

Reading Lists Online guide for Academic Staff

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Getting started

Reading Lists Online is a browser based system for creating, managing and publishing your reading lists. The system used at QMUL is called Talis Aspire, and will be referred to in this guide as RLO (Reading Lists Online).

Creating a profile

Login to RLO at <http://lists.library.qmul.ac.uk> using your IT username and password. When first logging in, you will need to set up your profile using your QMUL email address. You can set your profile as public or private – if public, only your name, email address and profile image will be searchable and this can help students trying to find your reading lists.

Edit Profile

[View Profile](#)

First name:*	<input type="text" value="An"/>	 About your profile image The profile image comes from an external service, Gravatar, and is based on the first email address provided in your profile. Gravatar is a globally recognised avatar site which allows you to define an avatar image that follows you from site to site. To change this image you must visit gravatar.com : Visit Gravatar.com
Surname:*	<input type="text" value="Academic"/>	
Email address:*	<input type="text" value="An.Academic@qmul.ac.uk"/>	
	+ Add another email	
I'd describe myself as:*	<input type="text" value="an academic"/>	
Privacy	<input checked="" type="radio"/> My profile is public. Internet users can search and discover me by searching or finding content that I create or manage <input type="radio"/> My profile is private. Only administrators can review it	
<input type="button" value="Save profile"/> <input type="button" value="Cancel"/>		

Once your profile is created, please send an email to library-rlo@qmul.ac.uk to receive permissions for creating and editing reading lists for your modules.

Installing the bookmark button

When added to your browser, the bookmark button allows you to capture resources from around the web and add them to your 'My Bookmarks' page or directly to a reading list. We recommend using either Chrome or Firefox to access RLO. Check that your browser has a visible bookmarks bar, you may need to adjust this in the bookmarks settings. Navigate to the **My Bookmarks** area in RLO and select **Install Bookmark Button** in the top right.

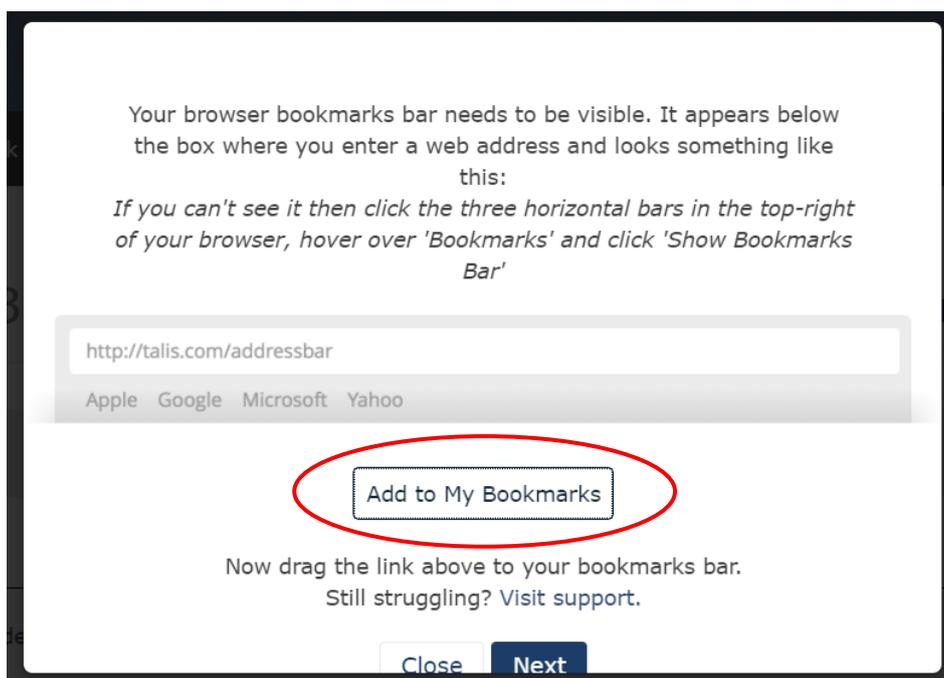
My Bookmarks 1 to 25 of 341

Add

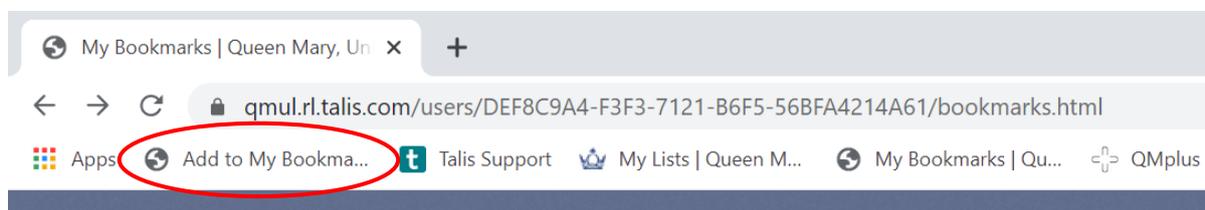
Action

Install Bookmark Button

A pop up will appear, drag and drop the **Add To My Bookmarks** box onto your browser's bookmarks bar.



The button should then appear on your bookmarks bar something like this:



Adding Bookmarks

Once you have installed the bookmark button, you can begin gathering resources to add to your reading lists. You can bookmark a wide range of resources including books and ebooks, articles, videos, audio and webpages – an example list with different types of resources can be found [here](#).

The library has [produced a guide](#) highlighting some key online library resources across all faculty areas. It also provides information about some of the other things to consider when building your readings lists, to help make sure our students get immediate access to the resources that you have selected.

Bookmarking library resources

The first place to check for reading list material is the [library catalogue](#). If the library already has access to a book or article, bookmarking from the catalogue will ensure that correct availability is displayed, and students will be prompted to login to view online resources. Once you have located the item you want to bookmark, click on the bookmark button and you will be shown the data captured from the library catalogue. The example below is for an ebook, but the process is the same for print books.

The screenshot shows a web browser window with the URL `search.library.qmul.ac.uk/iii/encore/record/C__Rb1514280_Slibraries_P0%2C2__Orightresult_U_X7?lang=eng...`. The browser's address bar and tabs are visible, with the 'Add to My Bookma...' button circled in red. The page content includes the Queen Mary University of London logo, navigation links (Databases, E-Journals, Reading lists online, Archives Catalogue, Help), and a search bar containing the word 'libraries'. Below the search bar, there is a 'Back to results' link and a list of search results. The first result is 'Libraries : a design manual / Nolan Lushington, Wolfgang Rudolf, Liliane Wong ; contributions by Norma Blake [and eight others]'. This result includes the author 'Lushington, Nolan, author.', the format 'E-Book | Birkhäuser | 2018', and a 'Click to View' button. To the right of the result, there are 'Additional actions' (share and email icons). Below the result, there is a 'More Details' section with a description: '1 online resource (264 pages) : illustrations (some color), photographs text rdacontent computer rdamedia online resource rdacarrier'. A note below the description states: 'Includes indexes. Description based on online resource; title from PDF title page (ebrary, viewed May 19, 2016)'. On the right side of the page, there are sections for 'Browse Results' (Previous result: 'Libraries : architecture and equipment / Michael Brawne ; ...', Next result: 'User experience (UX) design for libraries / Aaron Schmidt ...'), 'Recently Added:' (People looking for this, may want these recent additions: 'An introduction to network programming with Java : Java 7 ...', 'Israelite prophecy and the Deuteronomistic history ...').

The bookmark screen shows you all the data captured from the library catalogue. As this example is an ebook, this also includes the correct URL that will prompt students to login. Bookmarking directly from the homepage of the ebook can sometimes cause authentications issues, these can be avoided by bookmarking directly from the catalogue.

