used to help with common tasks. Other guides and short video tutorials are available on the Resource Lists website: <http://edin.ac/resource-lists>

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1. Log in to Resource Lists

Go to the Resource Lists homepage – <http://resourcelists.ed.ac.uk> – and click on **Guest** in the top right-hand corner to log in using your University username and password. **Guest** will change to show your initials – this means you're logged in. You need to be logged in to edit your list, add a list collaborator (editor) and to access e-books, ejournal articles and digitisations provided by the Library.



When you are logged in to Resource Lists you'll see all the lists you have permission to edit under '**Lists**' in the main menu (top left).

You can access Resource Lists via your course Learn page or the Resource Lists homepage. To access via a Learn course, click on the Resource Lists link (Under Library Resources in the main menu). You can edit your existing list or set up a new one from Learn.

2. Add the Cite It! bookmark tool

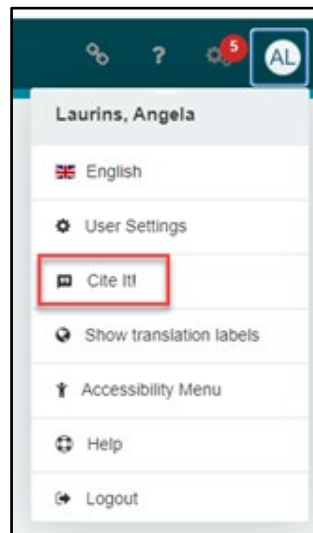
You can use the Cite It! tool to add websites, journal articles, streaming media or any books not currently held by the Library to your list. This section will show you how to install Cite It! to your browser bookmarks/favourites bar.

First, make sure the **bookmarks toolbar** is visible at the top of your browser.

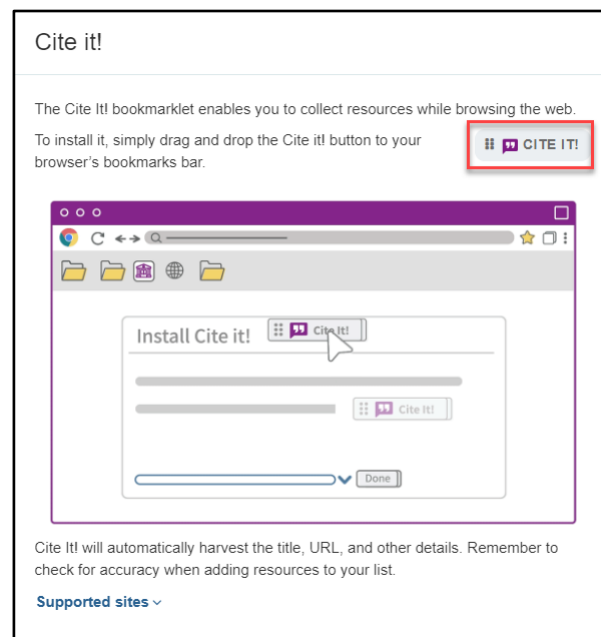
- If you're using Chrome or Firefox click on the menu in the top right of the screen then select **Bookmarks** and **Show bookmarks**.
- If you're using Edge click on the menu in the top right of the screen and select, **Favourites** and **Show favourites** bar.

 **Watch this video!** How to add the Cite it! tool: <https://edin.ac/3Nv3M0y>

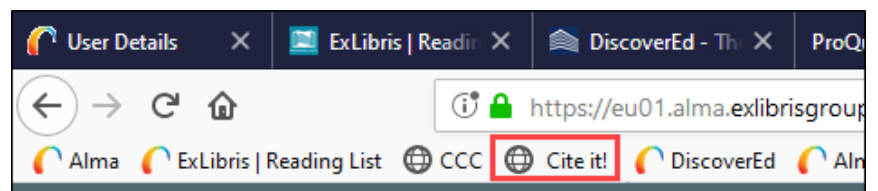
1. Then click on your initials in the top right of the screen and select Cite it!



2. Follow the guidance provided and drag and drop the Cite it! button onto your browser toolbar:



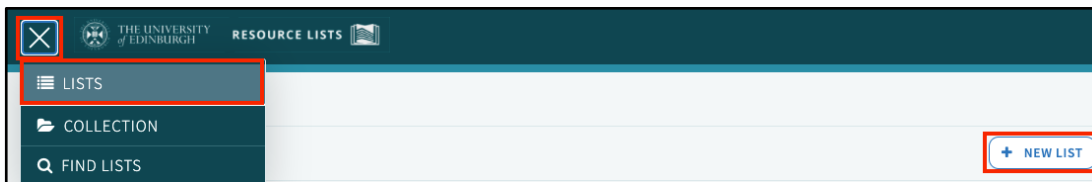
3. Cite It! will look like this once installed in your browser's bookmarks toolbar:



