**Overview**

Waikato Reading Lists is a quick and easy way to access your course readings and see recommended and essential readings for your course.

**Find the Reading List for your course**

- Go to the Library website [www.waikato.ac.nz/library](http://www.waikato.ac.nz/library)
- Click the Reading Lists tab or Find a Reading List link under Key Tasks
- Search by course code, course title, or lecturer’s name and hit enter or click the magnifying glass
- Select the correct paper with **LIST** next to it, making sure it is the correct semester and year
- If your name doesn’t appear at the top, click ‘Log in’ and enter your University username e.g. abc12 and password

**Can’t find a Reading List for your course?**

- Not all courses have a Waikato Reading List. Check your paper outline [https://paperoutlines.waikato.ac.nz/search](https://paperoutlines.waikato.ac.nz/search) for information about required or recommended reading
- If you have any queries about the readings for your course in Waikato Reading Lists, or need clarification about any notes in a list, contact your tutor/lecturer

**Tips for using Waikato Reading Lists**

- Information about the availability of a print book may be on the main list page or when you click on the book’s title and go to its full record. On the right under Library availability, it tells you what collection the book is in e.g. General Collection, what its call number is and how many copies are available
- The blue Online Resource button will take you directly to an e-book, a scan from a print book, a journal article, or webpage. If the item is a chapter in an e-book, it may open directly into the chapter. If it is a journal article, it may open directly to the article or to a database where you will have to locate the PDF to read, print or download
- To access scanned chapters from print books, look for the word digitisation and scroll down to view the scan. Sign in if prompted. There is the option to print, download or read in full screen. You can print off readings and make your own printed book of readings

**Sort your Reading List**

- Click on the Table of Contents button located at the top of the page to see the sections in the list. These might be sorted by weeks, topics of study or resource types
- Click on the section heading to see the items listed under each heading. The Table of Contents is helpful for long lists
If the list has no sections, a Table of Contents button will not display.

You can re-order and filter the list by using the **Grouped by section** and **Apply filter** buttons at the top of the list. There is also a search box you can use if you wish to search the list.

**Grouped by section** has two options. **Group by type** organises the list by types of resources, i.e. article, chapter, book, e-book, webpage and **Group by importance** organises the list by the importance set by your lecturer (Essential, Recommended or Optional).

**References**
- Click the View bibliography button to choose a citation style of your choice
- Remember to check machine generated references to ensure they are correct

**Export your Reading List**
- At the top of every reading list, you have the option to export a list
- Select the format you would like the list exported into. This will be created automatically and downloaded by your browser

**Optional features**

**Create a profile**
- You can still access your reading lists if you do not create a profile
- A profile allows you to organise your lists by setting reading intentions through Read status and to add notes. These intentions and notes make it easy to scan your list and track progress. They are private
- To see your reading intentions and notes (and edit your profile) click on your name then select ‘view profile’

**Set your reading intentions**
- You need to create a profile to set your reading intentions
- To set your reading intentions from the main list page, click the Read status button on the right and select Will read, Reading now, Have read or Won’t read
- Once you have set your reading intentions, you can view them in your profile

**Add & view your notes**
- You need to create a profile to add notes
- The Add note button to the right of each item in your list allows you to add useful notes. They are private
- Once you have added notes, you can either preview them by hovering over the ‘Edit note’ button or view them in your profile
- When making a note include which list the item is from as this information will not be accessible in the saved note from your profile

For further help go to
www.waikato.ac.nz/library/reading-lists