

Manage your course reading

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




Resource Lists are the Library's preferred route for managing the provision of course reading.

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

1. **Add** a new resource to your list
2. Request a **book purchase**
3. Request **book moves** to HUB or Reserve
4. Request a copyright-compliant **digitisation**

Add a resource to your list

1. Click on the plus icon  near the top of the screen.
2. You have two options to add items the Library holds:
 - a. Search for your item. This is exactly the same as searching DiscoverEd, so everything the Library holds can be found here.
 - b. Add a citation from 'My Collection'.
3. When you have found your item, you can simply drag and drop it into your Resource List. Alternatively, click on the item in the search results, choose a section from the drop-down menu and then click **Add**.
4. The third option is to create your own citation. Click on **Create**, enter the item information, then choose which section of the Resource List you'd like to add it to.

Request a book purchase

If you have a Resource List, the Library will check every citation against current holdings and **automatically purchase** new or additional copies of books to meet ratios. The number of copies purchased is based on the priority given to the book and the number of students on the course. 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. But you can request purchase of 'Further Reading' on a title-by-title basis using **Library Discussion**.

Remember: tag your list items to help the Library buy the correct number of copies.

Please note: the Library has an **e-preference** policy. If a suitable ebook is available it will be purchased instead of any additional or new print copies.

Request book moves to HUB or Reserve

If you have a Resource List, the Library will check every citation and **automatically** distribute copies of 'Essential' and 'Recommended' books across HUB Reserve, Short and Standard Loan. If you want to move extra books to Reserve during the year, add the title to your list, tag it 'Essential', and click send list for review [SEND LIST FOR REVIEW](#) to send it to the Library and we'll move copies to Reserve.

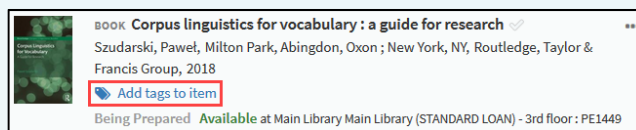
You can use **Library Discussion** to send a message to the Library about individual items on your list. Use this to let us know if you have any special instructions for book purchases or book moves.

The Library Discussion panel will appear in the right-hand panel when you click on any Resource List citation. Type in your comment, click submit, then send your list to the Library for review when you've finished editing your list.

Request a digitisation

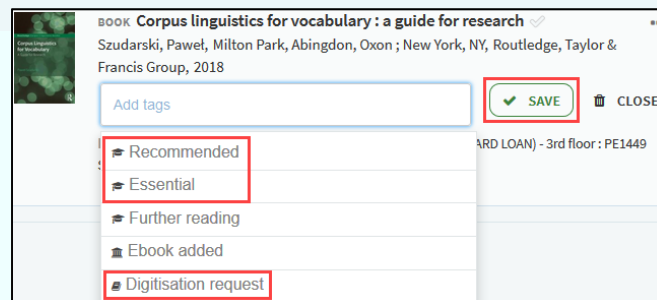
The Library's Ereserve team provide copyright-compliant digitisations for teaching. Using your Resource List, you can request digitisations of 'Essential' and 'Recommended' book chapters, pages, or journal articles.

1. If the book or journal article isn't already on your list, first add it to your Resource List (see section above).



2. Click on **Add tags to item**.

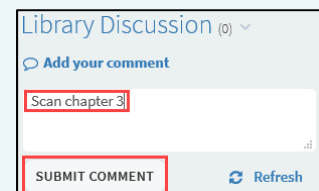
3. Select a priority (**Essential** or **Recommended**) and the **Digitisation request** tag and click **Save**.



4. Now you can tell us which pages you'd like digitised. First, 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**.



Send your list to the Library

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

Click on **send list for review** [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!



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