3. Set up a new list

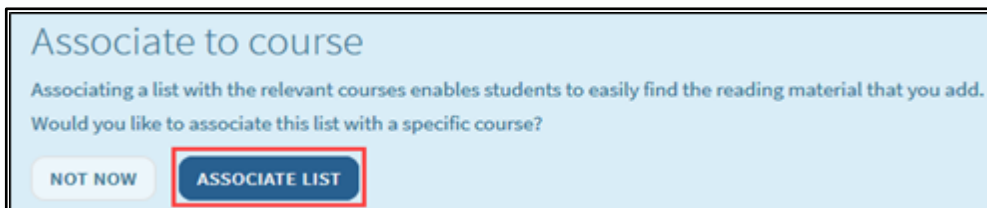
① Resource Lists can be viewed online by anyone, but only users with University logins can access Library subscription resources, such as e-books and journal articles. If you want to restrict access to your Resource List to only University staff and students, please contact Library.Learning@ed.ac.uk

1. In the upper left corner, select **Lists** from the drop down menu, click on the **New list** button.



2. Give your list a **title**. This will usually be the name of the course. You can also add a description, which should include the **name of the course organiser or lecturer**.
3. Click on the **Create** button.

4. Now, if you wish, you can select a list **template** from the options provided. Select **Default** if you want to create your own section headings. Section headings can be edited and moved at any time.
5. Click on the **x** to remove the **Add items** pop up box.
6. At this stage, you can connect your Resource List with a course code by clicking **Associate list**. Associating the list with a course code enables the Resource List to be accessed via the corresponding course in Learn. You can select **not now** and continue setting up your list. When you're ready to link to a course code, you'll find **Manage course association** in the main list menu. If you don't select a code now, don't forget to do this later!



① Make sure you associate your list with the course code for the correct year. If you select the wrong year the link from Learn won't work. Course codes look like this: ARHI08004**2023-4**SV1SEM2. Course details come from the University's central systems. If you can't find your course, please email Library.Learning@ed.ac.uk.

7. You can associated multiple lists with the same course code. For example, you may decide to set up separate lists for 'Further reading' or 'Essay readings'. You can also associate your list with more than one course if you want to use the same list for different courses.
8. When the list is associated to a course code it will appear in the list header.

4. Structure your list

The first thing to do is add some sections to your new list. Your list can be structured in a variety of ways. Most commonly, lists are organised by:

- **Time period** (Semester 1, Week 2, etc)
- **Priority** (Essential, Recommended, Further reading)
- **Topics** (Research skills, Essay readings, etc)
- **Resource types** (Books, Key journals, etc)

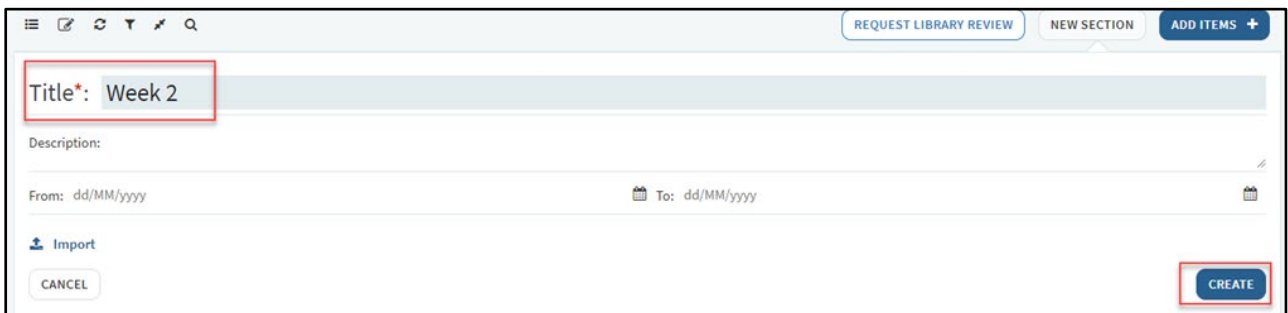
💡 Structure your list to correspond to how the course is taught and how course materials are organised in Learn so students can easily go between lecture notes and the Resource List to find readings.

If you use the default template your new list will have a default first section called, 'Week 1. You can change this section heading or delete this default section. See page 11.

1. To add a new section click on **New section**.



2. Give your section a **title** and description (optional). For example, 'Week 2' and click on **Create**.



3. You can now start adding resources to your list if you wish. However, we recommend setting up the list structure first and adding all your section headings at the start. You can add more sections by repeating the process above. Sections can be edited and moved at any time.
4. Click on the **X** to remove the **Add items** pop up box.
5. When the list structure is in place, you can start adding resources to your list.

Filter, toggle, refresh and toggle your list

When you have added items to your Resource List you can use the icons at the top of the list to:



1. **Toggle the list** to expand and collapse sections
2. **Refresh** the page
3. **Compress the citation display** to view more citations on the screen
4. **Filter items on your list** (by tag, type)
5. **Search for items on your list** (you can use Ctrl+7 to make sure you toggle the list view first)

5. Add items to your Resource List

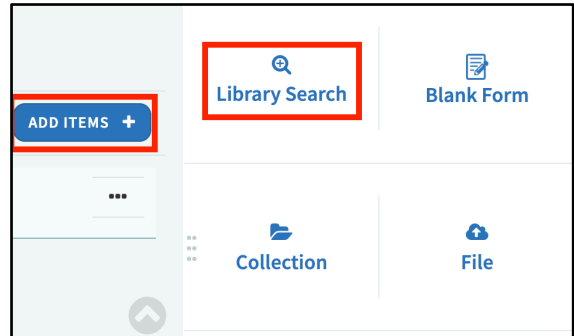
i You can add items the Library holds (including e-books, books and journal articles) to your Resource List from within the Resource List search or directly from DiscoverEd.

