Using the Reading List Service

System Link: library.universityofgalway.ie/galwayreadinglists
Support: library.universityofgalway.ie/teaching/readinglists
Contact: readinglists@universityofgalway.ie

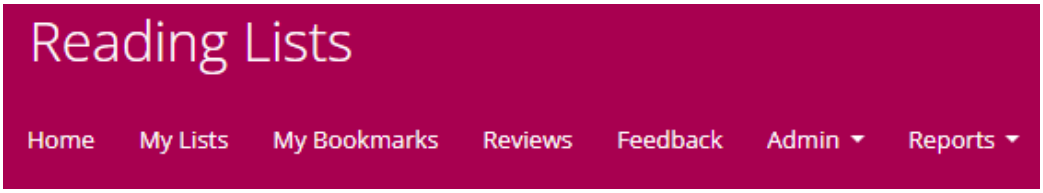
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1. Opening the Reading List Service

- 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. You must make your **profile public** so that the library can pass ownership of lists to you



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2. Create a New List & Link to Module Hierarchy (Canvas)

1. To create a new list, go to the **My Lists** and click on **Create New List** on right of screen.
2. You will be prompted to give your list a name: this should be Module code and Module title, e.g. **TLC100 The Learning Centre**. You can also give the list a description if you like.
3. 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 Canvas course/module.**
    a. Enter the module code in the search box and select the relevant module from the list displayed.
    b. Make sure to **Save your choice.**
    c. Note: you can link a reading list to as many modules as necessary. If you have any problems finding the correct course/module please email **readinglists@universityofgalway.ie**
    d. If required afterwards you can change/add module links to hierarchy using the Edit pulldown module. See *Section 15: Changing the Linked Modules & Student Numbers*
4. Select the relevant academic year within which this module will be taught.
5. 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.

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3. Structuring your List – add paragraphs and sections

It is better to create the structure of your list initially so you can then quickly add books and journals articles when you start to bookmark resources from the Library Catalogue.

You can create different sections in a variety of different layouts e.g. General Reading, Primary Reading, Week One, Week Two, By Topic etc.

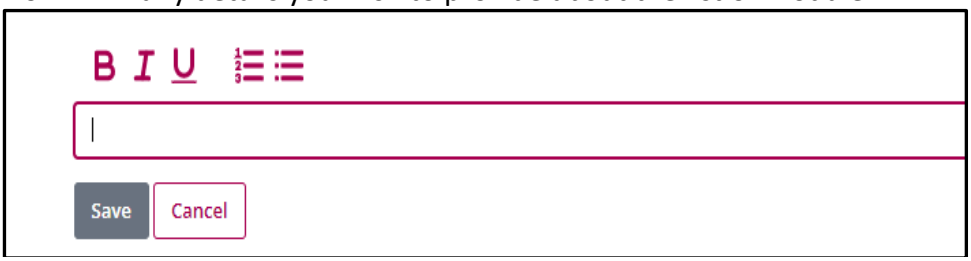
3.1 Adding Paragraph and General Information to your Reading List

At any stage within the reading list you can add in information about the module, assignments, learning outcomes or general advice for the students. You should be able to replicate all information provided in a MS Word Reading List that would traditionally have been given out.

1. If the list is not open go to **My Lists** and select your list
2. To add a paragraph information click on the *paragraph* link that is visible in the **Empty List!** box.



3. Now fill in any details you wish to provide about the list or module.



4. You can cut and paste in any existing descriptions from a word document and format as required.

3.2 Add a section to a reading list

e.g. Core Texts, Primary Reading, Secondary Reading, Week 1, Week 2, Topic etc

1. Click on the ***section*** Link as above within the Empty List! Box
2. If the *Empty list! icon* is not visible (as above), move your mouse up and down the screen and the Action Bar will appear:



3. Select ADD SECTION
   You'll be asked to give the section a title e.g. **General Reading, Topic name, Week** and optionally, a description. Click on Save.
   i. You can add as many sections as you like to your list. You can add subssections within sections to allow for detailed breakdown of resources if required.