At this stage you can either create the bookmark, or create and add it to an existing reading list. In both cases, the bookmark will be stored in your **My Bookmarks** area.

Reading Lists Online

Home My Lists My Bookmarks Reviews Feedback Admin Reports Chantal Tucker

Bookmarking from QMUL Encore

Book

* Required field
Resource Type *
Book

Title *
Libraries: a design manual

Author (first name, surname)
Nolan Lushington Remove | Single Field

Date
2018 Remove

Pub place
Basel, [Switzerland] Remove

Publisher
Birkhäuser Remove

Web address (Online Resource)
https://ebookcentral.proquest.com/lib/gmul-ebooks/detail.action?docID=4508503 Remove

Online Resource: Link to Add field: Author Add Lookup: DOI Lookup

Note

Create **Create & Add to List** Cancel

If you select **Create & Add to List** you can select both the reading list and section you wish to add the item to, add notes and assign an importance. If you select **Create** these can all be done later.

Create & Add to List

Add to list
Jane Eyre (2020-2021 Academic Year)

at the top of
 at the bottom of

The list
The list
Week 1
Reading for the essay

Importance

Note for library

For articles, the process is very similar. Search for the item in the library catalogue and open the item page.

The screenshot shows the Queen Mary University of London library search interface. At the top, there is a navigation bar with links for Databases, E-Journals, Reading lists online, Archives Catalogue, and Help. Below this, the search bar contains the text "Teaching Online: Issues of Equity" and a play button icon. To the right of the search bar are links for "My Cart (0 items)", "My Account", and a "Logout" button. Below the search bar, there is a suggestion: "Did you mean: teaching in an age of ideology?". There are two search filters: "Local Search" and "Global Search". The results section shows "Results 1 - 25 of 252 for Teaching Online: Issues of Equity" and "Sorted by Relevance | Date". A "Refine by:" section on the left includes checkboxes for "Library Catalogue (1)", "Online Resources (251)", "Full Text", and "Peer Reviewed". The main result is "Teaching Online: Issues of Equity and Access in Writing-centric Formats" by Madden Jaime, from the journal "Feminist Studies, 46(2):502-509". To the right of the result is a "Full Text Finder" button and "Additional actions" (bookmark and email icons).

On the item page, click on the bookmark button to open the bookmark screen.

The screenshot shows the detailed record page for the article "Teaching Online: Issues of Equity and Access in Writing-centric Formats". The browser address bar shows the URL: "eds.b.ebscohost.com.ezproxy.library.qmul.ac.uk/eds/detail/detail?vid=0&sid=4f36d803-b20c-4b82-a5...". The bookmark button is circled in red. The page content includes a "Detailed Record" section with a "Full Text Finder" button. The article details are as follows:

Authors:	Madden Jaime
Source:	<i>Feminist Studies</i> . 46(2):502-509
Publisher Information:	Feminist Studies, Inc., 2020.
Publication Year:	2020
Document Type:	research-article
Language:	English
ISSN:	00463663
DOI:	10.15767/feministstudies.46.2.0502
Access URL:	https://www-jstor-org.ezproxy.library.qmul.ac.uk/stable/10.15767/feministstudies.46.2.0502
Rights:	© 2020 Feminist Studies, Inc.
Accession Number:	edsjsr.feministstudies.46.2.0502
Database:	JSTOR Journals

The bookmark will capture both article and journal data, with journal data shown in a separate tab. Again, there is the option to create the bookmark, or to add it directly to an existing reading list.

The screenshot shows the 'Reading Lists Online' interface. At the top, there is a navigation bar with links for Home, My Lists, My Bookmarks, Reviews, Feedback, Admin, Reports, and a user profile for Chantal Tucker. The main heading is 'Bookmarking from EBSCOHost'. Below this, there are two tabs: 'Article' (selected) and 'Is part of Journal'. A 'Required field' section contains a 'Resource Type' dropdown menu set to 'Article' and a 'remove' button. The form includes several input fields: 'Title' (filled with 'Teaching Online: Issues of Equity and Access in Writing-centric Formats'), 'Author (first name, surname)' (filled with 'Madden'), 'Date' (filled with '2020'), 'DOI (Online Resource)' (filled with '10.15767/feministstudies.46.2.0502'), 'Issue' (filled with '2'), 'Page start' (filled with '502'), and 'Volume' (filled with '46'). Each of these fields has a 'Remove' button to its right. At the bottom of the form, there is a section for 'Online Resource' with a checked 'Link to' option, an 'Add field:' dropdown set to 'Author', an 'Add' button, a 'Lookup:' dropdown set to 'DOI', and a 'Lookup' button. Below the form is a 'Note' text area and a row of buttons: 'Create', 'Create & Add to List', and 'Cancel'.

You can also bookmark from the full text of a journal article which will capture the same information. Check that the link you are bookmarking from contains both 'ezproxy' and 'qmul' as this will ensure students can view the article by logging in with their QM credentials.

The screenshot shows a web browser window displaying a JSTOR article page. The address bar shows the URL 'www.jstor.org.ezproxy.library.qmul.ac.uk/stable/10.15767/feministstudies.46.2.0502#metadata_info_...', with the 'ezproxy.library.qmul.ac.uk' portion circled in red. The page header includes 'Access provided by Queen Mary University of London'. Below this is the JSTOR search bar and navigation options. The article title is 'Teaching Online: Issues of Equity and Access in Writing-centric Formats' by Jaime Madden. The journal information is 'Feminist Studies, Vol. 46, No. 2 (2020), pp.'. On the right side, there are buttons for 'Share', 'Save', and 'Download PDF'. Below the article title, there is a section for 'Author Information' with a 'Download PDF' button.

Items not held in the library

You may wish to add books and other material not currently available in the library to your reading list. These can be bookmarked from publisher's catalogues, online book sellers or other library catalogues.



W E-books in Libraries by Kate Price x +

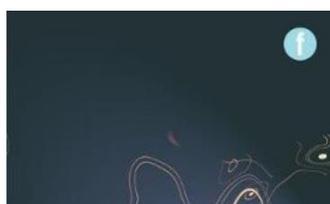
waterstones.com/book/e-books-in-libraries/kate-price/virginia-havergal/9781856045728

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This book can be found in:
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E-books in Libraries: A Practical Guide (Paperback)

Kate Price (editor), Virginia Havergal (editor)

[Sign in to write a review](#)

