Reading Lists Online
Training Guide for Academics

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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://www.staffs.keylinks.org

This will take you to the Reading List Online homepage where you will first need to login to begin 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 university’s standard login page. Enter your university login details.
Finding a Reading List

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. The search results will appear on the same page. The more you type in the search box the more refined the results will be.

As well as the module name, you can search using course code and staff member. This search will not return results for resources from within a list.

You can also search for lists using the **Browse** option on the top menu and following the drop-down menus to show a list of reading lists sorted by School and Subject.

Using either method, once you have found the list you want to edit - you click on the module title it will open the list.

If your list does not appear please contact your Subject Librarian who will create a list for you.
Draft Mode

Once you are viewing a reading list you can begin editing by selecting the **Pencil (edit list) icon**.

This opens the reading list in draft mode. You can now begin adding material to your selected reading list.

If your module is brand new there may be no sections listed. If so, you can use the add section box shown below [ringed in black]. Simply type in the section title e.g. “Week 1” and click **add**
Adding Material Automatically

To add material to any section, start by typing the title of the material, or an associated keyword into the search box [ringed green below]. Once you click on the Spyglass symbol, Reading Lists Online will search all our systems to find the material you have chosen. [books, e-books, book sections, journal articles (electronic and physical) can all be added this way]

Once Reading Lists Online has found items it will form a list of titles

If you click on the title of the any item, a new tab will be opened in your browser showing you the item in the University Library catalogue allowing you to decide if it is definitely the item you are looking for.

As can be seen in the example above, there are choices to the right of each title which can be selected by clicking the button with your mouse.

For example the first item in the list can be added to the list as a Book [provides link to the catalogue entry, guiding the student to the library shelf holding the physical copy of the book]. Alternatively, you can choose book section. This will allow you to add details for a specific chapter to the list, which can then be digitised by the team for instant online access [see later section for more details].
Once an option has been chosen, that circle will highlight red. Next click on the + sign to the left of the title in the search results. This will bring up this box.

If you click on the section you wish to add the item to, Reading Lists Online will slot it in at the top of that section.

As you finish an entry it is advisable to save your draft working, by pressing the Save button on the main yellow ribbon at the top of the page.

You can use this same process for other material; as you can see the circles for choice on the right-hand side change as per the item in question.

Repeat this process until all items have been added to the list.

Once you have finished your list, click the Publish draft button on the yellow ribbon:
Upon pressing the **Publish draft** button, you will be asked to choose a priority for the items entered.

Choose a priority from the drop-down menu and then click **Finish**
Adding a Book Chapter

If you have chosen to add a book chapter there is an extra stage to the process where the following form will open.

You will need to enter the details of the chosen book chapter here. Please be as accurate as possible, as although the details can be changed later, the more details entered make the process simpler, especially when requesting a digitisation.

Once you have finished entering the details in this form click Save to complete.
Requesting a 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 click the Request Digitisation button. [ringed in black]

![Digitisation request form](image)

Clicking this button will bring up this 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 you 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.
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 online. Once entered a request can be made for digitisation. This will indicate for the team that a chapter should be purchased from the British Library as an EHESS request. Or a request can be passed to the Librarian team to purchase the book if required. To perform this manual addition, head back to the add materials to your list pane and choose the appropriate button from those shown below.

Once pressed, Reading Lists Online will bring up a form for that style of item.

Once filled in click the **add to list button** in blue at the bottom of the form.
Adding Material – Bookmarked Tool

Another way of adding items that we do not own to the list is to use what is known as the KeyLinked tool. This tool will harvest information as instructed from other sources and add it to your lists, without even logging in to Reading Lists Online.

To use this feature, you first need to add the KeyLinked icon to your browser bookmark bar. The Icon can be found in the same add materials pane at the right-hand side of the screen.

Once this bookmark has been installed you can use in on a range of websites. For example, Amazon is a good resource for books as the detail held for each item is quite extensive.

Once you have found an item that you wish to add to one of your reading lists, press the **KeyLinked bookmark Icon** and it will open a dialogue box, as shown in blue to the right below. Within this form there are two drop down menus.

The top one list all the modules you are assigned to. Once this has been selected, you can then choose which section from that list to add the item to.
Once the section is chosen the KeyLinks box will change to this:

![KeyLinks box changed](image-url)
The Koha and summon buttons can be used to see what associated material we have in stock at the University Library. Otherwise click on the **add details from page** button. This will again change the appearance of the KeyLinks box. The bottom half will now be a form filled with details of the item chosen. If you scroll down, the last item to enter will be to choose the priority tag for the item.

Once you have done this you can click on the **add to list button**, and then on the **Finish** button. To complete the process, go to the module on Keylinks, enter edit mode and publish the draft. This will finalise things and make the list content viewable, as if entered by any of the other methods.