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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](image)

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.
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 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.

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

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

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.
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.
Bookmarking other online content

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

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.
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.
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.

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 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 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.

### 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 is 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 ether within or between sections. Sections can also be subdivided by further sections, so most list structures can be accommodated.
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.

![Image of academic libraries]

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.

![Image of managing list items]

**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.

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).
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.
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.

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

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 withing the reading list. From the **Edit** menu in the top right select 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.

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.
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.

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.

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.

<table>
<thead>
<tr>
<th></th>
<th>1 copy/ebook licence per 10 students.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential</td>
<td></td>
</tr>
<tr>
<td>Recommended</td>
<td></td>
</tr>
<tr>
<td>Optional</td>
<td>No purchase</td>
</tr>
<tr>
<td>Suggested for student purchase</td>
<td>No purchase</td>
</tr>
</tbody>
</table>

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 below in yellow may require you to complete a digitisation request. Outcomes shown below 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.
<table>
<thead>
<tr>
<th>Review Outcome</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing stock sufficient</td>
<td>The library has access to the number of ebook licences needed for your course.</td>
</tr>
<tr>
<td>Ebook ordered</td>
<td>Ebooks licences have been purchased in accordance with the item’s importance and number of students on your course.</td>
</tr>
<tr>
<td>Ebook exceeds School budget cap, contact your Library Rep</td>
<td>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.</td>
</tr>
<tr>
<td>Ebook unavailable, proceed with print order?</td>
<td>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.</td>
</tr>
<tr>
<td>Print item stocked, please request digitisation</td>
<td>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.</td>
</tr>
<tr>
<td>Print item ordered, digitisation has been requested</td>
<td>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.</td>
</tr>
<tr>
<td>Not available for purchase</td>
<td>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.</td>
</tr>
</tbody>
</table>

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](https://www.qmul.ac.uk/library) 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](https://www.qmul.ac.uk/library) and we will obtain a copyright cleared copy where possible. If you are having problems linking to an 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.
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 choose 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 be 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.

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

<table>
<thead>
<tr>
<th>RLO guide</th>
<th>Save</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIST RLO Guide List (2020-2021 Academic Year)</td>
<td></td>
</tr>
</tbody>
</table>
Once you have selected the list, you can choose 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.