Reading Lists Online

Home My Lists My Bookmarks Reviews Feedback Admin Reports Chantal Tucker

Bookmarking from Waterstones

Book

* Required field
Resource Type *
Book

Title *
E-books in Libraries

Author (name)
Chris Armstrong Remove | Dual Field

Date
July 2008 Remove

Format
Hardcover Remove

ISBN-10
1856045722 Remove

ISBN-13
9781856045728 Remove

Publisher
Library Assn Pub Ltd Remove

Online Resource: Add field: Author Add Lookup: DOI Lookup

Note

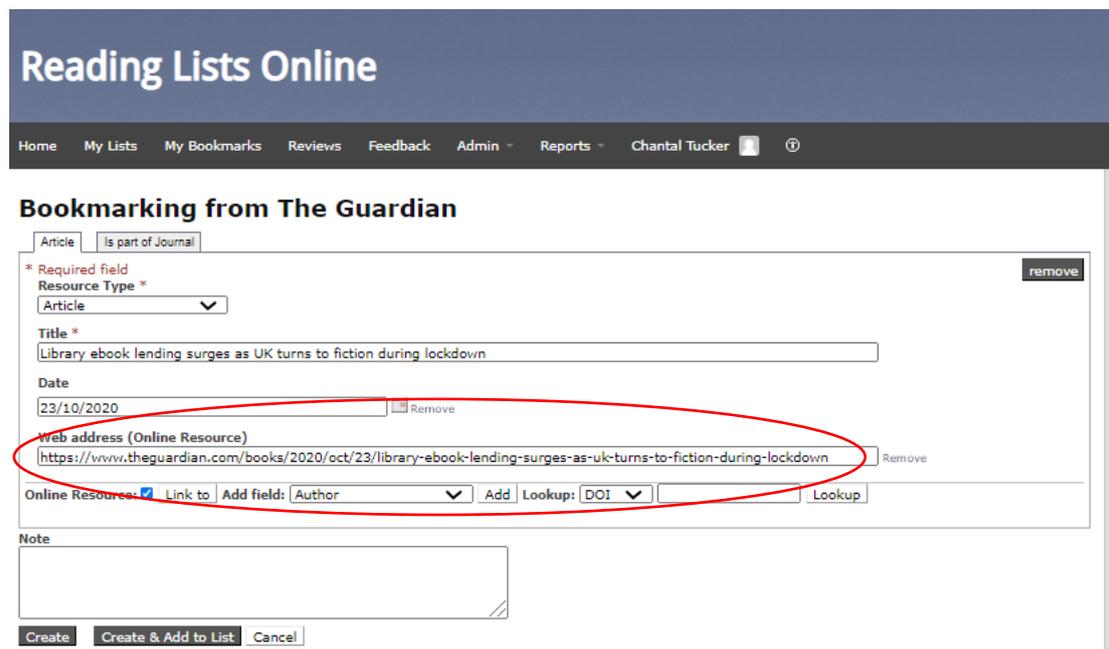
Create Create & Add to List Cancel

Bookmarking other online content

Most online content, including websites, videos, and free newspapers can be bookmarked using the bookmark button.



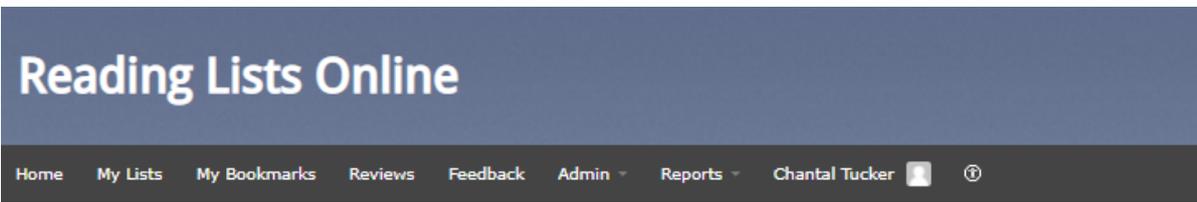
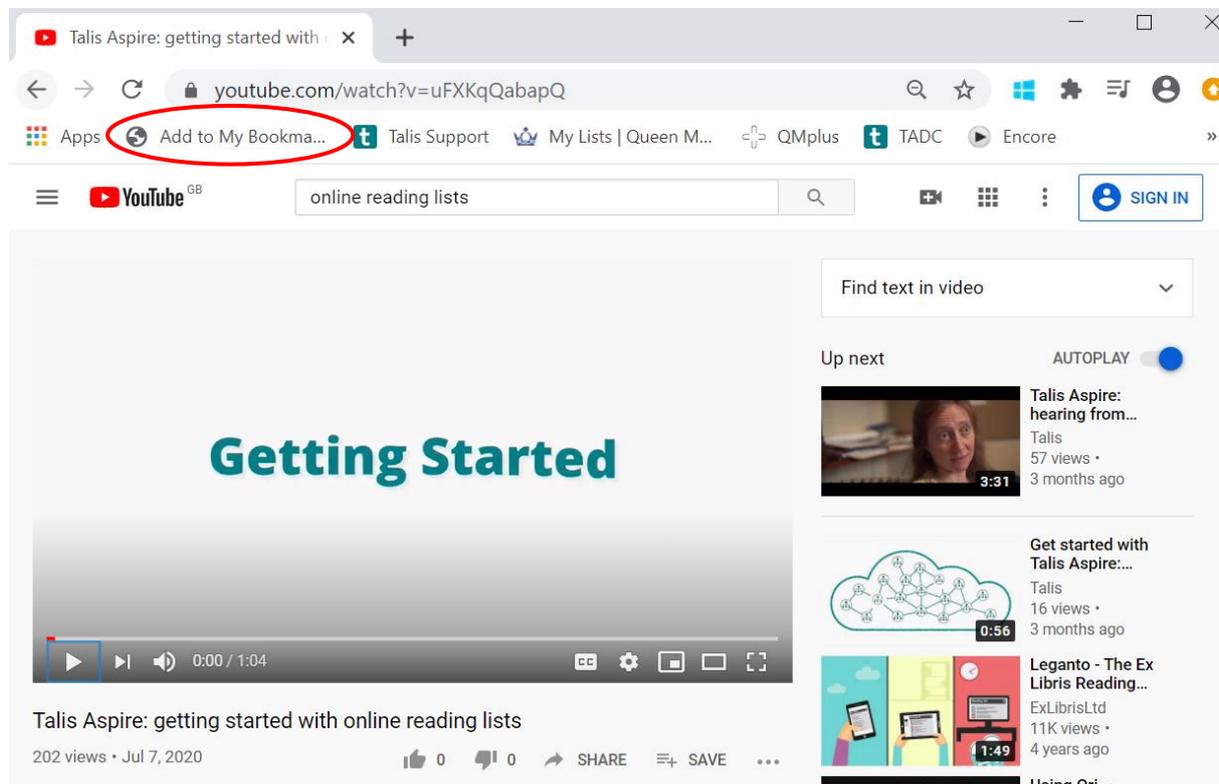
The screenshot shows a web browser window with the URL theguardian.com/books/2020/oct/23/library-ebook-lending-surges-as-uk-turns-to-fiction-during-lockdown. The page header includes "Support The Guardian" and navigation links for News, Opinion, Sport, Culture, and Lifestyle. The main article title is "Library ebook lending surges as UK turns to fiction during lockdown" by Caroline Davies. A red circle highlights the "Add to My Bookmarks" button in the browser's address bar area.



The screenshot shows the "Reading Lists Online" bookmarking interface. The form is titled "Bookmarking from The Guardian" and includes fields for "Resource Type", "Title", "Date", and "Web address (Online Resource)". The "Web address" field contains the URL <https://www.theguardian.com/books/2020/oct/23/library-ebook-lending-surges-as-uk-turns-to-fiction-during-lockdown>, which is circled in red. Below the form are buttons for "Create", "Create & Add to List", and "Cancel".

Data from the webpages will be captured wherever possible, and displayed in the same way as library resources. Check that the URL captured appears as expected. For publications that only allow a certain number of free accesses, it may be worth checking the library catalogue first and bookmarking a subscribed version to ensure student access.

Links to videos, from YouTube and elsewhere, can also be captured. Please ensure any content you bookmark is copyright compliant.



