

Getting started (for students)

What is the Reading List service?

A web-based system which provides 24/7 access to course readings through direct links to articles, ebooks, databases, websites, the library catalogue and digitised readings in one convenient list.

This How-to Guide covers the following:

Access: Where to find your reading list	Log In: Allows you to access readings	Online Resource button: Access electronic and digitised resources
View in Catalogue button: Shows availability through the library	Reading Intentions: Setting a reading intention	

Access to the reading lists:

Reading lists can be accessed in three ways:

Option 1. Go to your course in **Learning@Griffith**. Select **Readings** in the left-hand navigation bar.

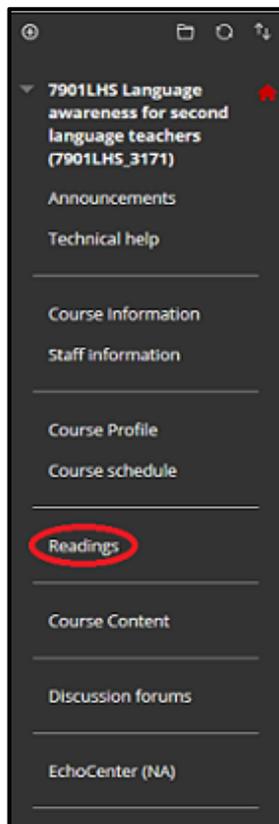


Figure 1. Access reading list from Learning@Griffith

The **Resource List** box appears. Click on **Course Code**.



Figure 2. Click on course code

Option 2. Go to the [Library Home Page](#). Click in the **Catalogue** box. Select **More**, then **Reading lists**.

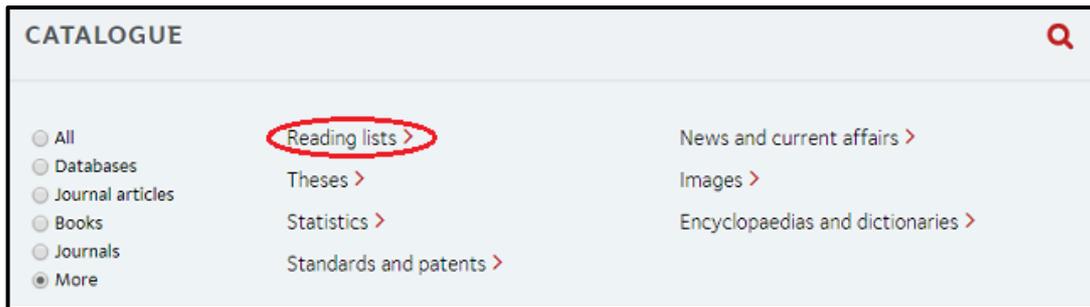


Figure 3. Access reading lists from Library Home Page

Enter **Course Code** in search box and click on **Search**.



Figure 4. Search box

Option 3. Go directly to the [Reading List service](#) start page. Enter **Course Code** in search box and click on **Search** (see Figure 4).

Accessing the resources in a reading list:

1. Log In

When in a reading list, click on **Log In**.

If prompted, enter your normal Griffith portal Username/Password.



Figure 5. Log In button

2. Online Resource button:



Figure 6. Online Resource button

The **Online Resource** button (Figure 6) indicates that this item is available in an electronic format. Clicking on it will link out to the resource or open a page to access a digitisation.

3. View in Catalogue button:



Figure 7. View in Catalogue button

The **View in Catalogue** button will link to the Classic Catalogue for more information regarding the item's availability.

For an electronic resource, clicking **View in Catalogue** links through to the Classic Catalogue record and an electronic link to it.

