1. Access the Reading List System (Academic Staff)

- Go to **library.universityofgalway.ie/galwayreadinglists**
- Log in with your usual University of Galway username/password**.**
- You will be prompted to create a quick user profile (public)

2. Create your Module Reading List

- Go to **My Lists** and click on **Create New List** on right of screen
- Add list details : **title, academic year** and **student numbers**.
- **Link to Hierarchy** (Canvas) by adding the module code (Email readinglists@universityofgalway.ie if module does not appear.)
- You can structure your list as required (**e.g. Add Sections**)

3. Add Books & Resources to your Reading List

For **best functionality** install the **Talis Bookmark Extension**
This allows you to add with one click:

- Resources from the library catalogue
- Journal articles (from databases)
- Websites and other web resources
- Books for ordering (i.e. not in library)
- For more detail see Library Reading List page and Reading List Guide
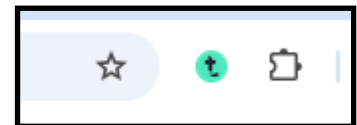
OR

- Use **Add Resource** button within your newly created reading list
- Basic method of searching/adding items from the library catalogue

4. Publish List When Completed

Once you publish the reading list, the Library is notified, We will review the reading list:

- Order books/e-books
- Check links
- Digitise chapters & articles (one chapter/up to 10%)

If you edit the reading list, click on **Publish** to make changes live and to notify us as well.

5. Link from the Canvas module to Reading List (for Students to Access)

Within the Canvas Module:

- Click on **Link to Library Reading List** and make link permanent

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Library Reading List Service Page — library.universityofgalway.ie/teaching/readinglists/

(inc. Talis Bookmark Ext., Tutorials and Guide)

For queries email: readinglists@universityofgalway.ie