

Make purchase requests using Resource Lists

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



RESOURCE LISTS

Resource Lists are the Library's preferred route for managing purchase and digitisation (scanning) requests for teaching.

The guidance below is for Course Organisers who want to submit purchase requests throughout the year and who may not have used [Resource Lists](#) before.

If you update your 2021/22 Resource List and use the '**Send list review**' button, the Library will submit purchase requests for all Essential and Recommended items on your list to check for e-book availability and if no suitable e-book is available, we'll purchase 1 print copy to allow for scanning.

More information on [Manage your course reading 2021/22](#)

New items required in time for the start of each Semester should be submitted by the deadline (**5 July 2021 or 18 October 2021**). Any other new items can be added to Resource Lists and requested throughout the year. Requests will be processed by date received.

Remember to use the '**Send list for review**' button at the top of your Resource List when you've added your purchase requests to a list.

This guide is for Course Organisers and will describe how to use your Resource List to make purchase requests for:


1. New items not held by the Library
2. An e-book version of a print book already held by the Library
3. A new edition of a book

This guide will also describe:

4. How to set up or request a Resource List (if there isn't an existing list) for your course
5. Where to go for further help and information.

Adding new items to your list

You can add new items that you would like the Library to purchase or check for e-book availability from DiscoverEd (if we already hold a print copy or earlier edition) or from a bookseller website eg Blackwell's or Amazon or other Library catalogue eg Worldcat.

 **Watch this video!** How to Edit your Resource List : <https://www.ed.ac.uk/information-services/research-teaching-staff/resource-lists/user-guides>

Cite it!

Before you make a purchase request using your Resource List check you have added the Cite it! Tool to your browser toolbar. Cite it! allows you to add items not held by the Library to your Resource List.

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

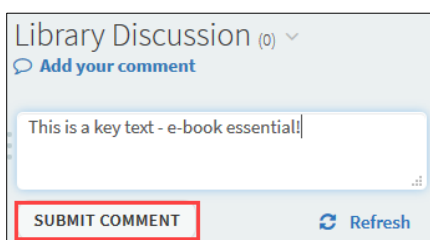
Library Discussion

Use **Library Discussion** on your **Resource List** to provide the **Library** with any **additional information** about your request. You can add a note to the **Library Discussion** at **citation level** or at **list level**. These notes aren't visible to students.

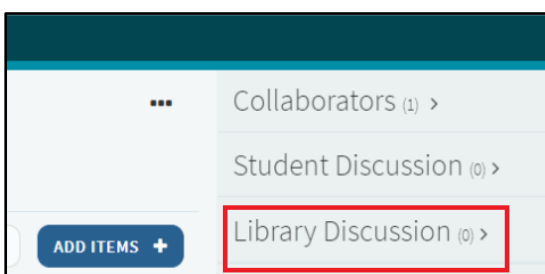
Click on a citation to see **Library Discussion** for an individual citation, the right hand pane.



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**.



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.



1. Make a purchase request for a new item not held by the Library

Use the **Cite it! tool** to add books the **Library** doesn't currently hold to your list from bookseller websites eg Amazon or Blackwell's or from other library catalogues eg WorldCat.

The citation you add using the **Cite it!** tool will capture all the item metadata the **Library** needs to place an order and will act as a placeholder on the **Resource List**. The **Library** will replace this citation when the new book is available.

We will purchase the most recent edition available. If you want to request a specific edition use the **Library discussion to provide details.**

Step by step:

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. Select the section you want to add the item to
 - d. Click **Add & Close**
 - e. Click on the link **List page** – this will take you to your Resource List.
4. On your Resource List, add a '**Purchase request**' tag to the new citation and add a priority 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 relating to your request.
 6. Add any other items you would like the Library to purchase to your Resource List in the same way and when you've finished click on the '**Send List for review**' button at the top of your list.
 7. The Library will check your Resource List for recent changes, identify the new items added and process any purchase request (s).
 8. The Library will notify you if an item requested is not available otherwise, the book(s) requested will be added to your Resource List when available.

i When you use Cite it! to add a new item to your Resource List, if the Library already holds the item, you'll see a green, 'Covered by your Library' flag on the pop-up window. If you add this to your list it will automatically link to the existing item record in DiscoverEd.