Add items using 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 the **Library Search** tab to find any resources made available by the Library (including books, e-books, articles and journals) to add to your list.

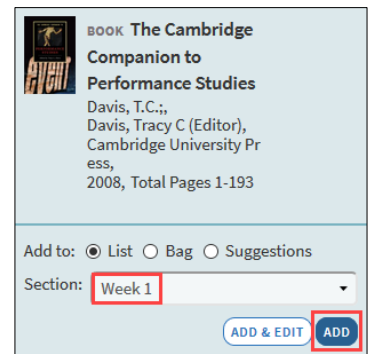
This search works just as if you were searching DiscoverEd. Use title and author keywords to find resources. Filters are available to narrow your search and electronic and print availability is highlighted. There is also an advanced search option.



Add a book

1. 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**

Once you have finished adding items to this section, click the **X** to hide search pane.



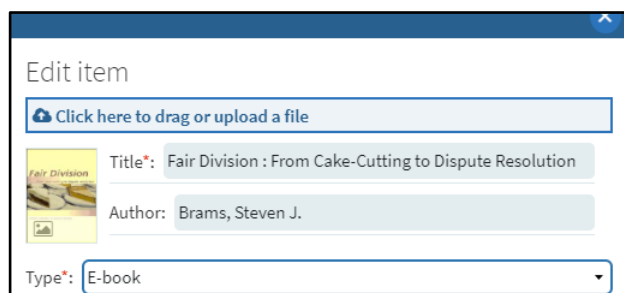
Change citation type from 'book' to 'e-book'

When you add an e-book to your list the default resource type will be 'Book'. You can change this to 'E-book' to make it more obvious to students that an e-book is available.

1. Click on the citation for which you want to change the type and open to see the full citation record. Click on the three dots and select **Edit item**.



2. Select type **E-book** from the drop-down menu and click **Save**.
3. Close the citation and check the type label on the list is now E-book (you may need to refresh your browser to see the change).



Add 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, select it from the search results
2. Click and select the section and **Add** or drag and drop the article on to your list. Click **Save** to return to your list.

Search results (2,400)

Resource Type: Book (44) | Availability: Open Access (16) | Hide v

Book Chapter (50)

Article (770)

ARTICLE **James Robertson and Contemporary Scottish Gothic**
Morace, Robert; Gothic Studies, 13(2), 2011-11, 22 - 36

Add to: List Bag Suggestions

Section: Week 1

ADD & EDIT **ADD**

Add items directly 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, and then click on the **Resource List** icon.
4. Select your Resource List and the section you want to add the item to, and 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. You may need to refresh your browser to see the change,

BOOK **Research Methods**
David Crowther; Geoff Lancaster
Taylor and Francis; 23 May 2012
Full text available >

TOP

SEND TO

VIEW ONLINE

CITATIONS

DETAILS

LINKS

Send to

ENDNOTE WEB

MENDELEY WEB

EXPORT RIS

EXPORT BIBTEX

RESOURCE LIST

CITATION

PERMALINK

PRINT

E-MAIL

Add to:

Collection List

Please select a list

History of Art Book Group

Please select a section

Books for June discussion

ADD TO A RESOURCE LIST OR COLLECTION

① When you use DiscoverEd there is a Resource List tag on the record if a book or e-book is used on a Resource List. Open the record. At the end of the item details, you'll see all the Resource Lists the book/e-book is on. Click on the links to view the list in full.

BOOK

Writing early modern history / edited by Garthine Walker.

Walker, Garthine.
London : Hodder Arnold; 2005

RESOURCE LIST

Available at Main Library Main Library (HUB RESERVE) - Ground floor (D231 Wri.) and other locations

DETAILS	wiesner-hanks -- b. Psychoanalysis / Diane Purkiss -- r. Religion / Trevor Johnson -- s. Economy and material culture / Clare Haru Crowston -- 9. Politics / Lloyd Bowen -- 10. The body / Kevin Stagg.
LINKS	Series Writing history > Writing history. >
RESOURCE LIST	Format xvii, 238 pages ; 24 cm.
VIRTUAL BROWSE	Language English
	Identifier ISBN : 0340807792 ISBN : 9780340807798 OCLC : (OCoLC)ocm57381684
Resource List	HIST080342021-2SV1SEM2.2021_22: Early Modern History: A Connected World; History; Priyadarshini, Meha > HIST080442021-2SS1SEM1.2021_22: Introduction to Historiography; History; Oosterhoff, Richard > PGHC113792021-2SV1SEM2.2021_22: Historical Research: Approaches to History (online); Postgraduate (History, Classics and Archaeology); Dell, Jeremy > PGHC113622021-2SV1SEM1.2021_22: Introduction to Contemporary History; Postgraduate (History, Classics and Archaeology); Turkowska, Justyna >

Adding a website, blogpost or video

1. Go to a website, blogpost or video you would like to add to your list.
2. Click on the **Cite It!** button that you installed in your bookmarks toolbar.
3. This will open an 'Add this to my list' pop-up window. The website details will already be filled in (you may need to add more information e.g. Author, publication date or duration). Check and modify this information if necessary.

