Reading Lists Online
Training Guide for Students

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Access Reading List Online

The simplest way to access your reading list is to use a direct link provided by your course lecturer. You can access the Reading Lists Online on the library homepage by selecting Reading Lists Online from the A-Z listing. Or indeed click this link https://staffs.keylinks.org/#/

The URL will take you to the Reading List Online homepage.
Searching

To search reading lists 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.

Browsing

The browse button is on the right hand side of the top bar indicated by three lines. Selecting this option opens a second menu that allows you to find a reading list searching through the university hierarchy.
The arrows indicate that there are sublists under these headings and they can be expanded and collapsed by selecting the arrow. Select the reading lists to view the resources. This will open on the same webpage. Alternatively right click to open a reading list in a new tab.

You will now see the resources contained in the reading list.

From this page, you can navigate back to the hierarchy by using the top tabs. Additionally you can use the drop down list to select an alternative list from the school you have selected from the hierarchy.

Displaying Lists

The reading list name is at the top of the list; this box also indicates the number of resources within the list. On the right hand side, there are three action options in a toolbar. This toolbar remains even as you scroll through the list. The three buttons enable you to:
Filter
You can filter a list by material tags or by material type. Filtering options depend on the contents of the list.

Sort Alphabetically
To Sort alphabetically by title – click Title. To sort in reverse order click Title again. Clicking 'Original Order' will return the list to the order the items were added.

Print List
Opens a new window with the list in a printable format.

Displaying Resources on a Reading List

Resources included on the reading list display an icon on the right depending on the options available. The icons that can appear are:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Find item on shelf" /></td>
<td>Resources that show the find item on shelf icon will open a new tab showing the resource in the library catalogue or discovery platform.</td>
</tr>
<tr>
<td><img src="image" alt="EBooks &amp; Full text" /></td>
<td>Opens a new tab to access the online material.</td>
</tr>
<tr>
<td><img src="image" alt="Web links" /></td>
<td>Opens the URL in a new tab.</td>
</tr>
</tbody>
</table>