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

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4. Adding Resources - add the Talis Bookmark Extension to your Browser

Once you have created a structure you can add different resources by bookmarking.

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

For ease of use and for security reasons, the Talis extension is the recommended method of adding references to your reading list.

To install the Talis Bookmark Extension

1. Locate the Talis Aspire Reading Lists Bookmarking extension in the Chrome web store.
2. Click **Add to Chrome**. A popup will appear confirming you'd like to add the extension to your browser
3. It will prompt you to select your institution - select or search for **NUI Galway** from the list, then click **Save**. Close the search box.
4. Click on the Extensions (Jigsaw piece) icon on right of address bar.



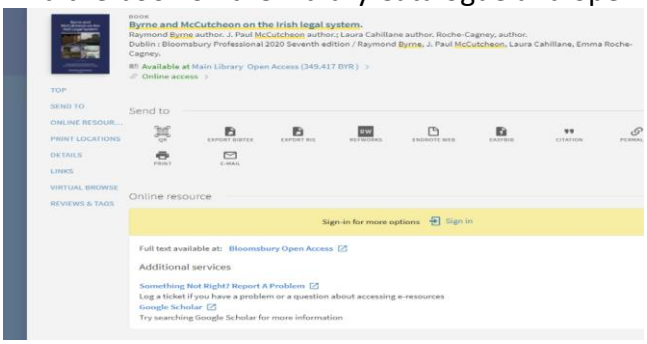


This displays your browser extensions. **Click on the Pin icon to make Talis extension icon permanently visible on your Browser bar.**

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5. Bookmarking a Book from the Library Catalogue

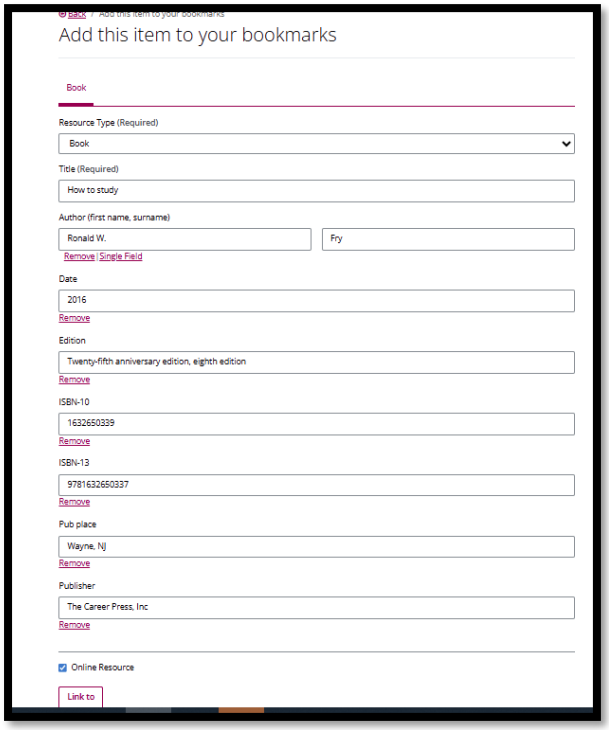
- Go **http://library.universityofgalway.ie**
- Search for your book on the Library Catalogue. In our example we have searched for 'Byrne and McCutcheon on the Irish Legal System' by Raymond Byrne.
- Find the book on the Library Catalogue and open the record as shown



- Click on the **Talis Bookmark Extension** located next to the browser address bar



- The bookmarking screen opens – follow instructions below.



- Do a quick check of the bibliographic information to ensure accuracy (edit fields if necessary)
- **If it an e-book make sure that the Online Resource box is ticked**
- Click on **Create and Add to List**
- Select your reading list from the drop-down menu
- Choose what section (General Reading etc) to directly add the book to and add notes for students at this point.
- 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
- Click on OK to finish
- You are returned to the Library Catalogue to continue bookmarking resources.