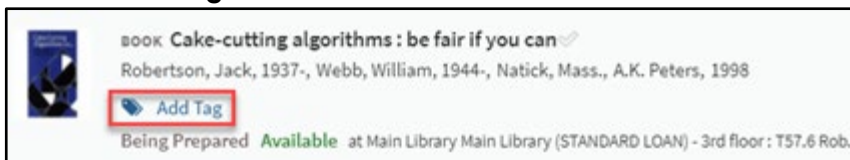
4. At the bottom of the pop-up window:
 - a. Select **Add to: List**
 - b. Select your Resource List and the section you want to add the item to from the drop-down menu
 - c. Click **Add & close**.



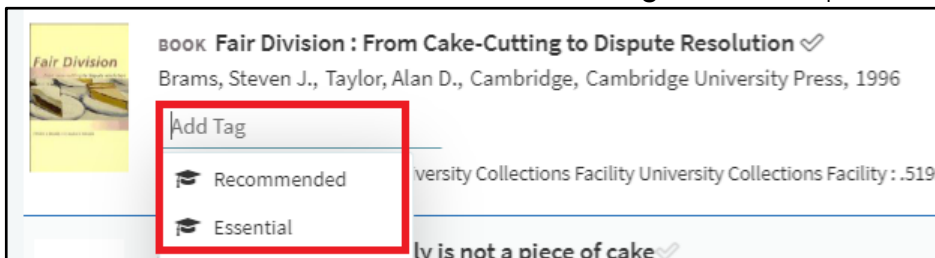
Prioritising items on your list (adding tags)

The Library uses priority tags (**Essential**, **Recommended** and **Further reading**) to inform purchase and provision of Library resources. Course Organisers may also use the **key text** tag to identify one item per course for which the Library will take extra steps to source an e-book or e-textbook.

1. Click on **Add Tag**



2. Select **Essential**, **Recommended** or **Further Reading** from the drop-down menu.



Remember to prioritise the items on your list. **If you don't tag items, the Library WILL NOT buy any new books/e-books or provide any digitisations (scans).**

Tag visibility

Tags visible to students:

1. Essential
2. Recommended
3. Further reading
4. Digitisation available

Tags only visible to Course Organisers and the Library:

1. Key text
2. Digitisation request
3. Digitisation pending
4. Digitisation declined
5. Purchase request

i Further reading: no scans will be provided for Further reading items and Further reading items will not be purchased. Where the Library does not provide access to **Further reading** items, students are encouraged to use Interlibrary Loans or RAB (Request a Book) to request materials.

Adding a public note (for students)

Use the **Public note** to provide further information to students. For example, to add information about which pages/chapters to read, or to provide specific questions to focus on.



1. Click on your citation. Scroll down to the **Public note** section and click on **Add public note**
2. Enter any extra information for students (e.g. 'Please read: Chapter 5, pp. 125-139') and click **Save**

6. Use your list to request a book purchase

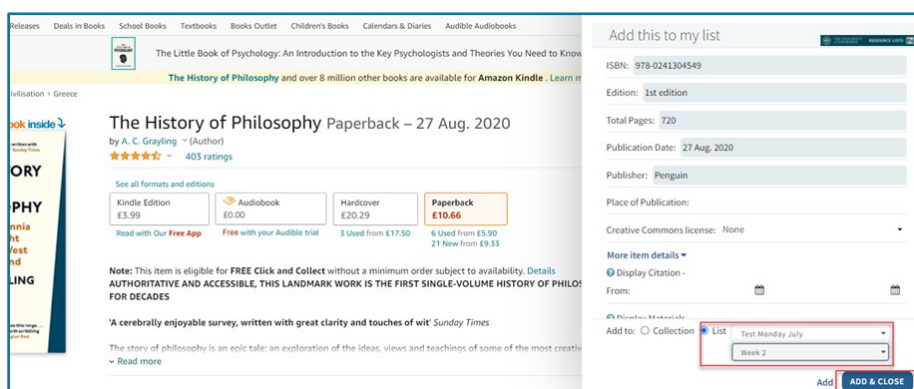
❶ The Library has an e-preference policy. If a suitable e-book is available, it will be purchased instead of any additional or new print copies. Individuals may be able to buy a title as an e-book; this does not always mean that an e-book can be bought by institutions or for institutional use.

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

If the Library doesn't have a book or journal article you would like to use in your teaching, you can use your Resource List to make a purchase request using **Cite It!** When you send your Resource List to the Library for review, we will use the information provided to purchase the book or provide access to the journal article.

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

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. (See section 2)



3. The pop-up window will open and Leganto will fill in the book details automatically. At the bottom of the pop-up window:
 - a. Select **Add to: List**
 - b. Select your Resource List from the drop-down menu the section you want to add the item to from the drop-down menu
 - c. Click **Add & close**
4. Remember to tag the new item on the list (**Essential, Recommended or Further reading**).
5. Use **Library Discussion** (see below) to provide the Library with any additional information or guidance.

