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1. Log in to Resource Lists

1. Go to the Resource Lists homepage - [http://resourcelists.ed.ac.uk](http://resourcelists.ed.ac.uk) - and click on Guest in the top left-hand corner to log in using your EASE username and password.

You will see the Leganto welcome screen the first time you log in to Resource Lists:

![Welcome to your reading lists](image.png)

Once you’ve created a Resource List, you can access it via your course Learn page.

2. Add the Cite It! bookmark tool

You can use the Cite It! tool to add websites, journal articles, or any books not currently held by the Library. This section will show you how to install Cite It!

1. Make sure the bookmarks toolbar is visible at the top of your browser. If it is not there, please see the instructions at the end of this guide.

2. Click through the Leganto welcome screen and follow the guidance to drag and drop the Cite It! button into your bookmarks toolbar.

![Cite It!](image.png)

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

![Cite It! installed](image.png)
If you 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. Set up a new list

Resource Lists are visible to everyone, but only users with EASE logins can access resources. If you want to restrict access to your list to EASE users, please email library.learning@ed.ac.uk.

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

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

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

4. Now, if you wish, you can select a list **template** from the options provided. Select **Blank** if you want to create your own section headings.

5. At this stage, you can connect your Resource 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 course title into the search box, then clicking **associate & close**.

   Please note: These course details come from the University’s central systems. If you can’t find your course, please email library.learning@ed.ac.uk. You can select **not now** and continue setting up your list.

6. More than one list can be associated with the same course code.

7. The list needs to be associated with the course code for the link in the corresponding Learn course to work. When the list is associated to a course code it will appear in the list header. Make sure you associate your list with the correct year.
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),
- **Topics** (Research skills, Essay readings, etc),
- **Resource types** (Books, Key journals, etc).

💡 **Structure your list to reflect the course structure.** For example, if Lecture notes are organised by week, structure your list by week, so students can easily go between notes and the list to find readings. You may want to set up separate lists for ‘Further reading’ or ‘Essay readings’.

1. Click on new section.

2. Give your section a **title** and description (optional). For example, ‘Week 1’ and click on **create**.

3. You can now start adding resources to your list if you wish. However, we suggest setting up the structure first. You can add more sections by repeating the process above.

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.
5. Add resources to your list

1. Click on the + button at the top of the list.

2. This will open a panel to the right of your list. Use the first ‘Search’ tab to find any resources held by the Library (including books, ebooks, articles and journals) to add to your list.

Adding 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 the search panel.

💡 In many cases, if both a print book and an ebook are available, the ebook will be added automatically when you add the print book to your list.

If not, you can 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 ebook to your list.
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 the resources on your list!

For ‘Essential’ books, we’ll make sure there is one copy per 20 students. For ‘Recommended’ reading, it’s one copy per 40 students. No ‘Further Reading’ will be purchased automatically. You can request additional copies of ‘Essential’ or ‘Recommended’ reading, as well as purchase of ‘Further Reading’ on a title-by-title basis, using Library Discussion.

We also automatically move a number of ‘Essential’ items to HUB/Reserve.

**Prioritising items on your list**

1. Click on *Add tags to item*

2. From the drop-down menu, select ‘Essential’, ‘Recommended’ or ‘Further Reading’ and click on *save*.

**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, select it from the search results and click *add*.

   To edit the item details, click on *add & edit* instead. When you have finished modifying the details, click *save* to return to your list.
Adding a book chapter

To add a chapter from a book:

1. Search for and add the book (physical or electronic) to your Resource List (as described above).

2. Click on the book you have just added.

3. Scroll down to the Public note section and click on Add note.

4. Now enter the chapter details (e.g. ‘Please read: Chapter 4, pp. 125-139’ and click save.

5. Click on the x on the top-left on the item panel to return to your Resource List. The note instructing students which chapter to read will appear underneath the item.

Adding a website

1. Go to a website (e.g. www.bbc.co.uk) you would like to add to your list.

2. Click on the Cite It! button installed in your bookmarks toolbar.

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 of the pop-up window:
   a. Select Add to: List
   b. Select your Resource List from the drop-down menu
   c. Click add & close

① The public note can be used to provide further information to students. For example, to add information about which pages/chapters to read, or provide specific questions to focus on.
6. Use your list to request a book purchase

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 to review, we will use the information provided to purchase the book or source access to the journal article.