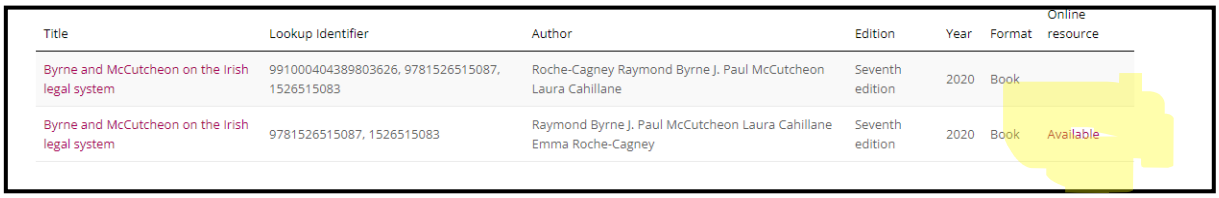
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5. Bookmarking an e-book from the Library Catalogue

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 and follow the same steps for adding to the Reading List



Title	Lookup Identifier	Author	Edition	Year	Format	Online resource
Byrne and McCutcheon on the Irish legal system	991000404389803626, 9781526515087, 1526515083	Roche-Cagney Raymond Byrne J. Paul McCutcheon Laura Cahillane	Seventh edition	2020	Book	
Byrne and McCutcheon on the Irish legal system	9781526515087, 1526515083	Raymond Byrne J. Paul McCutcheon Laura Cahillane Emma Roche-Cagney	Seventh edition	2020	Book	Available

Note: you can combine the print and e-book records to show the print holdings and link to the e-book from the same bookmark.

To do this Bookmark the print book. Then Edit the Bookmark and add in the url of the e-book as a web address using the ADD FIELD pulldown menu. Make sure to tick Online Resource.

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7. Bookmarking a Book that is not listed on the Library Catalogue

If you wish to order 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

1. Go to www.amazon.co.uk
2. Locate the book and click on the title to display details– it is important to have only the bibliographic details of only the required book displayed
3. Click on the **Talis Extension button** and add the book to the appropriate reading list.
4. 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.

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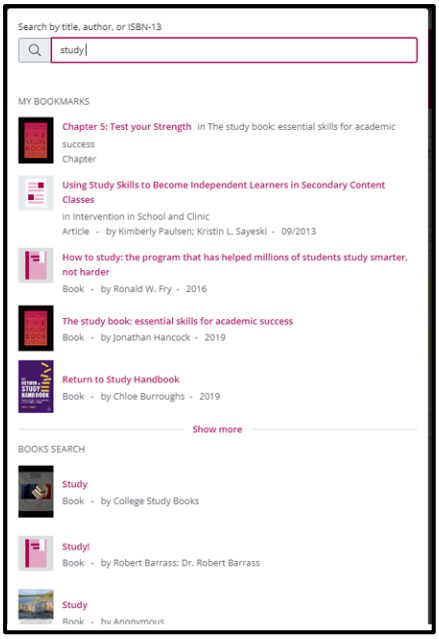
8. Using the Quick Add Resource Button to Add books

This method allows you to add books from within your Reading List. This method is less favoured by us then using the Talis Book extension (see Section 4) because often it does not link accurately with our Library holdings or e-books links.

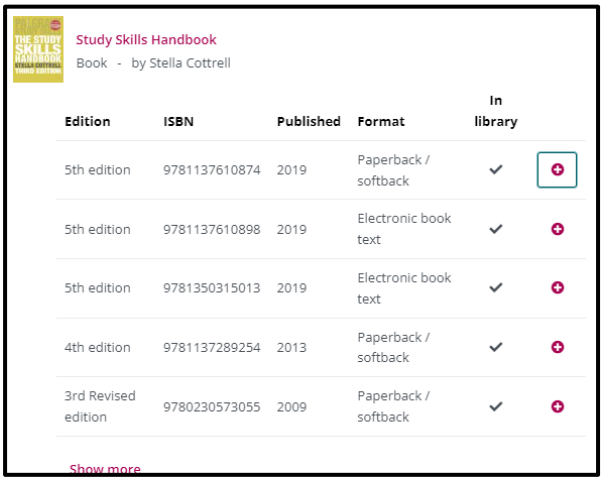
1. Open the Reading List you wish to add books to. Move the cursor up/down the reading list to make the Action Bar appear.