Library discussion (for list owners and Library staff)

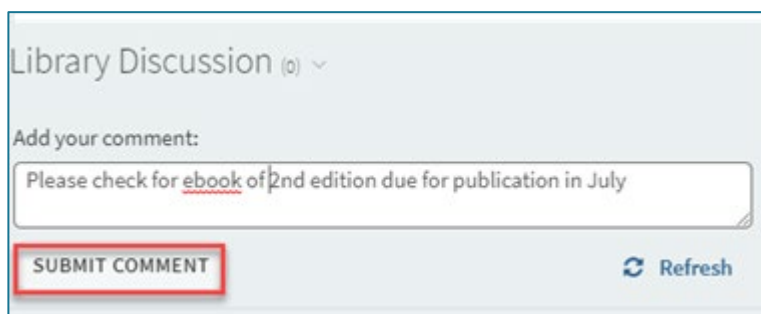
You can add a note to the Library Discussion at list level and at citation level. You can see the link to Library discussion in the right hand pane. Click on a citation to see Library Discussion for an individual citation.



The screenshot shows a book entry for "Medicinally Important Trees" by Khan, A.S. The entry includes details such as pages (1-309), publication date (2017), ISBN (9783319567778), and publisher (Springer International Publishing). On the right-hand side, there is a "Library Discussion (0)" link, which is highlighted with a red rectangular box.

Add a note in the 'Library Discussion' field of the citation if you have specific instructions or would like to provide the Library with additional information.

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



The screenshot shows the "Library Discussion" form. It has a title "Library Discussion (0)" and a text input field with the comment "Please check for ebook of 2nd edition due for publication in July". Below the input field is a "SUBMIT COMMENT" button, which is highlighted with a red rectangular box. There is also a "Refresh" button with a circular arrow icon.

Students won't be able to see these notes. **The Library won't see the notes if you don't send the list for review!**

7. Use your Resource List to request a digitisation (scan)

The Library checks for e-book availability before providing copyright-compliant digitisations for teaching. If a suitable e-book or e-journal is available, we won't provide a scan.

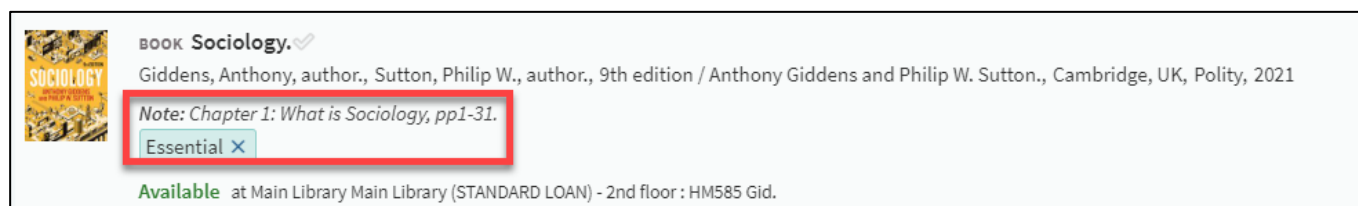
This service is provided under the University's Copyright Licensing Agency (CLA) licence. Limits apply. We can usually scan one chapter or 10% (whichever is the greatest). Some titles are excluded from the licence.

Use your Resource List to request digitisations of **Essential** and **Recommended** book chapters, extracts, or journal articles.

Essential & Recommended chapters/extracts/articles

If you add chapter details and/or page numbers to the 'public note' field of Essential or Recommended items and no e-book is available to purchase, the Library will try to source a copyright-compliant digitisation of the chapter/extract.

No action is required from you to request a scan of an Essential or Recommended chapter as long as the chapter/extract details have been added the citation's public note (remember to send the list for review). We'll also try to provide a scan of any Essential or Recommended journal articles that are not part of our current online subscriptions.



The screenshot shows a book entry for "Sociology" by Giddens, Anthony, author, Sutton, Philip W., author, 9th edition / Anthony Giddens and Philip W. Sutton., Cambridge, UK, Polity, 2021. The entry is marked as "Essential" and has a "Note: Chapter 1: What is Sociology, pp1-31." highlighted with a red rectangular box. The book is available at Main Library Main Library (STANDARD LOAN) - 2nd floor : HM585 Gid.

① You can also request digitisations from items not yet held by the Library. Add the citation to the list (see section 6), then place a digitisation request in the same way by adding a priority tag and the chapter/extract details to the public note. Remember to send the list for review when you're finished updating it.

The Library will add **Digitisation available** tag to citations to highlight to students that a scan is available. Students can also filter their lists to easily find digitisations of key chapters/extracts.

If the Library can't provide a scan, we'll add a **'Digitisation declined'** tag. You may also see a **'Digitisation pending'** tag which indicates that we're waiting for permission from the publisher or for access to the print copy to scan. These two tags are not visible to students, but let Course Organisers know the status of their requests.

