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Accessing Reading Lists Online

You can access the Reading Lists Online by using the links on the library homepage or by typing in the following URL:

https://staffs.keylinks.org/#/

This will take you to the Reading List Online homepage where you will need to login in order to have the correct permissions to edit and populate reading lists.

Logging in

To log in select the three lines on the left hand side of the top menu bar. This will open a menu on the side of the webpage.

Clicking Login will take you to the universities login page. Enter your university login details.

Populating Reading Lists

To add material to a reading list you must open the list first. The easiest way to find your list is to use the search box on the right hand side of the menu. As you begin to type, the window will display matches for lists and users. The search results will appear on the same page. The more you type in the search box the more refined the results will be. You can search using course code and list names as well as by subject and staff member. This search will not return results for resources from within a list. If your list does not appear please contact a Librarian.
If you click on the module title it will open the list;

![Reading List Interface]

Here you can enter Draft Mode by selecting the pencil (edit list) icon. This opens the reading list in draft mode. Here you can add material into any of the available categories. The default categories are Essential, Recommended and Background. If your module is brand new there may be no sections listed. If so you can use the add section box shown below.

![Draft Mode Interface]

Adding Material to a section

To add material to any section start by pressing the add item to section button.

![Add Item to Section Interface]

the easiest way of adding material to a reading list. The system is automatically linked with connecters that allow searching for material across several sources simultaneously. To use this feature, type your search in the Add item(s) window and click the spyglass. The more specific your search the more refined your results. Returned results will appear from available connectors and from any previously manually added material.

Selecting a yellow box will expand the results listed. You can then select one of the results by clicking the ad to list as button on the right hand side. This will give you a number of choices. If you click on either Book or Journal as shown, the system will add the title to your book list and will provide a direct link to the catalogue or to the electronic version as appropriate.
Once you have made your choice the yellow ribbon will change

And the following will flash across the bottom of the box

There will appear a dialogue box on the screen

When you press on this box, you will be given a set of choices based upon the sections set up in your course list. Finally, press Finish.

If you have chosen the item as a whole book or journal that is all you need to do. You can then move on to the next item following the instructions above.
If you require individual chapters or articles to be digitised, then you should add them to the list as “book section”, or “journal Article”. Once you make this a further box will open. For the most part the information here is filled in for you by the system, as it takes it from the library catalogue. All that is required is the data of the chapter or article within the book / journal that is required to be digitised by the Library Digitisation Team.

To do this click on Section details and fill in the information asked for. Then click Finish.

As you finish an entry it is advisable to save your draft working, by pressing the save button.

Once you have added all your material to the Reading list, you must publish your draft by pressing the appropriate button:

Adding Material – Manually

For any books, articles or journal that we do not currently own, entries can and should still be made onto your reading lists on line. The first thing is to select Add item to list. This will bring up the same screen as above, but instead of typing into the search box, click the manually add material button:

This time around you will need to fill in details in all of the headings. Most important are the ISBN, title and and chapter details required. Once all your details are entered then click on finish at the bottom of the screen.
Requesting Digitisation

Once your items have been entered onto your list, and you have published the draft, you can then place your requests for any items that require digitising. To do this scroll down your list until you find a book section or journal article that you want digitised. Simply press the following button.

Clicking this button will bring up a form to be filled in.

The details should mostly be auto filled by the software as the details are harvested from those already stored. Double check the form and make sure that as much detail as you can is filled in and press the submit button at the bottom of the form.

This will then send the request to the Digitisation team, with all the details they need to provide your extracts, and will bring up a receipt for your request. This includes a request ID number. If you need to contact the team at any point use this number to identify the request.
As work moves forward with your digitisation request you can check on progress by pressing the View Digitisation button.

This will give you a status update screen which will eventually show the status of “complete.”

Once the status reads as complete, you can go straight to the digitised work, by clicking on the extract title on the list,

or through the view digitisation button.
Draft Mode has several options that you can use to help with creating and modifying your lists. The draft mode toolbar appears in a yellow bar that remains at the top of your page as you scroll down. A toolbar also appears on the right hand side of items within the reading list.

Functions grey-out if they are not available to use and a small stop sign will appear if you attempt to use them. To enable the first set of four icons to work select at least one item from the reading list.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Selected Resources icon]</td>
<td>You can select multiple items at one time to allow you to perform actions on them simultaneously. This button shows the number of items selected. Clicking the button will select all resources.</td>
</tr>
<tr>
<td>![Create sublist icon]</td>
<td>This button allows you to create a sublist from the items you have selected. Clicking this opens the sublist data box.</td>
</tr>
<tr>
<td>![Append to existing list.]</td>
<td>This button allows you to copy and move items to another list. When selected a search box opens to allow you to choose the correct list.</td>
</tr>
<tr>
<td>![Add Tag icon]</td>
<td>This tool allows you to add a tag to multiple items.</td>
</tr>
</tbody>
</table>

The second set of four icons allow a user to perform actions related to the draft list.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Save Draft icon]</td>
<td>Allows those who have permission to save any edits they have made in draft mode.</td>
</tr>
<tr>
<td>![Publish icon]</td>
<td>Finalises the changes made in draft mode. Publishing makes the list visible to the public.</td>
</tr>
<tr>
<td>![Undo/Redo icon]</td>
<td>These buttons undo and redo actions.</td>
</tr>
</tbody>
</table>
Material Manipulation

In Draft Mode several editing options are available on the right hand side of the materials listed.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add new item</td>
<td>Allows you to add new material beneath the item you are working with.</td>
</tr>
<tr>
<td>Delete</td>
<td>Deletes the item from the list.</td>
</tr>
<tr>
<td>Move</td>
<td>Allows you to drag and drop the item to another location in the list.</td>
</tr>
<tr>
<td>Equivalents</td>
<td>This is dependent on the connectors. If enabled it allows automatic population of equivalent records (Not working).</td>
</tr>
<tr>
<td>Add alternatives</td>
<td>This allows you to add alternative records – such as different editions (Not working).</td>
</tr>
<tr>
<td>Global editing</td>
<td>Allows you to select material for global editing.</td>
</tr>
</tbody>
</table>

Giving Students Access

Once you have finished editing your list you will need to publish it. Publishing the reading list makes it available for anyone to see.

To share the list with your students copy the website URL (a saved and published list URL will not contain the word buffer – example https://staffs.keylinks.org/#/list/5705). This can be pasted into emails or posted as a link on Blackboard.