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



4. Select the book you wish to add to your list by clicking the title.
5. 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.



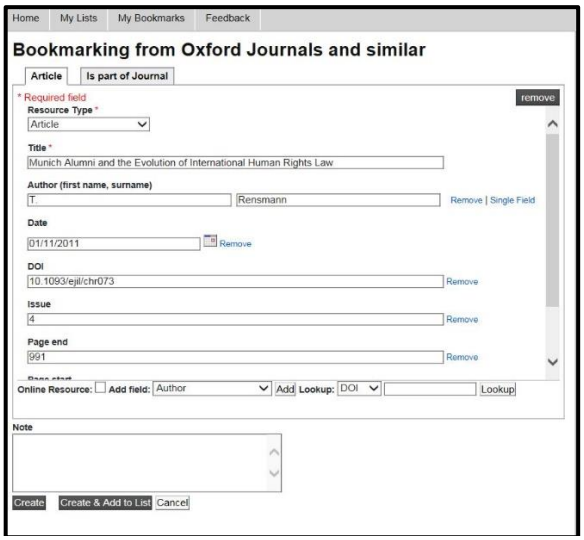
6. Locate the edition you wish to bookmark and click the plus button. This will add the items to your list, as well as to your 'My bookmarks'.

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9. Bookmarking a Journal Article

1. Locate your article through the Library catalogue / database / website
    - The Library Catalogue search includes articles, so this is usually the quickest method of finding our subscribed journal articles
    - Once the article is located click on the journal title and open the article from the fulltext link
2. It is best to bookmark the HTML page which links to the full text PDF of the article and **NOT** the PDF itself. The Reading List System will not capture sufficient information to create a good bookmark from a PDF but will from the HTML version of a page or the abstract page.

3. Click on **the Talis Extension Button.** The following screen is displayed



10. Setting Item Importance

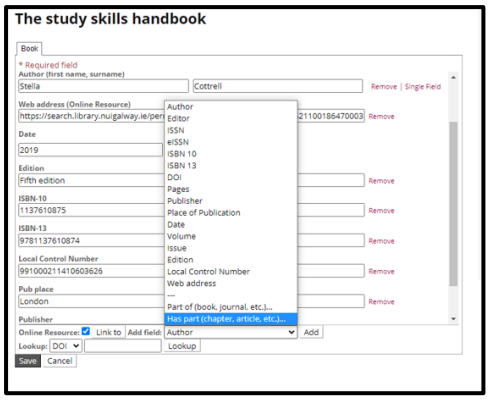
Each item on a reading list can have its importance flagged to students. Three importance levels are available:

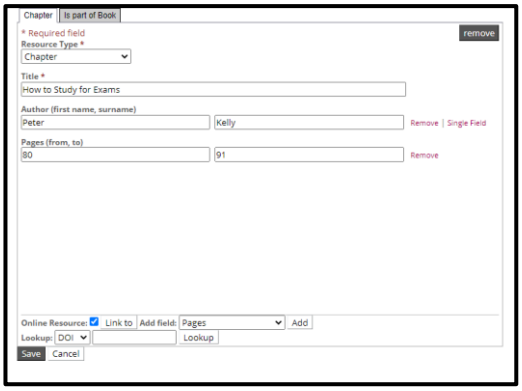
1. **Core/Suggested for Student Purchase** (equivalent)
2. **Recommended**
3. **Further Reading**

- The library will presume that any books flagged as **Core** are essential reading for all students of the module and will acquire sufficient copies and assign loan status relative to class size on that basis.
- **Recommended** should be used where an item is considered useful additional reading, but it is not anticipated that every student will read this work. The library will ensure that one copy of a recommended books is available.
- **Further Reading** indicates that students may find this work broadly relevant if they wish to expand their own research on the topic. The Library will try to ensure that a copy of this work is available.
- **Notes** can be added to each item for both the students and the library. The student notes can be used to given reading guidance to the student – e.g. what they will get from this work, or the relevance of the work to particular essay topics, etc.
- **Library notes** can be used to communicate with the library about requests for scanning and other useful information that will help the Library ensure student access. For example, it would help to know if purchasing print copies was unsuitable because the course was being run off campus.