Further reading chapters/extracts

The library will not provide scans of **Further reading**. Students can request scans using Scan & Deliver. The Library monitors scan requests and if there is demand, we will make the scan available via the Resource List. **NB: Scan & Deliver should not be used by Course Organisers to request scans for teaching.**

① If you request **digitisations of multiple chapters**, please prioritise your requests and add this information to the Library discussion box along with page numbers and chapter details. It may not be possible to provide all chapters, but this will help the Library to prioritise requests.

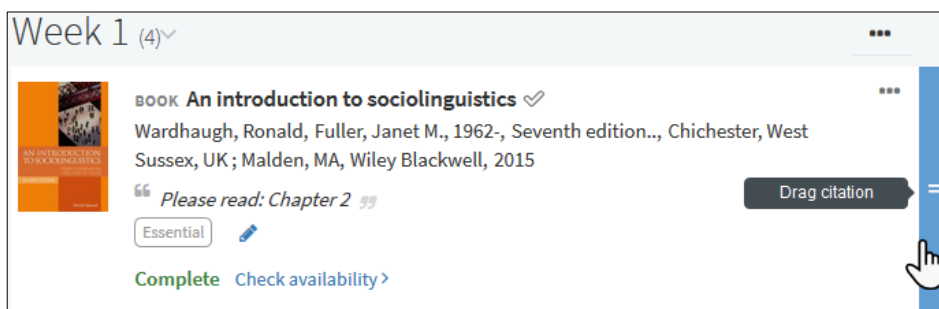
8. Edit a Resource List

🎥 **Watch this video!** How to edit your Resource List:

https://media.ed.ac.uk/media/How+to+edit+your+Resource+List/1_hrriz4yr

Move citations and sections: Option 1: 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.

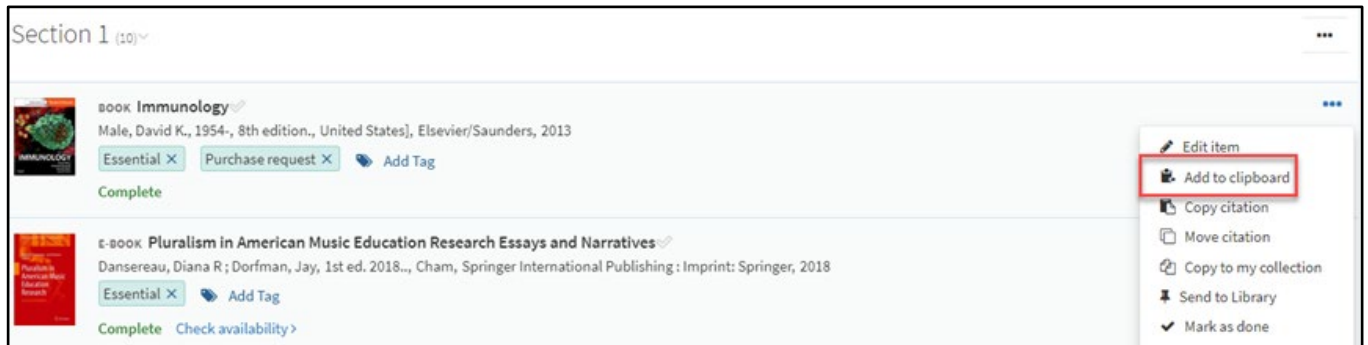


5. Click on the blue bar, then drag and drop the section into a new position on your Resource List.

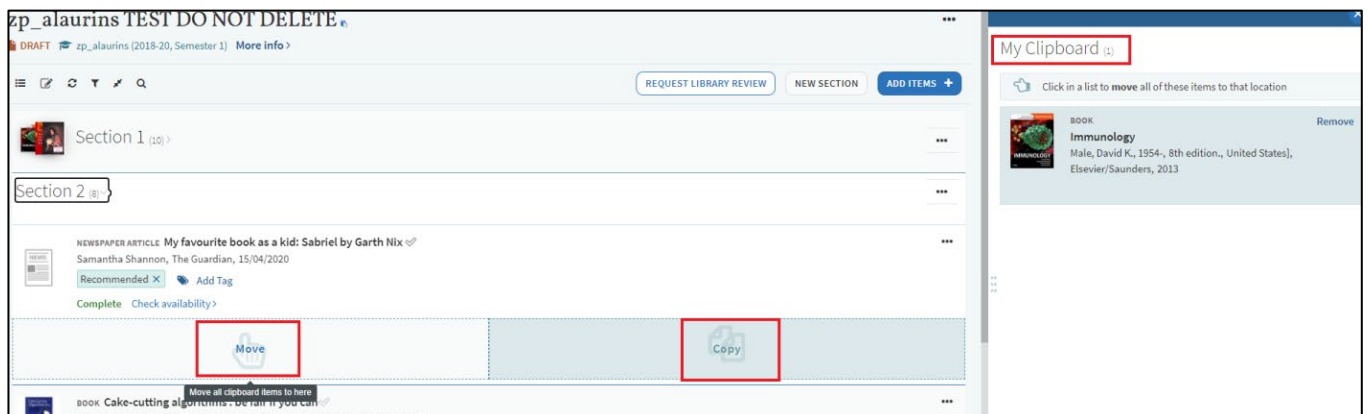
Moving citations: Option 2: Add to clipboard

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.

