

Waikato Reading Lists

Bookmarking

OVERVIEW

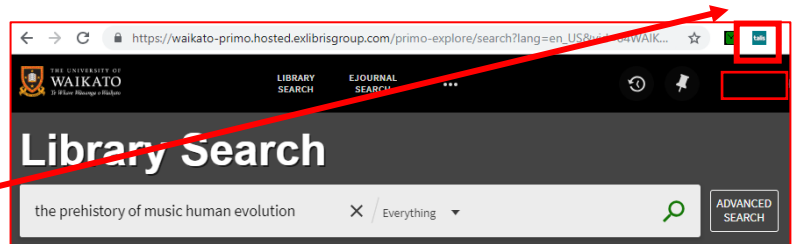
Bookmarks are links to resources such as books, journal articles, websites, videos etc. Creating bookmarks captures the available information from online resources and presents it in an easy to edit format, ready for you to save and add to your reading list.

USING THE BOOKMARKING EXTENSION

Use the **Talis Aspire Reading Lists Bookmarking** extension to create these links. Instructions on how to install the **Talis Aspire Bookmarking** extension and essential information on this topic is covered in the *Waikato Reading Lists for Staff* guide.

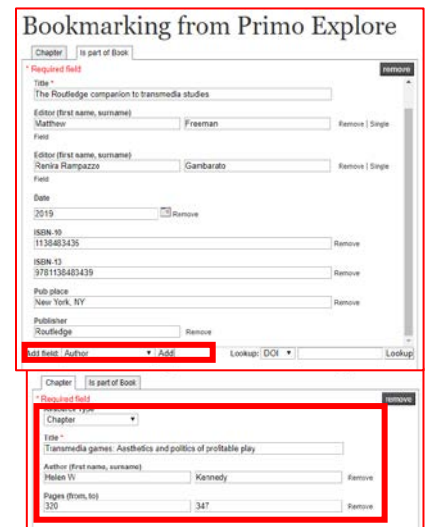
PRINT BOOKS

- Locate a book in **Library Search**, click on the title to go to the full record
- Click the **Talis Aspire Bookmarking** icon
- Check the information in the fields is correct, edit if necessary
- Click **Create** or **Create & Add to List**
- Choose the relevant list and section, add *Notes* if required, set *Importance* and click **OK**



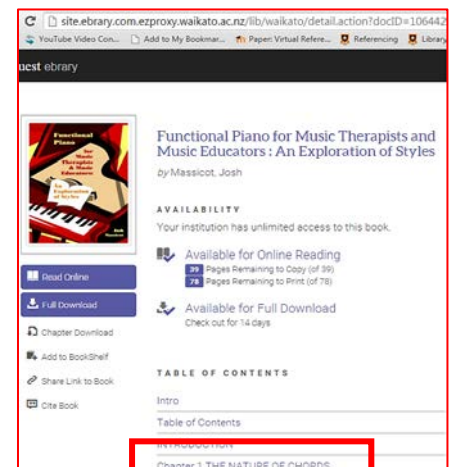
PRINT BOOK CHAPTER

- Locate a book in **Library Search**, click on the title to go to the details page
- Click the **Talis Aspire Bookmarking** icon
- Click on the drop-down menu beside **Add field** and choose **Has part** (Chapter, article etc.)
- Click **Add**
- Under **Resource Type** choose **Chapter**
- Enter the chapter title, author(s) name (if edited book) and page range (use **Add field**)
- Click **Create** or **Create & Add to List**
- Choose the relevant list and section, add *Notes* if required, set *Importance* and click **OK**



EBOOK OR EBOOK CHAPTER

- Locate the eBook in **Library Search** and click through to the publisher's platform
- To link to the whole eBook, bookmark from the details page which will have **ezproxy** in the URL
- Click the **Talis Aspire Bookmarking** icon
- To bookmark a chapter in ProQuest eBooks, scroll down to the table of contents and click on the chapter title
- Click the **Talis Aspire Bookmarking** icon
- Click on the drop down menu beside the **Add field** and choose **Has part (Chapter, article, etc)**
- Click **Add**
- Choose **Chapter** as the **Resource Type**



- Add and edit more fields if necessary
- Click **Create** or **Create & Add to List**
- Choose the relevant list and section, add Notes if required, set Importance and click **OK**

ONLINE JOURNAL ARTICLE

- Locate the online journal article using **Library Search**, databases, Google Scholar



- Navigate to the page with the article details on it, **not** to the PDF itself
- The **ezproxy** link is required for bookmarking as it forces the ezproxy to show, which is required for accurate bookmarking
- Click the **Talis Aspire Bookmarking** icon
- Ensure all essential reference details are present and accurate, e.g. author, date, pages
- There should be two tabs: one with article details and one with journal details
- Check the **Online Resource** button is selected. If not tick the box
- Select either the DOI or web address with **ezproxy details**

- Click **Create** or **Create & Add to List**, add *Notes* if required and set *Importance*

INTERNET E.G. YOUTUBE

- