
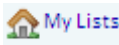


Loughborough University Online Reading List System: a quick guide for staff

This brief guide is aimed at academics and departmental administrators. Library staff are automatically alerted to changes made to items on the system; therefore new materials can be acquired and made available in a timely manner. For other benefits please visit:

<http://learn.lboro.ac.uk/mod/resource/view.php?id=15993>

Logging in


1. Visit <http://lorls.lboro.ac.uk> and click on Login in the top right corner: 
2. Type your University username and password
3. Click on My Lists in the top right corner: 

If you are not currently associated with any reading lists contact your academic librarian:

<http://www.lboro.ac.uk/library/about/LLOs.html>

Creating a new reading list

N.B. Each module should appear on the reading list system irrespective of whether a reading list exists. If this is not the case, contact your academic librarian.

1. Click on Add New in the top left corner: 
2. Select Reading List from the drop down menu
3. Complete the form

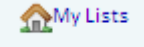

Using BibGrab to add items

Installing BibGrab

1. Look for [Get bibGrab](#) in the bottom left corner of any screen in the reading list system.
2. Click on the link. The next page will display installation instructions specific to the browser you are using.
3. Follow the instructions. **N.B.** administrator rights are not required.

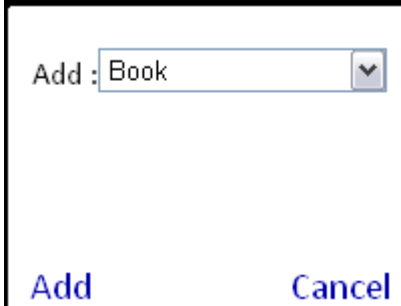
Using BibGrab

1. Click your BibGrab button whenever you discover something you'd like to add to a reading list e.g. book, journal web page.
2. The BibGrab tool will list in a separate tab any and all bibliographic information from the page you were viewing. **Hint:** highlight the desired ISBN first when you are in Amazon before clicking BibGrab.
3. Click on the desired item from the list.
4. Login to the reading list system with your University username and password.
5. The reading lists you own will be displayed. Click the desired list(s) then click Add.

6. Click on  in the top left corner.
7. The item should display in the desired list(s). Click  when ready to make the item visible to students

Adding items to your list manually

1. Click Add New in the top left corner





The image shows a small dialog box with a white background and a black border. At the top, it says "Add : Book" next to a dropdown arrow. At the bottom, there are two blue buttons: "Add" on the left and "Cancel" on the right.

2. Select item type from the drop down menu and click Add:
3. The form on the next screen is specific to the type of item selected. If the item is a book, type or paste the ISBN into the form then press the Tab key.
4. In the majority of cases if the item is a book held by the Library, the form will auto-complete.
5. Otherwise, please complete as many fields as possible.
6. Use the Public Note field to provide instructions to students e.g. Please read chapter 5 and think about...
7. Click on the Academic Recommendations at the bottom.

8. This form is specific to the item type selected. If the item is a book, indicate the desired number of copies and format on the form:



Academic Recommendations

Current Holdings	none
Long Loan	<input type="text"/>
Week Loan	<input type="text"/>
Short Loan	<input type="text"/>
Reference	<input type="text"/>
Recommendation	<input type="radio"/> Essential <input checked="" type="radio"/> Recommended <input type="radio"/> Additional 
E-Book	<input type="checkbox"/>
Private Note	<input type="text"/> 

9. Use the Recommendation option to indicate if the item is essential (i.e. recommended for purchase); recommended (i.e. required reading for the module); additional (i.e. useful for background).
10. Use the Private Note to communicate a private instruction to the Library e.g. purchase if under £150.
11. Click Save when done.

Re-ordering / sorting your list




By default, your list displays the items in the order in which they were added to the system. You can change the order in one of three ways:


- using the drag and drop feature to the left of the item: 
- using the sort button in the top left corner: 
- clicking on the line numbers to select the desired items (see coloured squares below) then selecting Move in the floating toolbar that appears at the top of the screen:



Chemical

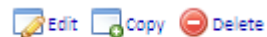
→ Loughborough University → Chemical

 Add New  Sort  Groups  Exp

1		HOLLAND, F. A. 1995. <i>Fluid Flow</i>
2		COULSON, J. M. and Richardson,


Editing / copying items on your list

Use the buttons on the right hand side to edit / copy or delete:



To copy multiple items , click on the line numbers to select the desired items then select Copy from the floating toolbar that appears. The Copy facility allows you to copy items to other lists that you own.

Changing the owners of a reading list

1. Click on Groups in the top left corner: 
2. Select either the tutors or support staff options from the drop down menu.
3. The staff currently associated with the reading list will be displayed.
4. Type the University username of the new owner in the box at the bottom and click Add:

Add user Add

5. To delete an owner select  Remove next to the desired name.

N.B. If you wish to be removed from a list, contact your Academic Librarian.

Further help and resources

For more help including short videos visit <http://learn.lboro.ac.uk/course/view.php?id=3749>

If you have a comment or query about the reading list system please contact your Academic Librarian: <http://www.lboro.ac.uk/library/about/LLOs.html>