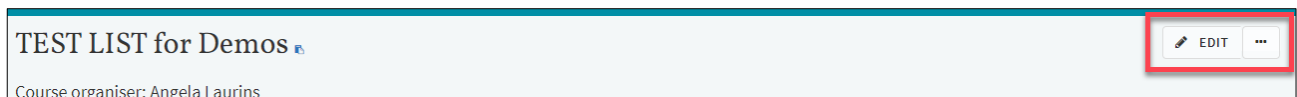


2. When you've finished adding citations to your clipboard, click on the position in the Resource List you want to move or copy them to.



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 **Edit** button at the top right of the screen. You can also add or update the list description here. Remember to **Save** your changes.

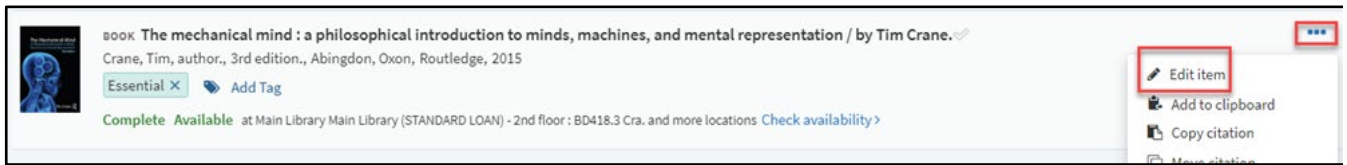


To edit the title of a section click on the three dots to the right of the section heading. Select the first option on the drop down menu **Edit Section**, make your changes and **Save**.



View and edit citation information

1. Click on the citation, then click on **Edit** to change any of the item's details including the resource 'type' label.



2. Edit the citation or add any additional information required and **Save**.

For Newspaper articles, blogposts and videos you may have to edit the citation to add author, publication date or duration.

Invite colleagues to edit your list

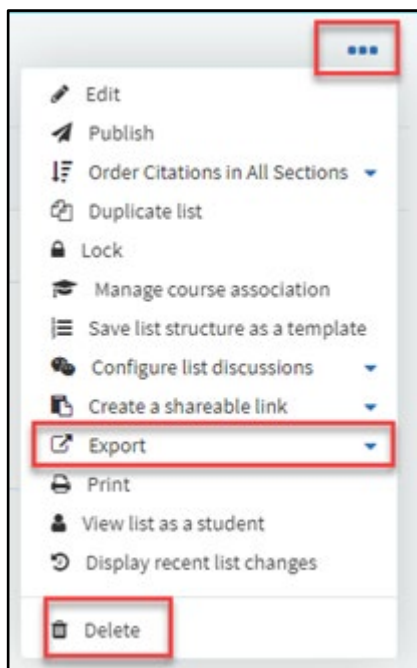
You can invite colleagues to edit your list by clicking on **Collaborators** in the right hand pane and then clicking on **Manage collaborators**.

1. Select a colleague from the drop down list. You can search by name or UUN.
2. Decide if they should be given permissions to manage or edit the list and then click **Send invitation**.

If you can't find your colleague on the list, contact: Library.Learning@ed.ac.uk. We'll check their library account and add them.

Deleting your list

Click on the three dots (the reading list options menu at the top of your list, then select **Delete**.



Deleting a list and/or citations and sections

Please note: If you accidentally delete your list, the Library can usually recover it for you.

However, if you delete an individual citation or section, you will be asked to confirm that you would definitely like to delete it.

There is no way to roll back after this is confirmed and the Library won't be able to recover the deleted citation/section.

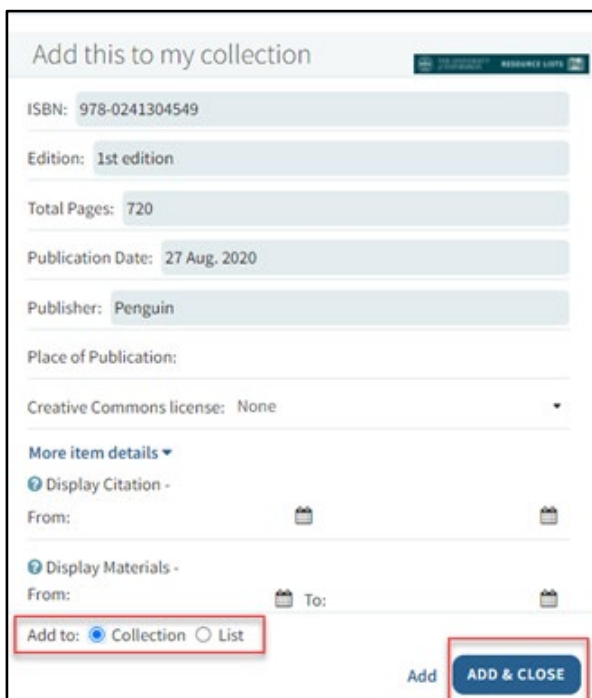
i We recommend that you take a back-up of your list by **exporting** your list. Exporting as a PDF will include notes and tags as well as citation details.

