

Adding resources to a reading list

This How-to Guide covers the following:

<u>Book (print/electronic):</u> Add a book to a reading list	<u>Electronic journal article:</u> Add an electronic journal article to your reading list	<u>Webpage, YouTube video, AV, other resources:</u> Add online video, Internet-hosted and other types of resources
<u>Book chapter (print/electronic):</u> Add a book chapter to a reading list	<u>Using most recent bookmarks:</u> Adding resources to a list quickly from recent bookmarks	<u>Add existing bookmark(s) to My Bookmarks:</u> Add resources from other lists to My Bookmarks
<u>Manually add a bookmark:</u> Use Quick add book to search for a book or add other resources manually	Note: The term "Bookmarking" refers to adding a resource to a reading list. See the Getting started how-to guide to set up the Bookmarklet tool in your browser. To add a document see the Requesting digitisations how-to guide .	

Bookmarking – book (print/electronic):

1. Search for book in the [Library Catalogue](#). (If resource not found, see the [Resources not held by Griffith University Library](#) section below for options).

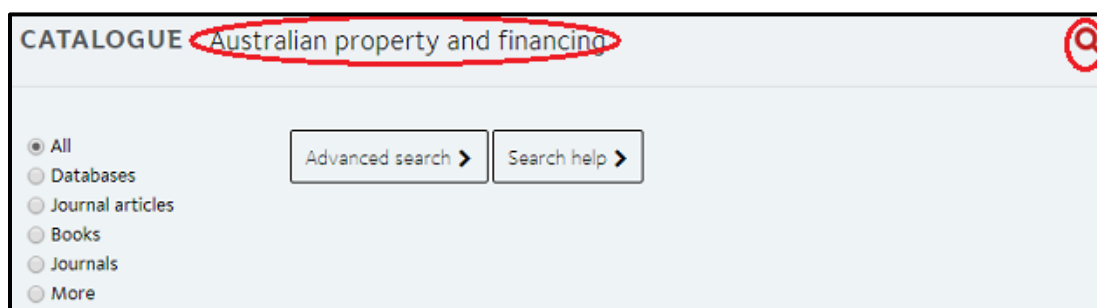


Figure 1. Library Catalogue search

2. Click on title for Classic Library Catalogue display.

Print Book

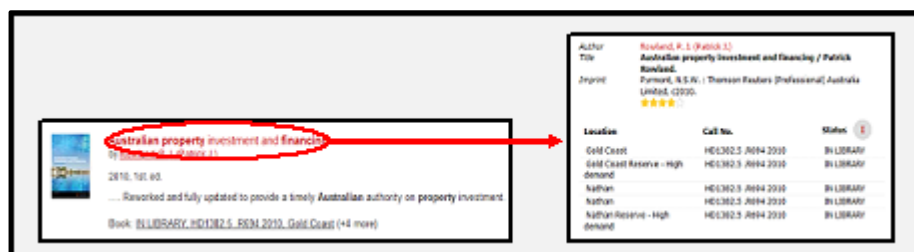


Figure 2. Print book search

Electronic Book



Figure 3. Electronic book search

3. Click on your **Bookmarklet tool** (it will be **Add to My Bookmarks** if you haven't renamed it) in the browser/favourites toolbar to open. The form will auto-populate with details from the resource.

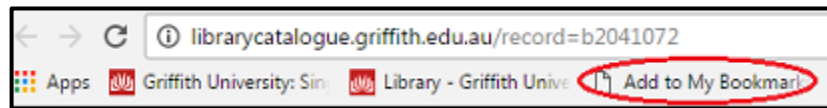


Figure 4. Add to my Bookmarks in browser bar

4. For an eBook ensure **Online Resource** is ticked (bottom of form).
 - a. Click on **Link to**, then **OK**.

Figure 5. Online resource button

5. Select **Create** or **Create & Add to List**.



Figure 6. Create and Create & Add to List buttons

- a. Option 1. Select **Create** (adds the resource to **My Bookmarks** and can then be added to various lists, see [Bookmarking – using most recent bookmarks](#) section).
- b. Option 2. Select **Create & Add to List** (adds the resource directly to a selected list).