Bookmarking from Youtube

Audio-visual document

* Required field

Resource Type *

Audio-visual document ▼

Title *

Talis Aspire: getting started with online reading lists - YouTube

Web address

https://www.youtube.com/watch?v=uFXKqQabapQ Remove

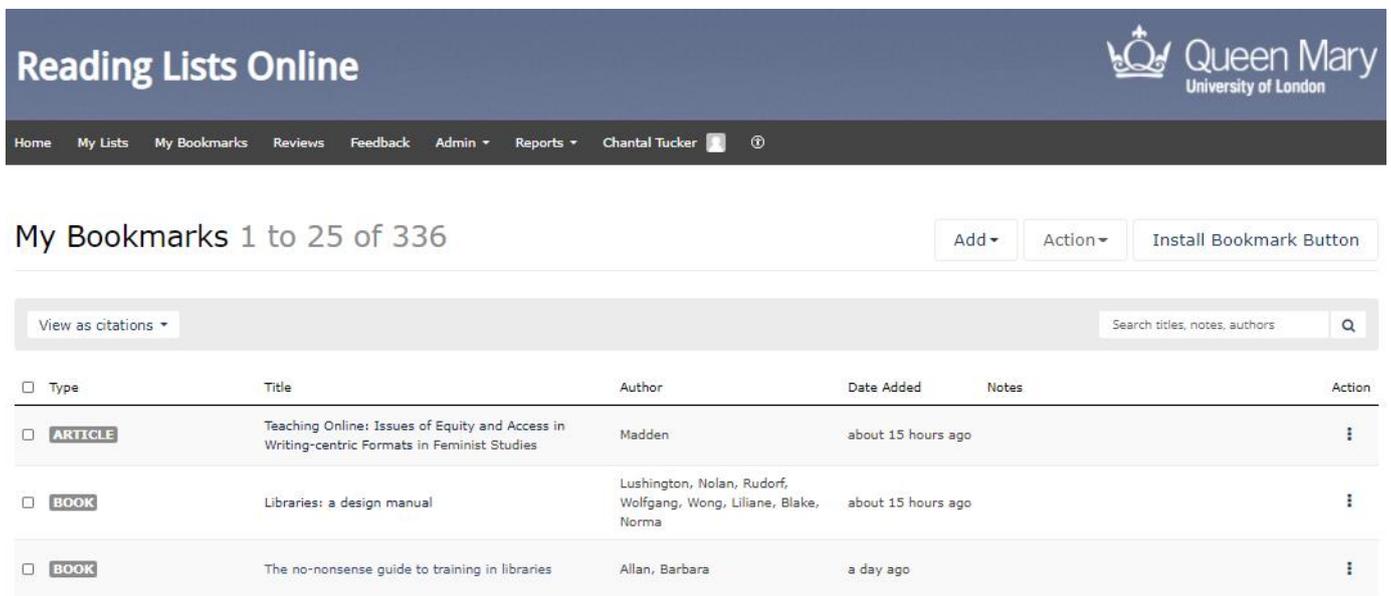
Online Resource: Add field: Author ▼ Add Lookup: DOI ▼ Lookup

Note

Create Create & Add to List Cancel

Viewing bookmarks

To view all the bookmarks you've created, go to the **My Bookmarks** tab in RLO. You can search and sort all your bookmarks here, view them in different citation formats and export them. You can also edit individual bookmarks using the three dots **Action** menu next to each item.



Reading Lists Online Queen Mary University of London

Home My Lists My Bookmarks Reviews Feedback Admin Reports Chantal Tucker

My Bookmarks 1 to 25 of 336

Add Action Install Bookmark Button

View as citations Search titles, notes, authors

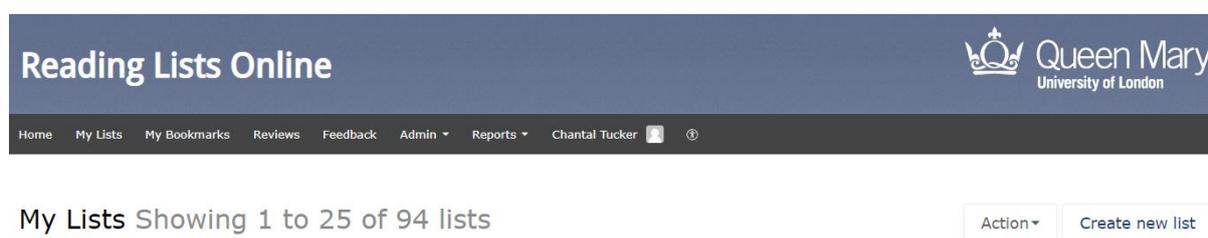
Type	Title	Author	Date Added	Notes	Action
ARTICLE	Teaching Online: Issues of Equity and Access in Writing-centric Formats in Feminist Studies	Madden	about 15 hours ago		
BOOK	Libraries: a design manual	Lushington, Nolan, Rudolf, Wolfgang, Wong, Liliame, Blake, Norma	about 15 hours ago		
BOOK	The no-nonsense guide to training in libraries	Allan, Barbara	a day ago		

Building a Reading List

Once you have created your profile and emailed library-rlo@qmul.ac.uk for editing access, you will be able to add your bookmarked resources to reading lists. There may be existing lists for your module that you wish to edit, or you may want to start a new reading list.

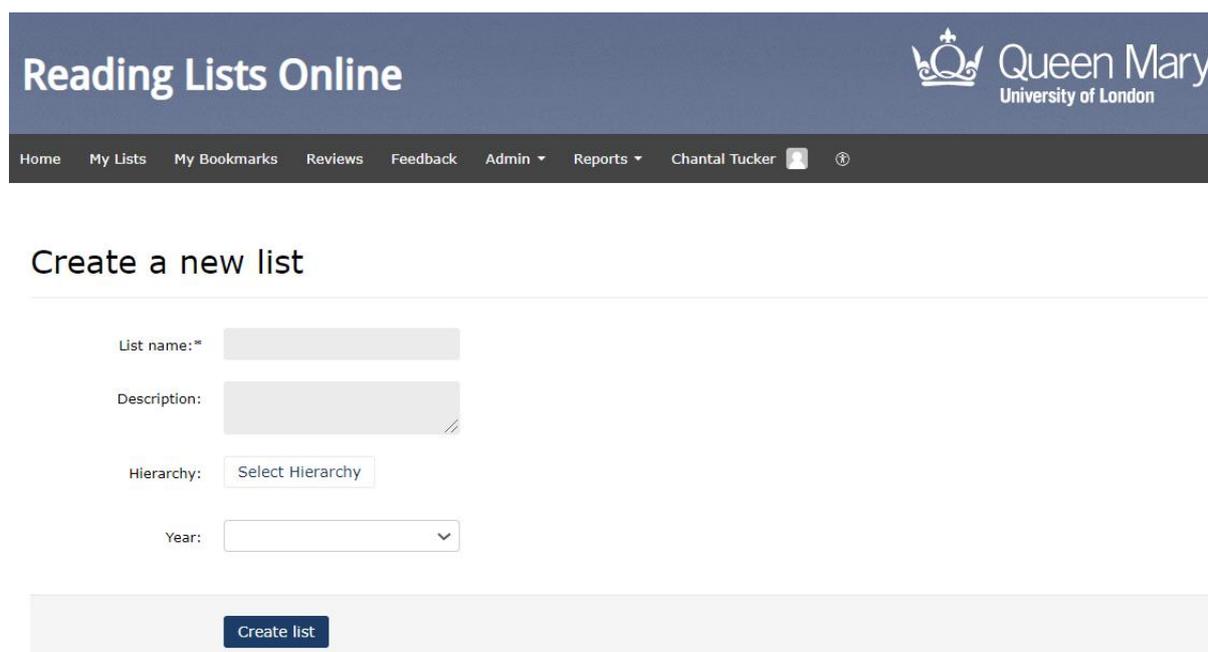
Creating a new list

Under the **My Lists** section of RLO, select **Create new list**. All of your lists will be visible on this page.