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

9. Add resources to your Collection

Your **Collection** is like a list of favourites that you can use to save resources to at any time and add to your Resource List later. Your Collection is also useful if you want to use the same item multiple times on a list: add the item to your Collection once and then add it to your list whenever or wherever you want to use it. You can also add items the Library doesn't hold to your Collection using Cite it!

You'll see the option to add to your Collection or to a list when you use Cite it! or DiscoverEd to add items.



Add an item from your Collection to your Resource List

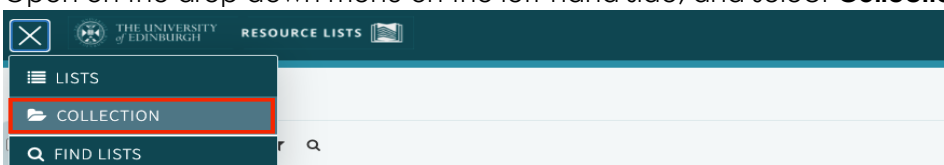
1. Go to your Resource List.
2. Click the **Add Items +** button and click the **Collection** icon.
3. Click on your chosen item from your Collection.
4. Now you can either drag and drop the item into your Resource List or pick a section from the drop-down menu and then click **Add**.



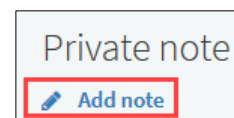
Add notes and tags to items in your Collection

These notes and tags are **private** and are not visible if the item is added to a Resource List.

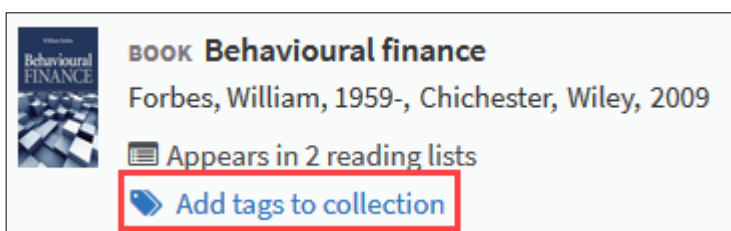
1. Open on the drop down menu on the left-hand side, and select **Collection**.



2. To add a **note**:
 - a. Click on the item you wish to add the note to.
 - b. Scroll down to the **Private note** section and click on **Add note**.
 - c. Type your note and click on **Save**.



3. To add a **tag**:
 - a. Go back to your **Collection**, scroll to a resource and click on **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.



10. Send your list for review and publish

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

Send your list to the Library for review



Click on **Request Library review** button (near the top of the screen). When you send a list, the Library will check current holdings and e-book availability and purchase any new ebooks or print copies for Essential and Recommended items, provide copyright-compliant digitisations (if requested) and check all links on a list work as expected.

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

i Once you've published your list, every time you add new items to a list, you must click on **Request Library review** **IF** you want the Library to act. If there's no action required from the Library, you don't need to send the list for review.

Publish your list

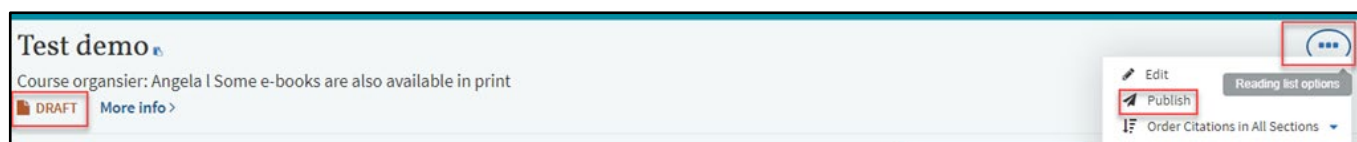
You are now ready to publish your list. **You need to do this in order to make your list visible to students.**

Remember that lists can be accessed without a University login. If you would like your list restricted to staff and students please contact Library. Learning@ed.ac.uk

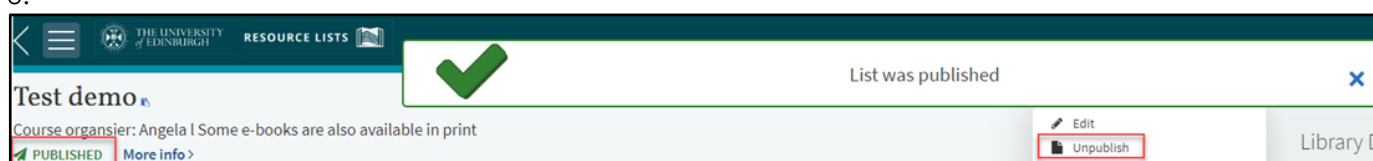
Unpublished lists have a status of **Draft** and can only be viewed by list creators and collaborators.

To publish a list:

1. Click on the three dots (the reading list options menu) at the top of your list, then select **Publish**.



2. When your list has been published. Draft (in orange) will change to Publish (in green). Click on **Unpublish** in the reading list menu if you want to unpublish your list.
- 3.



To make your list available to students in Learn, make sure:

1. The Resource List is published
2. The list is associated with the correct course code
3. The Resource Lists link in Learn is made available to students.

Help

- 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

If you require this document in an alternative format, such as large print or a coloured background, please contact Library Learning Services at Library.Learning@ed.ac.uk



Library Learning Services, University of Edinburgh, June 2023

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