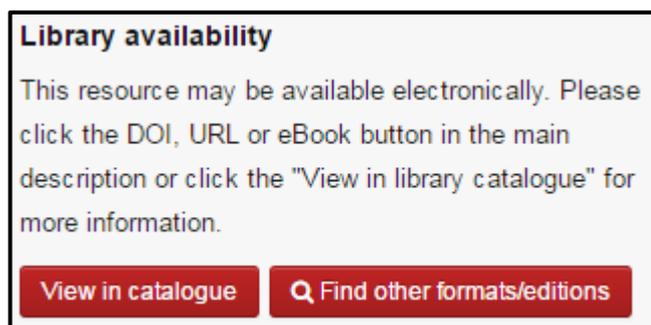
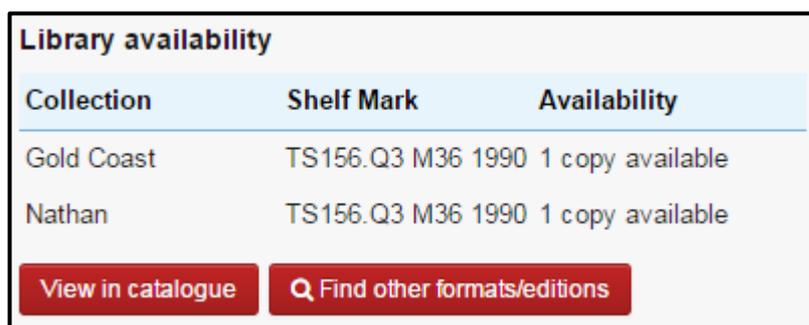


Figure 8. Electronic resource holdings message

For a print resource, clicking **View in Catalogue** links through to the Classic Catalogue record which shows availability information and allows you to place a hold if necessary.

A white rectangular box with a black border. At the top, it says "Library availability" in bold. Below that is a table with three columns: "Collection", "Shelf Mark", and "Availability". There are two rows of data. Below the table are two red buttons: "View in catalogue" and "Find other formats/editions" with a magnifying glass icon.

Collection	Shelf Mark	Availability
Gold Coast	TS156.Q3 M36 1990	1 copy available
Nathan	TS156.Q3 M36 1990	1 copy available

Figure 9. Print resource holdings message

4. Reading Intentions:

Setting up reading intentions helps you to organise your readings and easily keep track of progress. Your reading intentions are also stored in your profile for future reference and can only be viewed by yourself.

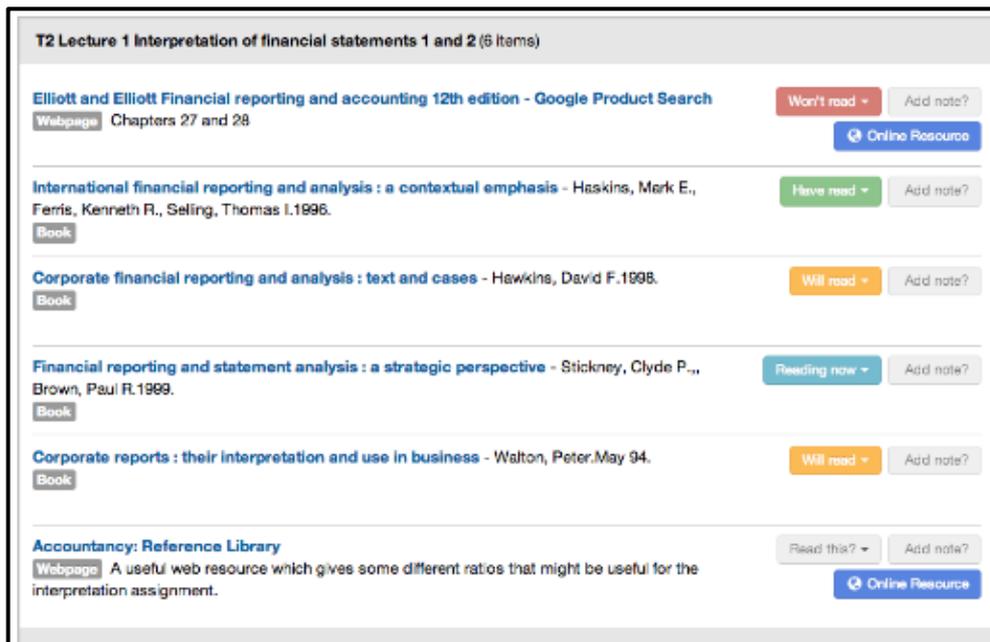


Figure 10. Reading Intentions

To set a reading intention, click through to any list item and look for the panel on the left-hand side:

Have you read this?

Decided not to read
 Have read
 Planning to read
 Reading now

Figure 11. Set reading intention

Additional information:

Contact the Course Convenor if there is no Online Resource button for a resource that should be available electronically (not all resources are electronic).

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