Figure 7. Create & Add to List screen

- i. At **Add to List**, select reading list (you must be a List Owner for the list to appear in this drop-down menu).
 - ii. Select **The List** and choose **Importance (Required/Recommended)**.
 - iii. Add any relevant **Student Notes**, including eBook chapter note if required.
 - iv. Click **OK**.
6. To save and make updates visible to users, go back to the reading list.
 7. Click on **Edit**, then **Edit list**.
 8. The list is now in **Edit (Draft)** mode, click **Publish**.

Figure 8. Publish button

Bookmarking – electronic journal article:

1. Search for the article in Library Catalogue.

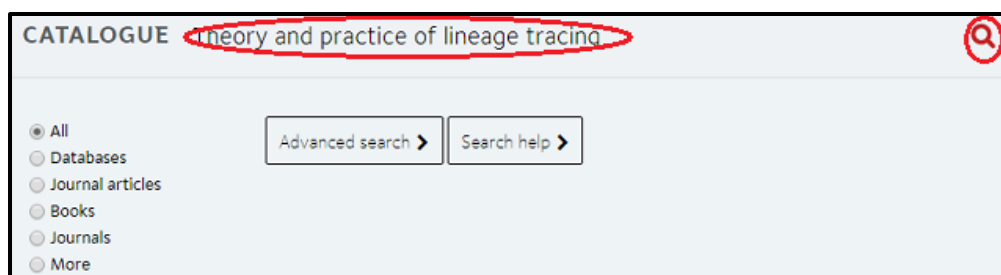


Figure 9. Library Catalogue search

2. Click on title in search results. This takes you to the abstract page for the electronic article on the database/publisher platform. **(For best results bookmark from the abstract page and not the pdf.)**



Figure 10. Electronic journal search

3. Click on your **Bookmarklet tool** (it will be **Add to My Bookmarks** if you haven't renamed it) in the browser/favourites toolbar to open. (See Figure 4.) The form will auto-populate with details from the resource.

Figure 11. Auto-populated form

4. The form has two tabs – **Article** and **Is part of journal**.
5. If necessary, add additional details using **Add field** (e.g. Author, Volume, Issue, Pages, etc.).
6. You can edit any field but this is not required (e.g. type in full author's name instead of just the initial).
7. Ensure **Online Resource** is ticked (bottom of form) and click on **Link to**, then **OK**.
8. Refer to **5 - 8** in Bookmarking – book (print/electronic) to complete bookmark.

Bookmarking – webpage, YouTube video, AV, other resources:

1. See instructions for Bookmarking – book (print/electronic) with the following exceptions:
2. Change **Resource Type** according to appropriate resource:
 - a. **Webpage** for any website or a specific webpage.