The screenshot shows the top navigation bar of the Reading Lists Online system. The header includes the text 'Reading Lists Online' and the Queen Mary University of London logo. Below the header is a dark navigation bar with links for Home, My Lists, My Bookmarks, Reviews, Feedback, Admin, Reports, and Chantal Tucker. The main content area displays 'My Lists Showing 1 to 25 of 94 lists' and a 'Create new list' button.

To create a new reading list you will need to give your list a name (usually the module title), locate your module or course in the hierarchy, and select the academic year the list will be used for. At the end of each academic year, reading lists are 'rolled over', meaning that the version for each period is independent. This is primarily for copyright reporting, but also means that each year you can update your reading list while preserving the version from the previous year. Usually only the current academic period is available to select, but from May/June onwards the next academic period will also be available for list owners building lists for future teaching.



The screenshot shows the 'Create a new list' form. It includes a 'List name:' field, a 'Description:' field, a 'Hierarchy:' dropdown menu with 'Select Hierarchy' as the current selection, and a 'Year:' dropdown menu. A 'Create list' button is located at the bottom of the form.

The Hierarchy records the structure of schools, departments, courses and modules at Queen Mary, and is searchable by either module code or title. Reading lists must be linked to the correct module in order to be embedded in QMplus. If you think your module or course is not visible or has any errors, please contact library-rlo@qmul.ac.uk with the correct details and this will be amended. You can create a new list without initially linking it to the hierarchy, and attach this information to the list at a later stage.

Hierarchy & Students

There were lots of results for "diagnosis". Try to be more specific.

- MODULE:** DIN7136 - Clinical Diagnosis and Treatment Planning
- MODULE:** DIN7143 - Diagnosis and Treatment Planning
- MODULE:** DIN7183 - Assessment, Diagnosis, Treatment Planning Clinics
- MODULE:** DIN7062 - Assessment, Diagnosis and Treatment Planning
- MODULE:** DIN7110 - Diagnosis and Treatment Planning 2

Type	Name	Student no.
Unlinked	Not linked to the hierarchy	0

Cancel
Save

Structuring a reading list

One of the most useful elements of RLO is the option to structure reading lists in a way that supports both teaching and learning. This can be used to divide resources by teaching weeks, subject or task. Using the blue action bar you can add sections with a title and optional description, and paragraphs which are unattached notes either within or between sections. Sections can also be subdivided by further sections, so most list structures can be accommodated.

RLO Guide List

View config ▾
Edit ▾
View ▾
✓ My Lists

2020-2021 ACADEMIC YEAR ⓘ Created 17 minutes ago | Updated 17 minutes ago ⓘ Linked to RLO002

A test List for creating the RLO manual

Table of Contents ▾
Type: All ▾
Filter: All ▾
Citation Style: None ▾

Unpublished changes! Your changes have been saved, but not published.

Publish

Week 1 - Introduction

An opportunity to become familiar with the way sections are structured.

This is a paragraph within a section

Week 1 - Introduction

ADD RESOURCE / ADD PARAGRAPH / ADD SECTION

This is a paragraph between sections

Week 2 - Getting started

Create sections for different time periods



Empty section!
Add a resource, paragraph, section

Reading for the assignments

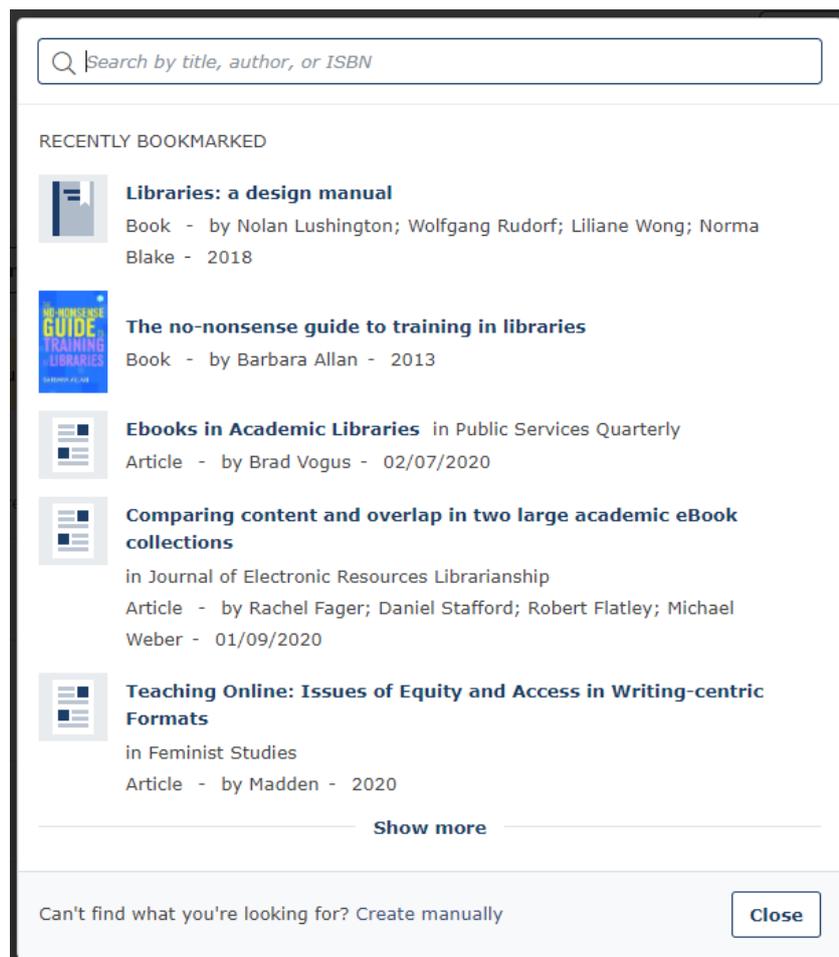
The following readings will be useful for the first essay question.

Once you have created the structure of your list, the sections will be listed under the **Table of Contents** menu, allowing you to navigate quickly to different sections. Once you begin adding resources you can use the **Type** and **Filter** menus to view different groups of items or use the search box on the right to locate a specific item by title or author.



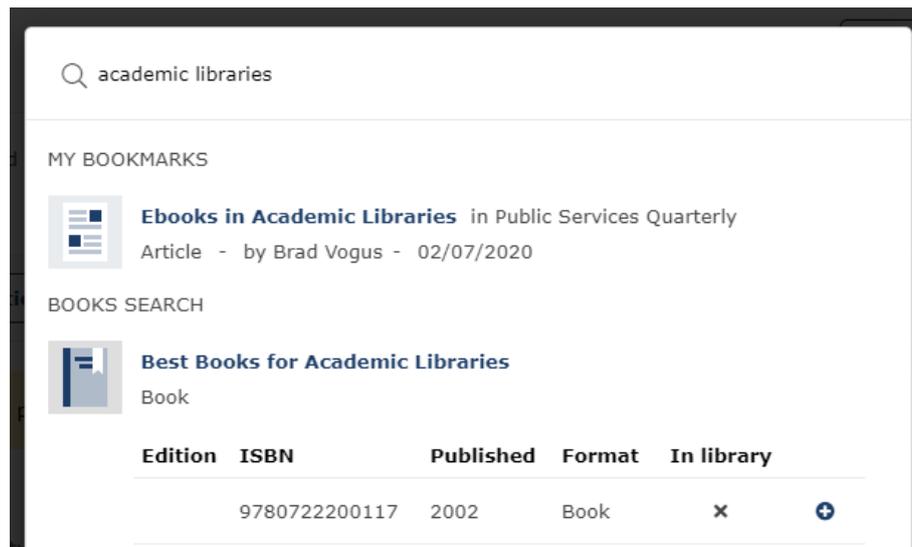
Adding resources

Once the list has been structured, select Add Resource from the blue action bar to place a bookmarked resource in the desired section. This will open a pop up displaying your bookmarks, sorted by those most recently created. You can then search all of your bookmarks to find the one you wish to use.