11. Bookmarking a Book Chapter for Digitisation

1. Search and find the book in the Library Catalogue (select
2. Click on the book title to view the individual record
3. Click the **Add to My Bookmarks Extension** on browser address bar.





4. At bottom of screen select **Add field** and choose **Has part** from the drop-down menu . The Screen on right is displayed.
5. Enter chapter information
    a. 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
    b. Otherwise gave the basic Chapter information in the title e.g. **Chapter 3 of The Study Skills Handbook**
6. Click **Create & Add to List**. Specify where in the list the bookmark should be added.
7. Enter any information in the **Note for Student** field and set the level of importance
8. 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.

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12. Checking and amending your List before Publication

It is good practice to review the list before you publish. You can:

- make any necessary amendments or changes to sections
- amend any resources that are not displaying as you would like
- add resources that you have stored in your bookmarks

To amend the list:

- Go to **My Lists** and select the Reading List
- Use the Action bar that appears to edit or add new sections to your list if necessary.



- Because you have created Bookmarks, now when you click on **ADD RESOURCE** your stored bookmarks will appear. These can added again if required and edited to identify specific chapters for example
- Note you can move bookmarks between the sections by grabbing the ↕ icon with your mouse
- You can edit a bookmark by clicking on the ⋮ **menu** on right of bookmark. You can
    - Edit the bibliographic data that appears if required
    - Change the student note that appears beneath the Bookmark
    - Carry out other useful functionality

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13. Talis Engage and Upload File Function

Talis Engage enables lecturers to upload files for students to view directly within their reading lists.

It permits students to annotate these resources if required. A variety of file types can be uploaded.

You can manually create a bookmark for lecture slides or class notes and upload these to the reading list (Select *My Bookmarks* and *Add*).

Note: in order for the **Upload File** option to appear, the **hierarchy code** must be present on the reading list for copyright checking and reporting purposes.

Uploading a file

Click on the Action button (three dots) next to the list item in question. You will need to select 'Upload file':

1. Drag or select the file from the folder where it is saved.
2. You can decide whether or not students can comment on the file that's been uploaded, and whether they can download the original file for personal use.
3. These settings can also be changed later if necessary.
4. If you upload a book chapter or an article you will be asked for chapter and pages details as part of the copyright check.

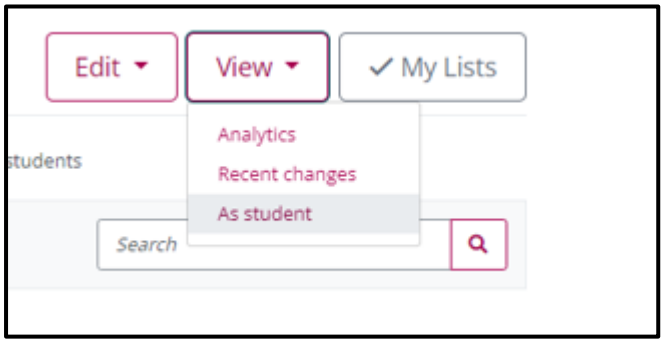
5. Click on Submit
    a. If there is no copyright issue, you will get a notification that your file is now live. Refresh the page to see the newly added Talis Engage item.
    b. If there is an issue with the request (e.g. numbers of pages digitised may not be covered by the ICLA licence) then the request will be referred to library staff for copyright checking. If the request meets copyright criteria then it will be accepted and the online link will appear in the item.
6. The list item will now feature a 'View Online' button. Students can click on it to view the resource within the Talis Engage interface.