💡 Use your Resource List to request book purchases instead of using the online Resource Purchase Request form.

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 or another library catalogue or bookseller).

1. Go to an external 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 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
   c. Click **add & close**
4. Select a tag (Essential, Recommended or Further reading) and click **Save**.
5. When you have finished editing your list, click on **send for review** to send your Resource List to the Library. The Library will order new items to meet ratios based on student numbers and priority.
6. The Resource List will be updated when the new book arrives, or ebooks or articles become available.

Library discussion

Add a note in the ‘Library Discussion’ field of the item if you have any special instructions for the Library (e.g. about which edition to buy). Students won’t be able to see this note. When you finished editing your list send it for review. The Library won’t see the note if you don’t send the list.

💡 Use **Library Discussion** to let the Library know if you would like to request a ‘Further reading’ item. There is no automatic purchase of ‘Further reading’ but you can use ‘Library discussion’ to request purchase on a title by title basis.
7. Use your list to request a digitisation

The Library’s Ereserve team provide copyright-compliant digitisations for teaching. Using your Resource List, you can request digitisations of ‘Essential’ and ‘Recommended’ book chapters, pages, or journal articles.

Please note: You can also request digitisations from items not yet held by the Library. See page 7 for guidance on adding an item that the Library doesn’t own, then place a digitisation request in the same way.

1. If the book or journal article isn’t already on your list, first add it to your Resource List (see section 5).
2. Click on Add tags to item.
3. Select a priority (Essential, Recommended or Further reading) AND the Digitisation request tag and click Save.
4. To tell the Library which pages you’d like digitised, click on the book or journal to view the item details.
5. Click on Library Discussion in the right-hand panel.
6. Add a note to tell the Library which pages and chapter to scan and click submit comment.

This service is provided under the University’s Copyright Licensing Agency (CLA) licence. If you would like to know more, see the E-reserve page: http://edin.ac/1EYxZv8
8. Editing a Resource List

Filter and Search your Resource List

You can filter or search your list by using the two buttons in the menu bar towards the top of the list.

1. To filter the items on your list:
   a. Click on the filter icon
   b. Filter your list by:
      i. Sections
      ii. Tags
      iii. Types
      iv. Other (‘Has due date’, ‘Likes’, ‘Marked as read’ or ‘Not marked as read’)

2. To search the items on your list:
   a. Click on the search icon
   b. Type your search terms into the search box

View and edit citation information

1. Click on the citation, then click on Edit to change any of the item’s details.
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.

![Citation Example]

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).

![Section Example]

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

![Section Example]

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: Bag It

If you want to move more than one citation, ‘Bag It’ is a useful feature. You can collect citations or sections 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 – these will appear in My Bag in the right-hand panel.

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

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. Select a colleague from the drop down list, decide if they should be given permissions to manage or edit the list and then click Send invitation.
Deleting your list

1. 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 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.
9. Add resources to My Collection

You can save resources at any time to add to your Resource List at a later date. This can be done by adding items to My Collection rather than directly to a Resource List.

1. Using the Cite It! button, follow the guidance in section 6 up to step 4.

2. At the bottom of the pop-up window:
   a. Select Add to: Collection
   b. Click add & close

Add an item from My Collection to your Resource List

1. Go to your Resource List.

2. Click the + button and select the My Collection tab.

3. Click on your chosen item from My 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 My Collection

These notes and tags are private and won’t be visible if the item is added to a Resource List.

1. Click on the My Collection tab in the left-hand panel.

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 My 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 building or updating your list, remember to send it to the Library.

**Send your list to the Library**

Click on **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!

Once you’ve published your list, every time you add new items to a list, you must click on **send list for 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.**

To publish a list:

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

**Please note:** Unpublished lists will have a status of ‘Draft’ and can only be viewed by list creators and collaborators.

1. 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 List link in the Learn menu is unhidden
Appendix: Add 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 at the top of the screen and select **Favourites bar.**

Add the bookmarks toolbar in Firefox

Click on the bookmarks icon, then click on **Bookmarks.**

Next, click on **Bookmarking tools**

Then, click on **View Bookmarks Toolbar**