2. Make a purchase request for an e-book version of a print book already held by the Library

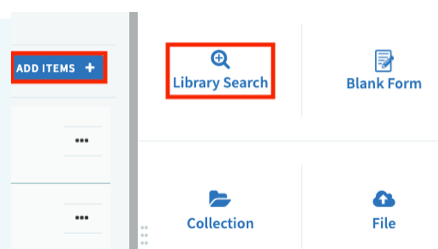
If you want the Library to check for ebook availability of a print item we already hold, add the print citation to your Resource list if it has not already been added. **Tag it** and **send the list for review**. You don't need to ask the Library to check for an e-book, we'll do that automatically.

Step by step:

There are two ways to add items to your list from DiscoverEd:

1. 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.



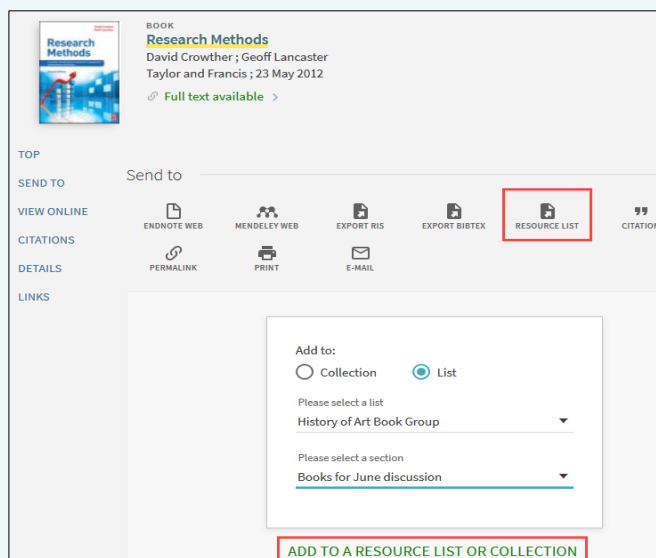
This search works just as if you were searching DiscoverEd. Use title and author keywords to find resources. Filters are available to narrow your search and electronic and print availability is highlighted. There is also an advanced search option.

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**
- c. Add a **Purchase request** tag and add a priority tag, **Essential, Recommended or Further reading**
- d. Save.

2. 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 and select the Appropriate section**.
5. Go to your list, the item will have been added to the section selected.



When you have added the item you want the Library to check for e-book version:

1. Add a '**Purchase request**' tag to the new citation
2. Add a priority tag; **Essential, Recommended or Further reading**
3. Add any additional information using Library discussion
4. Click **Save**
5. Add any remaining purchase requests
6. Use the '**Send List for review**' button at the top of the list
7. The Library will check your Resource List for recent changes, identify the new items added and process any purchase request (s).
8. The Library will notify you if an item requested is not available otherwise, the book requested will be added to your Resource List when available.

3. Make a purchase request for a new edition of a book

You have two options to make a purchase request for a new edition of a book:

1. Follow the steps in 1. Make a purchase request for a new item not held by the Library ...
2. Follow the steps in 2. Make a purchase request for an e-book version of a print book..

Step by step:

1. If it's not already on your list, add the required item
2. Add a '**Purchase request**' tag to the citation
3. Add a priority tag; **Essential, Recommended or Further reading**
4. Use Library discussion to provide details on the edition required.
5. Click **Save**
6. Add any remaining purchase requests
7. Use the '**Send List for review**' button at the top of the list
8. The Library will check your Resource List for recent changes, identify the new items added and process any purchase request (s)

9. The Library will notify you if an item requested is not available otherwise, the book requested will be added to your Resource List when available.

4. How to set up or request a Resource List (if there isn't an existing list for your course)

If your course doesn't have a Resource List you have two options:

1. You can set up a new list yourself, add items and send the list for review, or
2. Contact the Library to set up a Resource List for you.

 **Watch this video!** Get started: 10 Steps to Publishing a Resource List <https://www.ed.ac.uk/information-services/research-teaching-staff/resource-lists/user-guides>

Whichever option you select, the Library will take the same actions and submit purchase requests for all Essential and Recommended items on your list to check for e-book availability and if no suitable e-book is available, we'll purchase 1 print copy to allow for scanning. We'll then pass the list back to you so you can review, update it and make it available to students via the corresponding Learn course.

5. Further help and information

- 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 Microsoft Teams contact:** Library.Learning@ed.ac.uk