

Quick Guide to the Library Reading List System

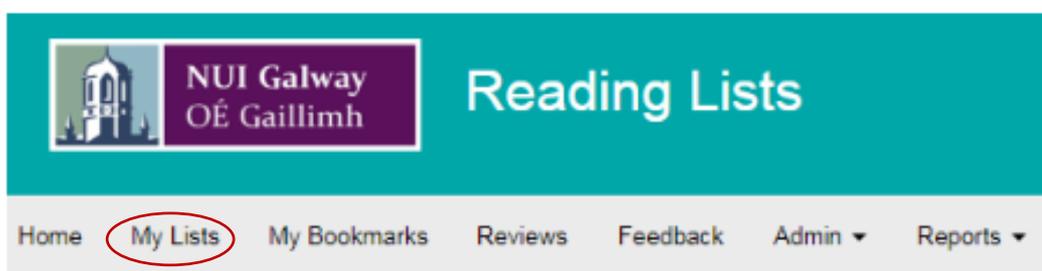
System Link: <https://nuigalway.rl.talis.com>

Support: <http://library.nuigalway.ie/readinglists>

Contact: readinglists@nuigalway.ie

Opening the Reading List Service

1. Go to <https://nuigalway.rl.talis.com>
2. Log in with your usual NUIG username/password.
3. You will be prompted to create a quick user profile. You must make your **profile public** so that the library can pass ownership of lists to you



Create a New List & Link to Module Hierarchy (Blackboard)

- To create a new list, go to the **My Lists** and click on **Create New List** on right of screen.
- You will be prompted to give your list a name: this should be Module code and Module title, e.g. **TLC100 The Learning Centre**.
- Click on the **Select Hierarchy** button to link this list to the specific module(s) it relates to. **This is very important as this is the mechanism by which your list is linked with your Blackboard module.** The screen below displays.

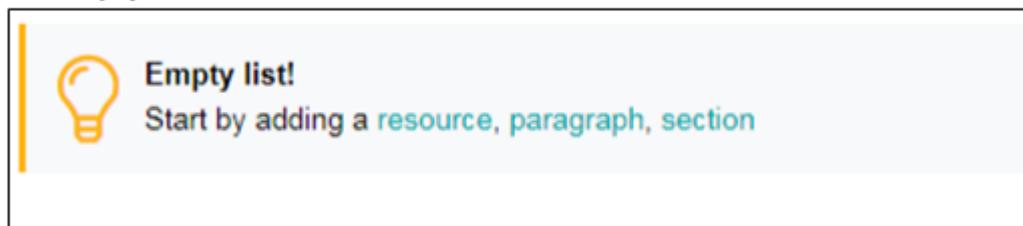
Type	Name	Student no.
Module	TLC100 - The Learning Centre	100

- Enter the module code in the search box and select the relevant module from the list displayed.
- Make sure to **Save your choice**.
- Note: you can link a reading list to as many modules as necessary.
- If you have any problems finding the correct module please email readinglists@nuigalway.ie

- Select the relevant academic year within which this module will be taught.
- Indicate the anticipated number of students taking the module(s) – this will help the library to assess how many copies will be needed of the books on your list.

Adding General Information – introductory paragraph

To add in general module information click on the *paragraph* link that is visible in the **Empty List!** Box.



- Now fill in any details you wish to provide about the list or module.
- You can cut and paste in any existing descriptions from a Word document and format as required.



Adding a Section

You can create sections with your reading list as you might do with a MS Word document e.g. **Core Texts, Primary Reading, Secondary Reading, Week One, Week Two, By Topic** etc.

- Click on the **section** Link as above within the Empty List! Box



- If the *Empty list!* icon is not visible (as above), move your mouse up and down the screen and the Action Bar will appear
- Select **ADD SECTION**
- You'll be asked to give the section a title e.g. **General Reading, Core Texts, Week One** and optionally, a description. Click on **Save**.
- You can add as many sections as you like to your list. You can add subsections to allow for detailed breakdown of resources if required.

- The **:** menu option at the end of the section line allows you to edit, delete or move the section within your list.