---

14. View the Reading List as the Student Sees it

It is good practise to view the list as the student sees it to identify any issues and check links that you may be unsure will work.

- Go to **My Lists** and select the Reading List
- Open the **View dropdown menu** and select "As Student" –see image below
- The Student View displays



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15. Publishing Your List and What Happens Next

A list is not available to students until you publish it and you will be unable to link to it from Canvas.

1. From **My Lists**:
2. Open the Reading List
3. Click on the **Publish icon** in the top right corner

What happens Next

1. The Library will be notified and will review the list for:

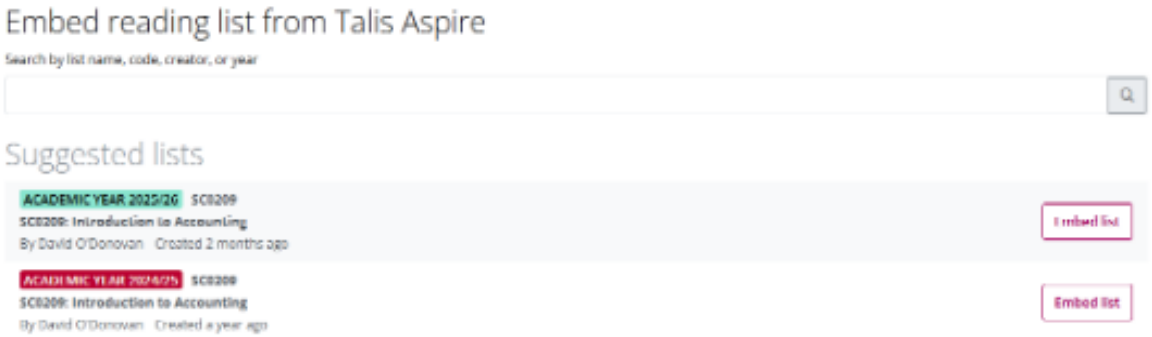
- purchasing of new and additional titles (inc. e-books)
- changing loan status
- chapter/article scanning requests based on information in the list

2. The list is live and is searchable from the reading lists home page
3. The list link can be added to Canvas.
4. See section 10 if you wish to edit/amend the list again
5. **Note: If you edit a list after it is published you need to click Publish again for the changes to be visible to students**.
6. If you do make changes you can also leave the list in draft until you are ready to publish and make the updated list available

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16. Enable the Library Reading List Link in Canvas

1. If the Library Reading List link is not appearing in the course links, it will need to be enabled.
2. Within each module/course on Canvas, select **Settings**
3. Select the **Navigation Tab**
4. Locate the **Library Reading List** option and then click **Enable**
5. Move the list link to an appropriate position within the Course Navigation and click **Save**
6. *Library Reading List* now appears in the main navigation menu
7. Click on **Library Reading List** (you may need to authenticate)
8. Locate the reading list for the current academic year (as below) and click on **Embed**
9. The reading list is now linked (you also have the option to relink to a different list)



Note: If you are asked to use the search box to find the correct list then the module code may be missing from the Reading List.

Please see **Section 17 -Changing the Linked Modules (Courses) & Student Numbers** on how to add the module code to the reading list. Note If the module code is not appearing when you search for it, please email readinglists@universityofgalway.ie (this may happen for new modules)

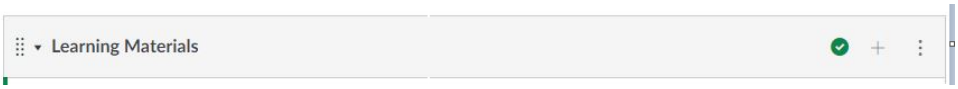
Please go back to Step one above when the module code is added

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17. Linking to Reading List Section from Canvas

You can choose to display sections of the list in specific courses/modules within Canvas. You can choose this option in addition to linking to the full reading list. Alternatively, you can disable the Reading Lists menu option if you don't want students to see the whole reading list (select Settings on the Course Navigation menu, click the Reading Lists settings icon and select Disable, then Save).