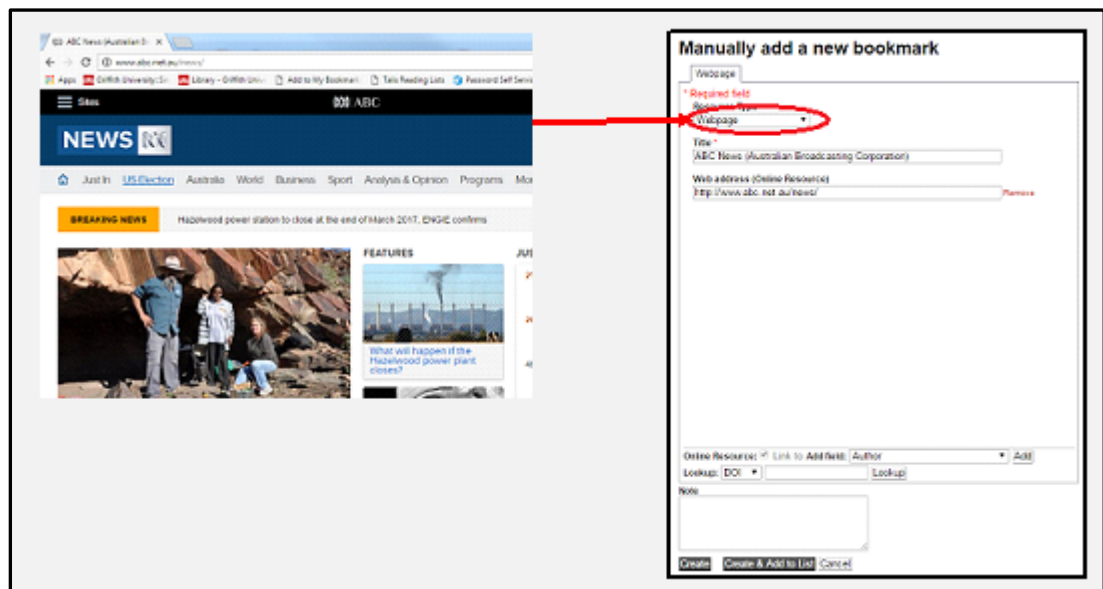


Figure 12. Webpage bookmarking

- b. **Audio-visual document** for YouTube or other Audio-visual resources.

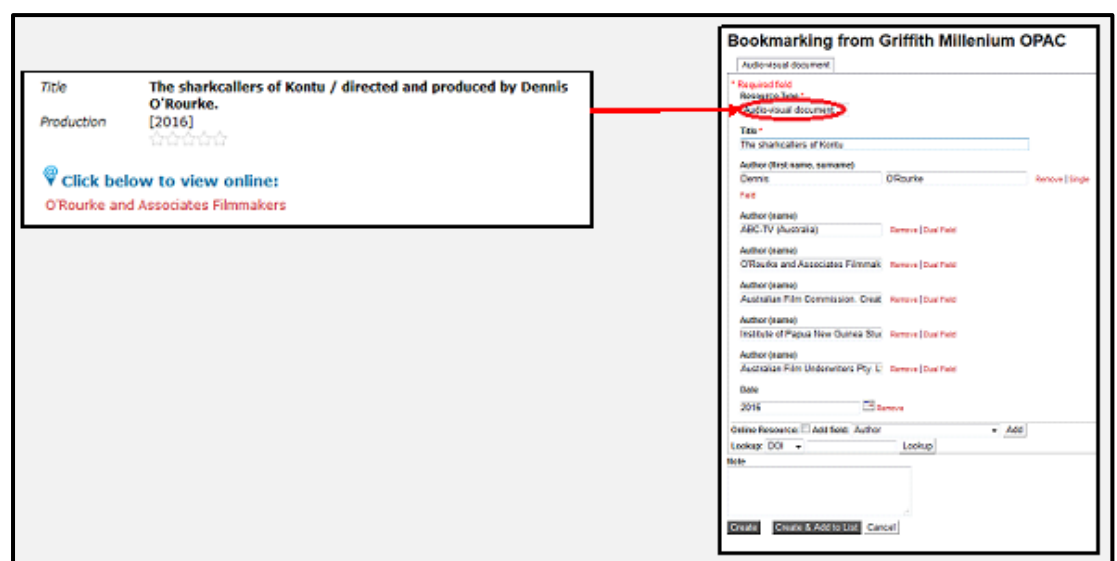


Figure 13. Audio-visual bookmarking

c. **Thesis** from the Griffith Library Catalogue or other theses resource.

Figure 14. Thesis bookmarking

3. If necessary, add additional details using **Add field** (e.g. Publisher, Editor, etc.).
4. Refer to **5 - 8** in [Bookmarking – book \(print/electronic\)](#) to complete bookmark.

Bookmarking – book chapter (print/electronic):

1. Search for book containing the relevant chapter in the [Library Catalogue](#). (If resource not found, see the [Resources not held by Griffith University Library](#) section below for options).
2. Click on title to display in Classic Library Catalogue (See Figures 2 and 3.)
3. Click on your **Bookmarklet tool** (it will be **Add to My Bookmarks** if you haven't renamed it) in the browser/favourites toolbar to open. The form will auto-populate with details from the resource. (See Figure 4.)
4. Go to **Add Field** and select **Has part (chapter, article, etc.)**, click **Add**.

