This guide is for Course Organisers and has been updated in response to Covid-19 and the move to hybrid and online teaching in Semester 1 2020/21. It will explain how the Library will manage the provision of course reading and show how to:

1. Add a new resource to your list
2. Request a book purchase or check for e-book availability
3. Request a copyright-compliant digitisation

For help editing a list (adding, moving and deleting citations):

Watch this video! How to edit your Resource List: https://edin.ac/2YckxFQ

Resource Lists Service Summary for Semester 1 2020/21

- Resource Lists are the Library’s preferred route for managing the provision of course reading.
- **Essential readings should be available to students online.**
- The Library will check e-book availability for ALL Essential and Recommended items.
- For Semester 1 2020/21 multiple copies of print books will not be purchased. Single copies will be purchased to allow for copyright-compliant digitisations.
- **If a suitable e-book is not available** for an Essential item and chapter details and/or page numbers are included to highlight key readings for students, the Library will automatically try to source a copyright-compliant digitisation of the relevant chapter/pages.
- The Library will link copyright-compliant digitisations to the corresponding citation(s) on Resource Lists and add a Digitisation available tag to highlight availability to students.
- Course organisers can use their Resource Lists to highlight key texts for which they would like the Library to carry out additional e-book checks.
- **The Library will prioritise** Essential readings, followed by Recommended readings.
- **Further reading** will not be prioritised.
- Single copies of new Essential and Recommended print books will be located in Reserve and Short Loan respectively. Existing print holdings will be moved to Reserve or Short Loan as access to buildings allows.
- Resource Lists with more than 200 citations will be managed in consideration of resource, time and budget.
- If a title is not available as an e-book or covered by the CLA licence and a scan can’t be provided, Course organisers will be notified and advised to contact their Academic Support Librarian (ASL) as soon as possible if they require help in selecting an alternative text.
- The Resource Lists Framework https://edin.ac/31svpJ describes how the Library uses Resource Lists to manage the provision of Library materials for teaching and outlines suggested good practice.
- Resource Lists should be sent to the Library to be reviewed or set up for Sem 1 2020/21 by 13th July to allow for sufficient time to provide access to materials. Lists received after this date will be still be reviewed/set up but there may be delays in providing access to some readings for the start of Sem 1.
- New Resource Lists for 2020/21 can be sent to the Library via the online form: https://edin.ac/resource-list-request-form
1. Add new items to your Resource List

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

Add new items from within the Resource List

1. Click on the + button at the top of the list.
2. This will open a pane to the right of your list. Click on the 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 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 or collection.
5. When you go to your list, the item will have been added to the section selected or to your collection.
2. Request a book purchase or check for e-book availability

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.

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, another library catalogue or bookseller, e.g. Amazon or Blackwell’s).

**Watch this video!** How to add the Cite it! tool: [https://media.ed.ac.uk/media/1_xkvttqbw](https://media.ed.ac.uk/media/1_xkvttqbw)

1. Go to the appropriate website and find the book you wish 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. Click *Add & close*
4. Select a 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.

Library discussion (for list owners and Library staff)

You can add a note to the Library Discussion at citation level or list level. These notes aren’t visible to students.

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.

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 (e.g. this is a key text, e-book essential).

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.

**Remember to send your list for review – the Library won’t see the notes if you don’t send the list!**
3. Request a copyright-compliant 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.

For Semester 1 2020/21 hybrid and online courses, all Essential and Recommended Digitisation requests will be checked for e-book availability and if a suitable e-book is available this will be provided instead of a scan.

A Digitisation available tag will be added to citations by the library to highlight availability to students. Students can also filter their lists to easily find digitisations of key chapters/pages.

Additional information is provided in the guide: Your Resource Lists and Copyright: https://edin.ac/2zl9wcT

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

2. Click on Add tags to item.

3. Select the priority, then select the Digitisation request tag and click Save.
4. 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 what you’d like digitised. Remember to include the page numbers and chapter or article title. It’s important to include the chapter title as page numbers can vary with editions.

7. Click on Submit comment.

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.

Managing Reserve

For Semester 1 2020/21 hybrid and online courses:

Single copies of new Essential titles purchased will be located in Reserve in the Main Library or relevant site library.

Single copies of new Recommended titles will be located in Short Loan of the Main Library or relevant site library.

Existing print holdings will be moved to Reserve or Short Loan as access to buildings allows.

Send your list to the Library

When you’ve finished updating your list for 2020/21, send it to the Library for review by 13th July.

Click on the send list for review button (at the top of the list). When you send a list, the Library will check current holdings and e-book availability, purchase a single copy of items not held, try to source copyright-compliant digitisations of key chapters/pages and link these to list citations as they become available.

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

Help and support

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/2Nyfbwi

For help with Resource Lists or to arrange a support call via Teams contact: Library.Learning@ed.ac.uk

Library Learning Services, University of Edinburgh. June 2020

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