1. In your Canvas course, click **Modules**.
2. Click the **+** sign within the chosen module in **Learning Materials**.



3. Select **External tool** from the drop-down list.
4. Click **Reading Lists** and change the Page Name to something more meaningful (eg, Week 1 Readings). Do not change the URL.
5. Click **Add item**, this returns you the list of modules.
6. Identify the newly added module and click.
7. **"Add list section"** will appear. This will allow you to search for your list in Talis, and select the section to be linked to the module. The search box defaults to the name of your Canvas course.
8. If the incorrect list is displaying, type the course code in the search box and select the correct list with the correct teaching period from the drop-down results.
9. Select the Talis list section you want to add from the drop-down list. N.B if you wish to link to the whole list select the list from the drop-down menu.
10. Click **Save**. The list section will now display in Canvas.
11. Return to **Courses** and repeat the above steps to add other sections of the list.
12. To ensure that students can view your Modules you will need to publish each one by clicking the cloud icon at the right hand side of the module.

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18. Changing the Linked Modules (Courses) & Student Numbers

One common reason why lists do not display in Canvas is because the module was not linked correctly to the reading list. Alternatively you may want to link another module to the reading list.

In addtion having student numbers for each module is a great help for us to purchase the correct number of copies. It may slow up processing your list if this is not in place. To check/ edit the links to your reading list or change student numbers:

1. Open the reading list in question
2. Open the Edit pull down menu and select '**Hierarchy and Student Numbers**'
3. Search for the new module in the grey search box and make sure to select **Save**.
4. Please add in the approximate number of students that will be taking the module.

   This helps us in deciding the number of copies to purchase.

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19. Best Practice for Reading Lists

Reading List Principles

- Have a clear reading list structure, with resources presented weekly, or by topic
- Use annotations where needed, pointing out key sections or clarifying page numbers e.g., "Chapter 2 gives a good overview of this topic"
- Set realistic expectations by indicating what is Core, Recommended, or Further Reading
- Be realistic with the number of resources given, overly long lists can be overwhelming (see section below)
- The list should be reviewed annually. Books on your list will not automatically update when there is a new edition so regular checking needs to take place
- Reading List Usage
- The View button on the Reading List Module Page contains an Analytics option where you can see how many times students have accessed each item on the reading list. This tool can help identify list items for review or removal.

Diversifying Reading Lists

A primary aim of the Library Strategy for 2021-2025 is to increase diversity in the Library's collections. To facilitate this inclusive collection building, we ask that academic staff consider the following when creating module reading lists:

- can you include more readings by minority academics and scholars?
- are these readings always optional or can some be made core?
- can you ensure that readings by minority writers and scholars are not only included when the topic is about marginalised groups?

- if this proves to be difficult, can you include readings about the lack of diverse representation in the subject area?

20. Frequently asked questions

a) When I attempt to link my reading list to the module I cannot find the module listed on the hierarchy page
b) Can I link a reading list to more than one module?
c) Can a reading list be shared if a module has a number of contributing lecturers?
d) Can I copy a reading list?
e) Can I delete a reading list?
f) Do I need to recreate the reading list each year?
g) Is the reading list URL permanent?
h) Why are some of my core books not available as e-books?

a) When I attempt to link my reading list to the module I cannot find the module listed on the hierarchy page

Some newer modules will not be listed on the Reading List System yet. Please email any missing module codes with module titles to readinglists@universityofgalway.ie and we will quickly add them for you.

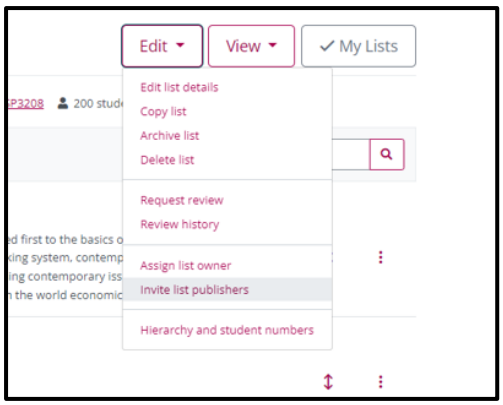
b) Can I link a reading list to more than one module?