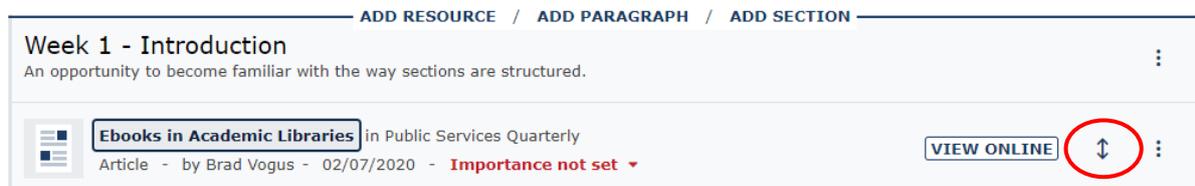


You can also use this pop-up to search for books you haven't yet bookmarked, and the system will use Nielsen Book Data to locate items matching your search text. This is mainly useful as a quick way of bookmarking items not held in the library, and any material held by the library should be bookmarked via the library catalogue to ensure availability is correctly displayed.

Your bookmarks will always be displayed at the top of the search if there are any matches under **My Bookmarks**. Matches from Nielsen Book Data will be displayed below under **Books Search**. Clicking on one of these items will give an indication it is held in the library – please note this is edition specific, so we may hold a copy with a different ISBN or as an ebook and this will not be indicated.



Once you have located the bookmark you want to select, click on the blue title. The item will be inserted into your list in the chosen position, but can be dragged and dropped to a new section by clicking the blue double arrow on the right of the item.



Managing list items

At this point you can select the importance of the item via the drop down under **Importance not set**. There are currently four importance levels available:

- Suggested for student purchase
- Essential
- Recommended
- Optional

Selecting an importance for each item will help students plan their reading, and help library staff to calculate how many copies are required if you [submit your reading list for review](#).

Additional information can be associated with each item. Click on the three dots next to each item to open the menu. You can add notes for students, which will appear next to a mortarboard icon. If you want to provide the library with specific information to assist with purchasing, this can be added in the note for library field, which will appear next to a portico icon. Notes to the library are only visible to library staff and cannot be viewed by students. You can also use this menu to move items around and restructure your list.

Week 1 - Introduction
An opportunity to become familiar with the way sections are structured.

Ebooks in Academic Libraries in Public Services Quarterly
Article - by Brad Vogus - 02/07/2020 - **Recommended** ▾
This article will be useful for the first assignment.

Libraries: a design manual
Book - by Nolan Lushington; Wolfgang Rudorf; Liliane Wong; Norma Blake - 2018 - **Essential** ▾
Read chapters 1 & 2.
Please purchase updated 2nd edition.

This is a paragraph within a section

This is a paragraph between sections

Week 2 - Getting started
Create sections for different time periods

Empty section!
Add a resource, paragraph, section

- Edit
- Request digitisation
- Delete
- Cut
- Paste below
- Move up
- Move down
- Note for students
- Note for library
- Add resource below
- Add section below
- Add paragraph below
- Add to My Bookmarks
- Share item

Clicking on the item title will show you expanded information. If you have bookmarked a print copy held in the library, this will also display live availability data. View other formats/editions will complete a search in the library catalogue for other instances of this item (e.g. earlier editions).

Week 2 - Getting started
Create sections for different time periods

The no-nonsense guide to training in libraries
Book - by Barbara Allan - 2013 - **Recommended** ▾

Availability
Mile End Library - Arts & Social Science Book Collection (2nd Floor)
- Z668 ALL
1 COPY AVAILABLE
View other formats/editions

Details

Authors	Barbara Allan
Published date	2013
Publisher	Facet Publishing
Pub place	London
ISBN	1856048284, 9781856048286

Adding scanned material to your list

Reading Lists Online allows you to embed copyright compliant scans directly into your reading list. The system will automatically generate a coversheet and record details of the scan, so you do not need to report these to the library as you do with [scans uploaded to QMplus](#). You can either upload an accessible scan yourself (for instructions on creating accessible scans, please see the information provided by the [Disability and Dyslexia Service](#)) or request that the CopyShop scan the required section from print material held in the library. Under the CLA license held by QMUL you are allowed to copy:

- One whole chapter from a book
- One whole article from a journal issue
- One short story, poem or play (not exceeding 10 pages in length) from an anthology
- One whole scene from a play
- One whole paper from a set of conference proceedings
- One whole report of a single case from a volume of judicial proceedings

Or:

- 10% of the total publication length, whichever is greater.

These permissions apply to publications currently owned or subscribed to by QMUL. The scanning service is available for items held either Mile End Library or Whitechapel Library. Please note that, books which are on one day loan will not be sent for scanning if there is only one copy on the shelf.

Submit or request a digitisation

To upload a scan or request a digitisation, open the three dots menu next to the item and select **Request digitisation**. The pop-up will be pre-populated with item data, please complete **The Chapter or section name** and **Page range** fields, and check the other information is correct.

Request digitisation

Please ensure that the scan which you upload is accessible. For instructions on creating accessible scans, please see the information provided by the Disability and Dyslexia Service (<http://www.dds.qmul.ac.uk/staffinfo/>).

Resource type: Book This is a full chapter

Chapter or section name:*

Book title:* Libraries: a design manual

Book Author/Editor:* Nolan Lushington; Wolfgang Rudolf; Lil

Year:* 2018

Edition:

Publisher: Birkhäuser

Lookup by ISBN

Page range: -

Section author(s): Nolan Lush

[Add another](#)

If you have a scan you wish to upload you can do this using the **Choose File** option at the bottom of the first page. You will need to check the box confirming the file matches the details you have supplied above.

Page range: -

Section author(s): Nolan Lust

[+ Add another](#)

Reference range: [+ Add reference page range](#)
Notes or bibliographic references on separate pages can be included as part of your digitisation.

File: **Choose File** No file chosen
You may submit a PDF copy of the request, if you have one

I confirm the supplied file represents only the content described within this request

[Next](#) [Cancel](#)

The next screen is for information about the module. The start and end dates are fixed by the academic period associated with the list. If your list is linked to the hierarchy, the course name and code will be pre-populated. If not, please add this information, the number of students on the course and date the digitisation is required by.

Request digitisation

Start date:* 2020-09-01

End date:* 2021-08-31

Needed by:* YYYY-MM-DD
When is this resource needed?

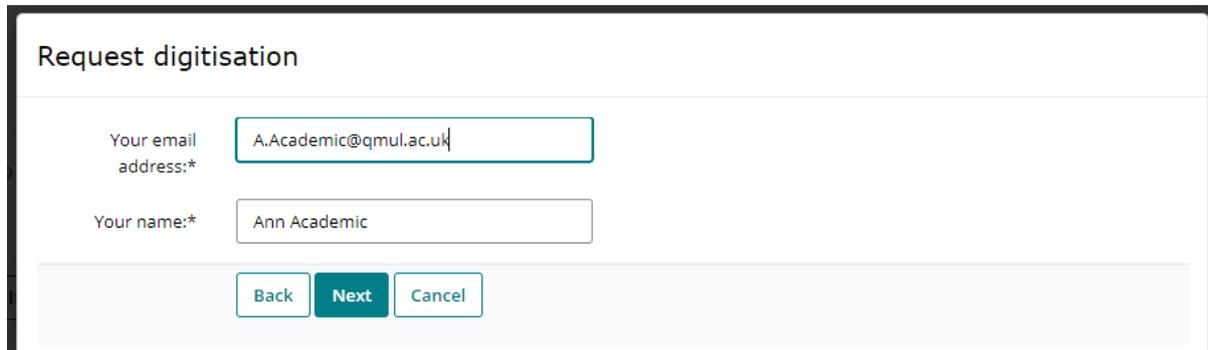
Course name:* Reading List Online Training

Course code:* RLO002

Student numbers:*

[Back](#) [Next](#) [Cancel](#)

Finally, ensure your name and QMUL email address are correctly supplied on the last page.