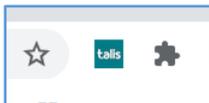
Adding Resources – Talis Extension Bookmark Tool

Once you have created a structure you can add different resources by **bookmarking** from the Library Catalogue or other resources.

To do this, you can use a Talis Extension **bookmark tool to your browser** which makes adding references much easier and quicker.

To install the Talis Bookmark Extension

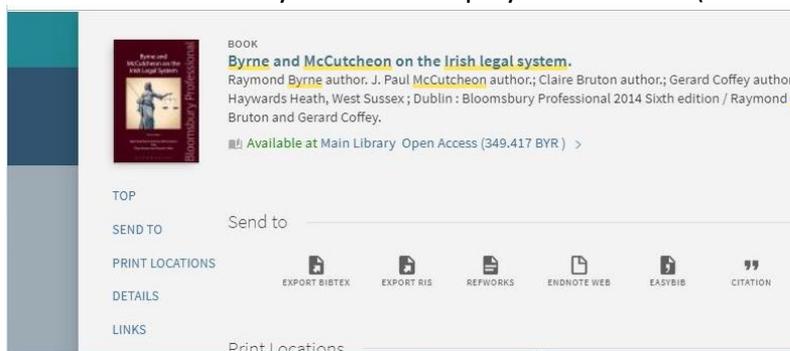
- Locate the [Talis Aspire Reading Lists Bookmarking extension in the Chrome web store](#).
- Click **Add to Chrome**. A popup will appear confirming that you would like to add the extension to your browser
- Click **Add extension**. You should now see the Talis logo appear alongside your other extensions (such as Endnote).

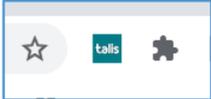


- The first time you attempt to use this extension it will prompt you to select your institution - click the dropdown and select NUI Galway from the list, then click **Save**.
- Finally you can click on the Pin icon to make Talis Bookmark extension icon visible on your Browser bar

Bookmarking a Book from the Library Catalogue

- Go to www.library.nuigalway.ie
- Search for your book on the Library Catalogue.
- Once the book is located, click on the **title** to display the full book details. The system works best with only one book displayed on screen (as shown).



1. Click on the **Talis Bookmark Extension** you have installed
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2. You will be automatically brought to the Bookmarking page in the Reading List System
 3. This screen with instructions is displayed below.

Bookmarking continued

1. Do a quick check of the bibliographic information to ensure accuracy (edit fields if necessary)
2. **If it an e-book make sure that the Online Resource box is ticked**
3. Click on **Create and Add to List**
4. Select your reading list from the drop-down menu that appears
5. Choose what **section** (General Reading etc) to directly add the Bookmark to and add notes for students at this point.
6. Select if the book is for **Student Purchase/Core OR Recommended**. We will purchase the maximum copies based on student numbers if Student Purchase/Core
7. Click on **OK** to finish
8. You are returned to the Library Catalogue to continue bookmarking resources

Bookmarking an e-book from the Library Catalogue

The steps for adding an e-book to a Reading list are similar to adding a print book.

- Find the book on the Library Catalogue, open the record and click on the **Talis Bookmark Extension**.
- The Reading List System will detect if both the print and e-book is available and bring up the following choice of which format you wish to bookmark.
- Click on the e-book version of the book marked **Available** and follow the same steps for adding to the Reading List

Title	Lookup Identifier	Author	Edition	Year	Format	Online resource
How to study	990009903020103626, 9781632650337	Ronald W. Fry	Twenty-fifth anniversary edition, eighth edition	2016	Book	
How to study: the program that has helped millions of students study smarter, not harder	9781632650337	Ronald W. Fry		2016	Book	Available

Bookmarking a Book that is not listed on the Library Catalogue

If you wish to bookmark a new book and you find that it is not listed on the Library Catalogue then you can bookmark from another website such as Amazon or Worldcat or even a publisher's website.