Yes. If your list is being used by a number of modules, add the module codes in the **Hierarchy & Students** search. Please also add in the students' numbers for each module.

c) **Can a reading list be shared if a module has a number of contributing lecturers?**

Yes. If your module has a number of contributing lecturers you can invite lecturers to become publishers on the module. *See below*.

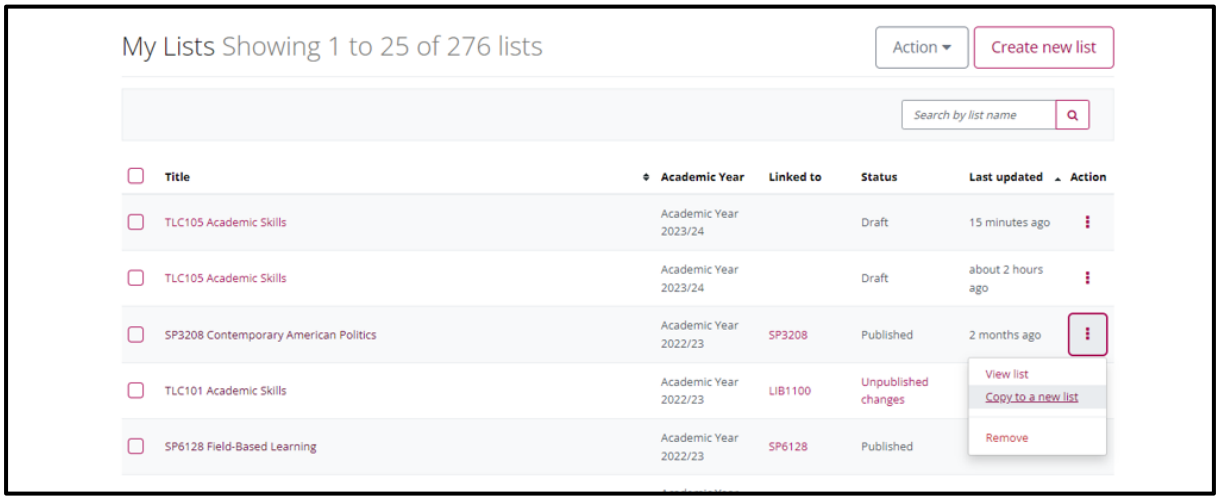
- Open the reading list and select **Edit**. Select **Invite List Publishers** from the List.
- You will be asked to enter in the lecturer(s) email. An invite will then be sent. Once accepted, the lecturer will be able to edit and update the list.



d) Can I copy a reading list?

You can copy a reading list and amend as required.

- Go to 'My Lists'.
- Find the list you wish to copy.
- Click on the Actions button on the right and select '**Copy to a new list**'
- Note at the end of the academic year the reading list will automatically roll over for the new academic year so the copy function **is not required** in this instance.



e) Can I delete a reading list?

In practice there is rarely a serious need to delete a published list. You can **archive the list** using the Edit pulldown menu and remove it from the course search and My Lists screen. If you do wish to delete a list please email readinglists@universityofgalway.ie with the module code.

f) Do I need to recreate the list each year?

No. The list will automatically rollover during the summer. Please note that only published versions will roll forward. If you are updating a list for the new academic year please publish it and ensure that the most up to date version rolls forward.

g) Is the reading list URL permanent?

The Reading List URL is permanent. The link can be copied to other resources and applications e.g. AKARI or an email etc.

h) Why are some of my core books not available as e-books?

We will always check for an e-book if the book is listed as core. Unfortunately, many publishers that offer individual e-book purchase will offer limited or no e-book availability to libraries.

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