Request digitisation

Your email address:* A.Academic@qmul.ac.uk

Your name:* Ann Academic

Back Next Cancel

This will trigger an automatic copyright compliance check. If the section described meets copyright restrictions and you have supplied a scan, this will be automatically added to your reading list. The scan will be visible by selecting **View Online** next to the reading list item. Students will be prompted to login to view any scans.

If you have requested a scan or if any additional checks are required, the request will be referred to the library. Once the CopyShop have completed the scan, this will be uploaded to your reading list and you will receive a confirmation email. If any additional information is required, you will be contact by library staff.

Managing and maintaining reading lists

Editing an existing list

You may find there is already a list available for your module, either created by a colleague or rolled over from a list you created in a previous academic period. From the home screen, you can search for lists by module by code or title. If you locate an existing list you wish to update that is not currently assigned to you, please contact library-rlo@qmul.ac.uk so you can be assigned as the list owner.

If your list has rolled over from a previous year, you may wish to add or remove items and update notes to ensure it is ready for the new teaching period.

Linking your list to the hierarchy

If you created a new list but didn't link it to the hierarchy, or you want to link an existing list to a new module code, this can be done from within the reading list. From the **Edit** menu in the top right select Hierarchy and student numbers.

Home My Lists My Bookmarks Reviews Feedback Admin Reports Chantal Tucker

RLO Guide List

View config Edit View My Lists

2020-2021 ACADEMIC YEAR Created 19 hours ago | Updated 19 hours ago

A test List for creating the RLO manual

Table of Contents Type: All Filter: All Citation Style: None

Unpublished changes! Your changes have been saved, but not published.

Week 1 - Introduction
An opportunity to become familiar with the way sections are structured.

Edit list (classic)
 Edit list details
 Copy list
 Delete list
 Request review
 Review history
 Assign list owner
 Invite list publishers
Hierarchy and student numbers

This will open a pop-up where you can search for the module by title or code. You can link a reading list to multiple modules from this window.

Hierarchy and student numbers

History

There were lots of results for "History". Try to be more specific.

- Module: HST6368 - Banned! A History of American Censorship
- Module: HST5342 - Japanese Film: History, Culture and Fantasy
- Module: HST4602 - History in Practice
- Module: HST4603 - The Foundations of Modern Thought: Introduction to Intellectual ...
- Module: HST5614B - History of Political Thought

Close Save

Hierarchy and student numbers

Start typing node name or code

Type	Name	Student numbers
Module	HST4602 - History in Practice	0 -
		Total: 0

Close Save

Once you have selected a module, you can add the number of students, or use the red button to remove the module.

Publishing your list

All reading lists start as drafts. Draft list are not visible to students and cannot be embedded in QMplus. To make your list visible you will need to select **Publish** at the top of your list.

Table of Contents Type: All Filter: All Citation Style: N... Search

Unpublished changes! Your changes have been saved, but not published. **Publish**

You list will then be searchable by all users. You can still make changes to your reading list, but the list will need to be republished to make these visible. If you want to see how your reading list will appear to students, you can select **As student** from the **View** menu at the top right.

RLO Guide List

View config ▾ Edit ▾ View ▲

- Analytics
- Recent changes
- As student

✓ My Lists

2020-2021 ACADEMIC YEAR ⓘ Created 19 hours ago | Updated 19 hours ago

A test List for creating the RLO manual

Any unpublished changes will disappear, as well as any notes to the library. You will then need to exit the student view to make any further changes to your list.

Table of Contents ▾ Type: All ▾ Filter: All ▾ Citation Style: None ▾ Search Q

Student view You are viewing this list as a student. Edits are disabled [Exit student view](#)

Week 1 - Introduction
An opportunity to become familiar with the way sections are structured.

Requesting a review

If you would like your reading list to be checked for books the library does not provide access to, you can request a review. This can be done when you publish your list or any time subsequently from the main **Edit** menu. The review process does not cover journal articles, or any formats other than books or book chapters. Library staff will check through your list and make purchases based on student numbers and the importance you have assigned to each item, using the following ratio.

Essential	1 copy/ebook licence per 10 students.
Recommended	1 copy/ebook licence.
Optional	No purchase
Suggested for student purchase	No purchase

The library purchases ebooks by default, but these may not always be available or may be very expensive. Your School will set a cap on the price of ebooks that can be purchased, and anything exceeding this cap will require approval. Once your list has been reviewed, you will be sent a spreadsheet listing the outcomes for all books and book chapters on your list. The table below shows the possible outcomes and explanations. Those highlighted bellow in yellow may require you to complete a [digitisation request](#). Outcomes shown bellow in blue will require a direct response to the email with further information, please get back to us within a week and any final purchases will be made. Your review will then be completed, and you will receive a notification email to confirm this.

Review Outcome	Explanation
Existing stock sufficient	The library has access to the number of ebook licences needed for your course
Ebook ordered	Ebooks licences have been purchased in accordance with the item's importance and number of students on your course.
Ebook exceeds School budget cap, contact your Library Rep	In discussion with your library rep you may choose to proceed with the ebook purchase, purchase print copies, or replace the list item completely. The cost of the ebook will be included.
Ebook unavailable, proceed with print order?	You may wish to approve a print order and request a digitisation of a single chapter, change the importance of the item or replace it completely.
Print item stocked, please request digitisation	You have added a book chapter to your list and a print copy is held by the library. Please complete the form to request a digitisation.
Print item ordered, digitisation has been requested	You have added a book chapter to your list and the item is not held by the library. We have ordered a copy and requested a digitisation.
Not available for purchase	There is no availability of this title either as an ebook or in print, so we will not be able to obtain it. You can submit a digitisation request for a single chapter, and we will attempt to obtain a copyright cleared copy. Otherwise, you may need to consider changing the importance or removing the item from your list.