Example: Bookmarking from Amazon

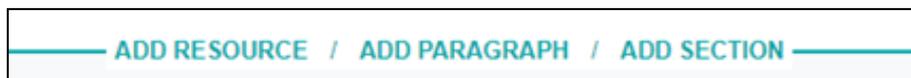
- Go to www.amazon.co.uk
- Locate the book and click on the title to display details– it is important to have only the bibliographic details of the required book displayed
- Click on the **Talis Extension button** and add the book to the appropriate reading list.

- Please indicate whether the book is Core or Recommended. The Reading List Team require this information in order to purchase the appropriate number of copies. No further ordering action is required.

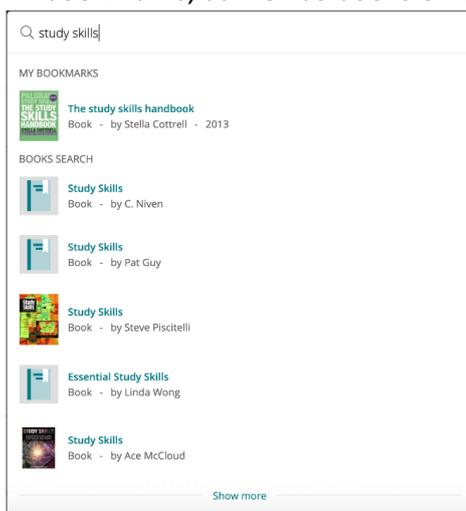
Using the Quick Add Resource Button to Add books

This method allows you to add books from within your Reading List. While convenient this method is less favoured by us than using the Talis Bookmark extension because often it does not link accurately with our Library holdings or links.

- Open the Reading List you wish to add books to. Move the cursor up/down the reading list to make the Action Bar appear.



- Click **Add Resource** on the Action bar.
- This will display a search screen that allows you to search your existing bookmarks, as well as books on Nielsen Book Data.



- Select the book you wish to add to your list by clicking the title.
- This will expand in line with the other search results to show you details of published editions, as well as their stock status in your library catalogue.

A detailed view of a book entry for "Study Skills Handbook" by Stella Cottrell. It features a table with the following columns: Edition, ISBN, Published, Format, and In library. The table lists five editions with their respective details and stock status.

Edition	ISBN	Published	Format	In library
5th ed. 2019	9781137610874	2019	Paperback / softback	✓
4th ed. 2013	9781137289254	2013	Paperback / softback	✓
1st ed. 2012	9780230369689	2012	Paperback / softback	x
3rd Revised edition	9780230573055	2008	Paperback / softback	x
2nd Revised edition	9781403911353	2003	Paperback / softback	x

A "Show more" link is located at the bottom of the table.

- Locate the edition you wish to bookmark and click the **plus** button. This will add the items to your list, as well as your 'My bookmarks'.

Bookmarking a Journal Article

We request that where possible, you bookmark from the Library Catalogue for journal articles, instead of bookmarking from the database or journal publisher's website.

This ensures that students will be prompted to log in only once, and also importantly ensures that your article has a permalink that will not be lost in case of publisher or IT security issues. There will be some exceptions where you may need to bookmark directly from the publisher's platform.

- Locate your article through the Library catalogue (or if necessary the database)
- Once the article is located click on the journal title and open the article record
- Click on the Talis Extension Button.
- Check that the article details have correctly come across
- Note if fields are missing you can add them in from the **Add Field** dropdown menu
- Click on **Create and Add to List**
- Select your list from the drop-down menu
- You can also choose what section to directly add it to and add notes for students at this point.
- Click on OK to finish

Bookmarking a Book Chapter for Digitisation

- Search and find the book in the Library Catalogue
- Click on the book title to view the individual record
- Click on the **Talis Extension Bookmark tool** and the bookmark screens are displayed