Figure 15: Adding Has part field to a bookmark

5. The form now has two tabs. Go to tab with ellipsis (...), select **Chapter** from **Resource Type** drop-down menu.
6. The bookmark will auto-populate with the title of the book. This should be changed to the chapter or section name. Click into the field and type in "Chapter", the chapter

number and chapter title (see Figure 15). Use **Add field** (e.g. Author, Pages, etc.) to fill in other relevant details.

7. For an eBook, ensure **Online Resource** is ticked at bottom of form (see Figure 5).

Figure 16. Book chapter bookmarking

8. Refer to **5 - 8** in [Bookmarking – book \(print/electronic\)](#) to complete bookmark.

Bookmarking – using most recent bookmarks:

1. Log In to the [Reading List](#) service and open the course list. You must be a List Owner to edit.
2. Click on **Edit**, then **Edit list**.

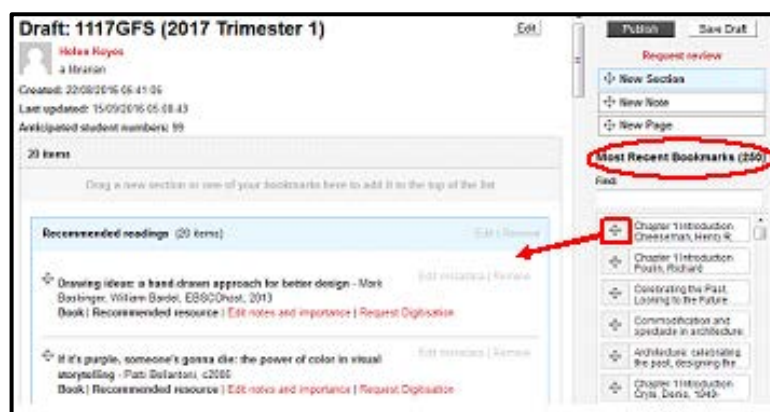


Figure 17. Using Most Recent Bookmarks

3. Locate resource in **Most Recent Bookmarks** (on the right-hand side). Drag and drop the resource into the list. (Note: Resources can be added to any list you are the List Owner for).
4. Click **Publish** to save and make updates visible to users.

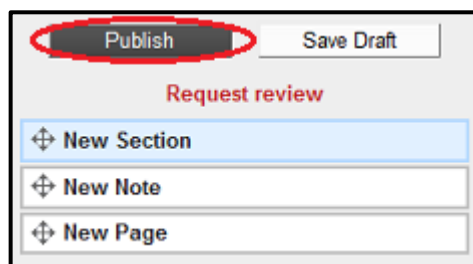


Figure 18. Publish button

Bookmarking – adding existing bookmark(s) to My Bookmarks:

Save bookmarked resources from other lists, which you do not own, to **My Bookmarks** for future use.

1. Log In to the [Reading List](#) service.
2. Click on the three dots to the right of the resource to open a drop-down menu and select **Add to My Bookmarks**.

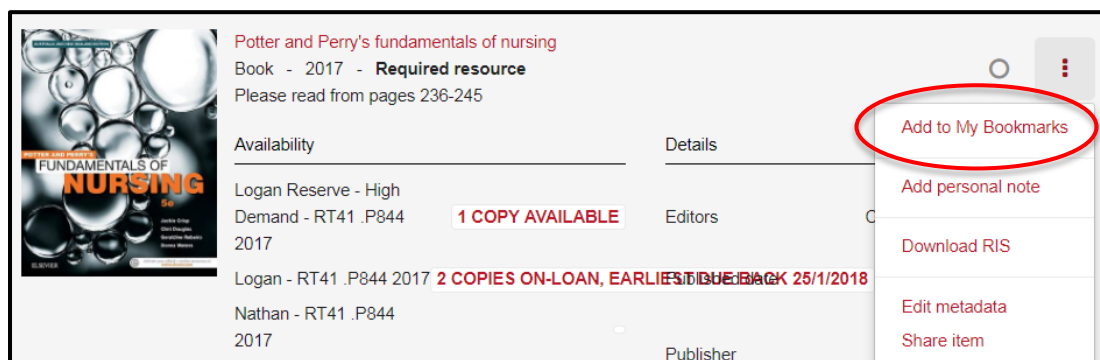


Figure 19. Add to My Bookmarks

3. Resource now appears in **My Bookmarks** list.

Manually add a bookmark:

The Bookmarklet tool is the recommended option for adding resources to your reading list. However, you can also manually add bookmarks using the **Quick add book** and **Add manually** functions.