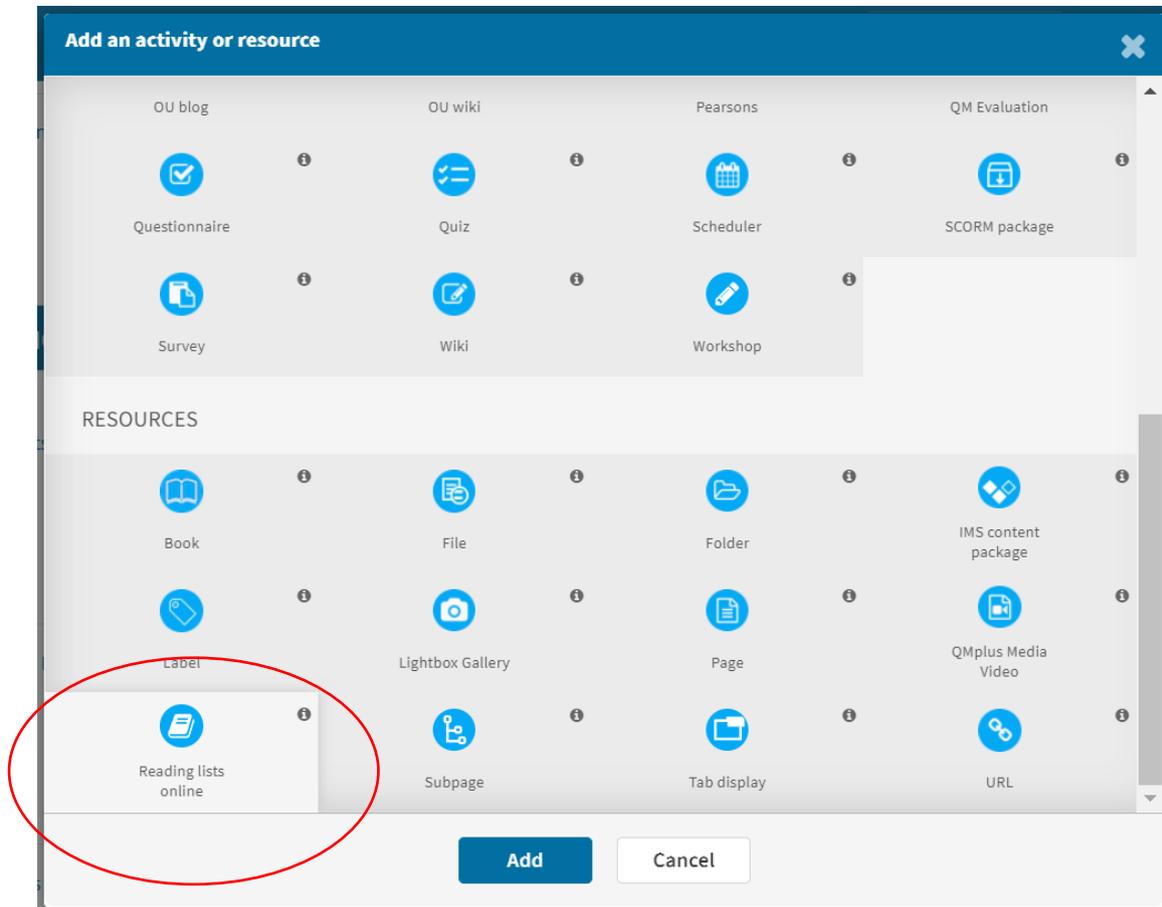
Any books added to your reading list after you have been sent the list of review outcomes will not be checked. It is best to ensure your reading list is fully populated before submitting a review. If you do subsequently add books to your list, you can submit your list for review again. However, all reviews are completed in the order they are received so new requests will go to the back of the queue. You can check the [RLO homepage](#) to see what date has been reached in the request queue.

Reviews will not cover journal articles or any other formats such as videos or free online content. If there is a journal article on your reading list that the library does not have access to, please submit a [digitisation request](#) and we will obtain a copyright cleared copy where possible. If you are having problems linking to a ejournal the library subscribes to, please contact library-rlo@qmul.ac.uk.

For any other queries regarding book purchasing please contact library-acquisitions@qmul.ac.uk and regarding journal subscriptions contact library-subscriptions@qmul.ac.uk.

Embedding your reading list in QMplus

Once your list has been published and linked to the hierarchy, it can be embedded on your QMplus module page. Make sure editing is turned on and then use the **Add an activity or resource** button to add the reading list in the desired location. Reading lists online is located in the bottom left of the Resources section.



Once you select **Add** you will be given some options for embedding your list.

The screenshot shows the configuration page for 'ADDING A NEW READING LISTS ONLINE'. It has a 'General' section with a 'Section title' field containing 'Reading lists online'. There is a 'Show more...' link below. The 'Display' section has a 'Display resource list contents' dropdown menu set to 'On a separate page' and a checkbox for 'Show list sections expanded' which is currently unchecked. There are help icons (question marks) next to the section title, the dropdown menu, and the checkbox.

Here you can rename the section (which will default to Reading lists online) and decide whether you want to have the list appear within the main module page or open on a separate page – this can be useful if you have a long list which is easier to navigate on its own page. You can also chose whether the list appears full expanded or just with section titles that students can then expand. It is worth trying a few different options, as you can easily add and remove lists from your module page.

Select **Link to resource list or section**. On the next page you will required to login. **Please note there is a known issue with the Safari browser that may generate an error at this stage**. Please use either Chrome or Firefox instead if this happens.

READING LISTS ONLINE



Authentication required

This process will open on a new tab.
Please follow on-screen instructions.

Start

Once logged in, you can search for your reading list by title or module code.

READING LISTS ONLINE

Add list section

To find a list that corresponds to this course, please search for one below

RLO guide



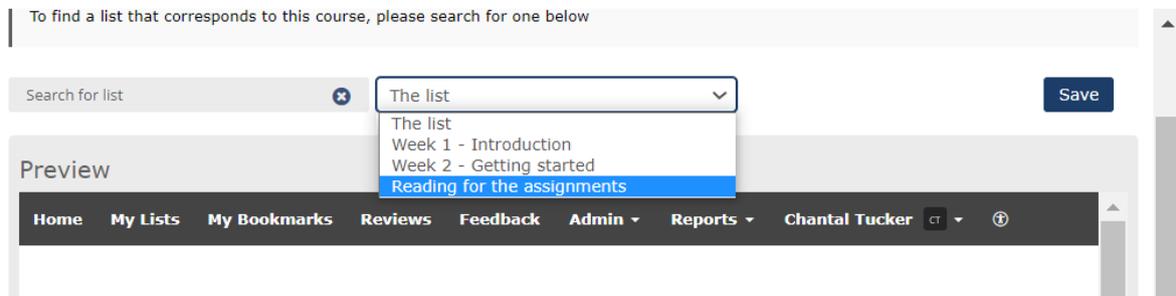
Save

LIST RLO Guide List (2020-2021 Academic Year)

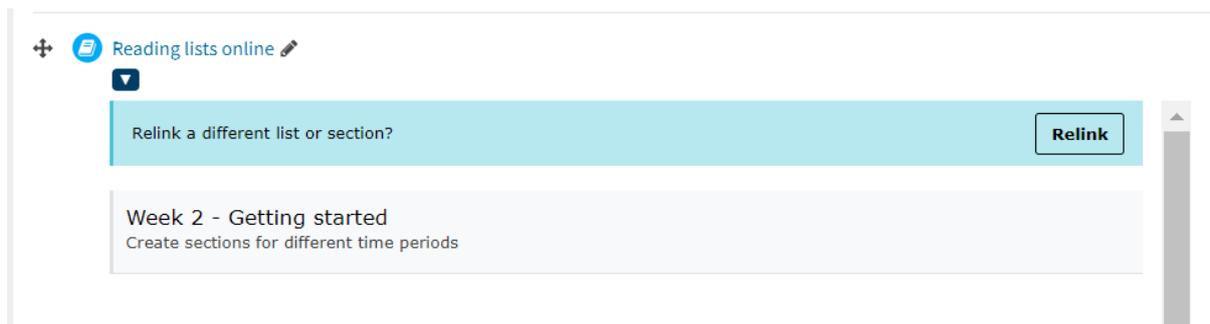
Preview

Once you have selected the list, you can chose to embed either the entire list, or a specific section.

READING LISTS ONLINE



If you aren't seeing your list or the sections you are expecting, it's worth checking that your list has been published. Draft lists or unpublished changes will not be visible in QMplus.



Once the section is embedded, you can use the **Relink** option to change the section or link to the entire list instead.

Last updated November 2020