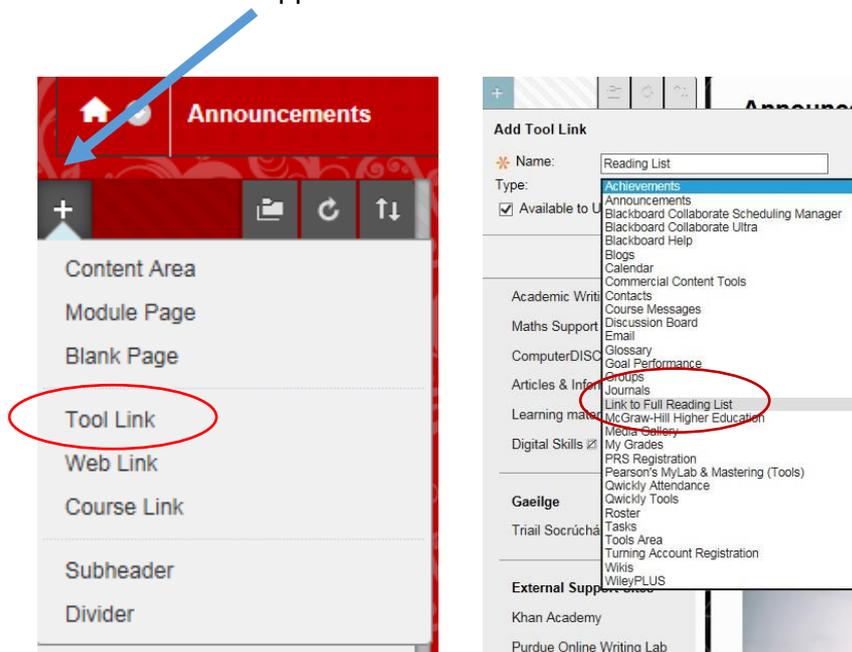
The screenshot shows the 'Bookmarking from Primo for NUI Galway' form. The form is titled 'Reading Lists' and 'Bookmarking from Primo for NUI Galway'. It shows a 'Book' resource type and a title 'The study skills handbook'. The form includes fields for Author (first name, surname), Date, Edition, ISBN 10, ISBN 13, Publisher, Place of Publication, Date, Volume, Issue, Edition, Local Control Number, Web address, and Part of book, journal, etc. A dropdown menu for 'Add Field' is open, showing options like Author, Editor, ISBN, etc.

The screenshot shows the 'Bookmarking from Primo for NUI Galway' form. The form is titled 'Bookmarking from Primo for NUI Galway'. It shows a 'Chapter' resource type and a title 'How to Study for Exams'. The form includes fields for Author (first name, surname), Pages (from, to), and a dropdown menu for 'Add Field' which is open, showing options like Author, Editor, ISBN, etc.

- At bottom of screen select **Add field** and choose **Has part** from the drop-down menu. The Screen on right is displayed.
- Enter chapter information
- If the chapter has separate author and title etc. use the **Add Field** menu to add in the bibliographic fields e.g. author, chapter title, page range etc
- Otherwise gave the basic Chapter information in the title e.g. **Chapter 3 of The Study Skills Handbook**
- Click **Create & Add to List**. Specify where in the list the bookmark should be added.
- Enter any information in the **Note for Student** field and set the level of importance
- Following publication of the list, the Library will first of all check for an e-book.
- If an e-book is not available we will request the chapter is digitised by the Library Digitisation Centre. This is subject to existing copyright regulation.

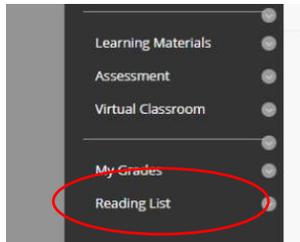
Linking to a Reading List from Blackboard

- In Blackboard go to the module you would like to add your reading list to. Ensure that Edit Mode is switched **ON**, by clicking on **Edit Mode** at the top right hand side of the module display.
- Now click on the **+** on the top left of the screen and choose **Tool Link** from the drop down menu that appears.



- Choose the option '**Link to Full Reading List**' from the drop-down menu and give your list a name, e.g. **Reading List**. This is what will appear to your students.

- Make sure to click on **Available to Users** to ensure students will see this link. A link to the reading list will now appear on the menu on the left hand side of the
- screen.



- Click on the **Reading List link**.
- The Reading List System will launch. (Note you may need to log in.)
- Click on the **Save** button to create the permanent link to the list.