Quick add book

1. Log In to the [Reading List](#) service.
2. Click on **My Bookmarks**, select **Add** and then **Quick add book**.

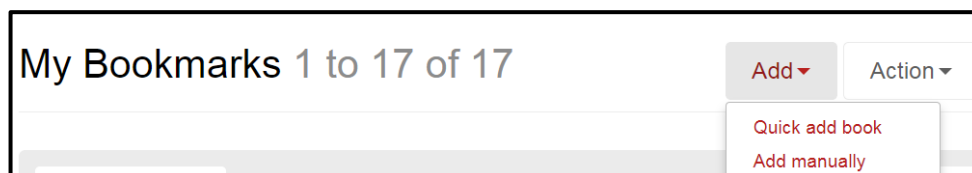


Figure 20. Quick add book

3. Start typing the title of your book. The system will suggest some options. Highlight and select the correct book.

Quick add book

social work

- Social Work by *Brenda L. DuBois***
- Hospital Social Work by *Joan Beder*
- Social Work and Social Exclusion by *Michael Sheppard*

Figure 21. Quick add book title

4. Select the correct edition and format from the list. Note that x indicates the book is not in the library and a tick indicates that it is held.

Quick add book

Hospital Social Work

Hospital Social Work by *Joan Beder*

Edition	ISBN	Date	Format	In Library	Select
	9781138132580	2015	Hardback	✗	Select
	9781135421380	2013	Ebook	✗	Select
	9781135421311	2013	Ebook	✗	Select
	9781135421243	2013	Ebook	✗	Select
	9780415950671	2006	Paperback	✓	Select

Figure 22. Choose correct edition and format

5. Review the auto-populated metadata for the title you selected, **Add Field** if relevant and then **Save Bookmark**.

Figure 23. Bookmark metadata

6. The bookmark is now available from **My Bookmarks**.

Add manually

1. Log In to the [Reading List](#) service
2. Click on **My Bookmarks**, select **Add** and then **Add manually**.

Figure 24. Add manually

3. The bookmark opens.
4. Select the **Resource Type** from the drop-down menu.

Figure 25. Choose Resource Type

5. All relevant fields need to be added individually and vary according to the **Resource Type**. Choose fields from the **Add field** drop-down menu and click **Add**. Type in the required information.

Manually add a

☐ * Required field

Resource Type *

Title *

Author
Editor
ISSN
eISSN
ISBN 10
ISBN 13
DOI
Pages
Publisher
Place of Publication
Date
Volume
Issue
Edition
Local Control Number
Web address

Part of (book, journal, etc.)...
Has part (chapter, article, etc.)...

Online Resource: ☐ Add field: Author Add

Lookup: DOI Lookup

Figure 26. Add fields to a bookmark

6. Refer to **5 - 8** in [Bookmarking – book \(print/electronic\)](#) to complete bookmark.

Suggested Bookmarking Sources

The Reading List service now supports bookmarking from hundreds of different sources. See [the full list for more details](#).

Resources not held by Griffith University Library

You can add any resource to a reading list regardless if it is held by Griffith. Reading List staff regularly check for any items on reading lists which are not held and attempt to provide access electronically first and then in print. If you add an item not held, you can initiate the checking by filling out the [Suggest a Purchase form](#). Be sure to include the Course Code and whether the reading is Required or Recommended.

The suggestion is assessed for purchase in accordance with our Collection Development and Information Access Policy. A notification will be sent with the outcome.

For further assistance contact

07 3735 5555 (Brisbane) or 07 5552 5555 (Gold Coast)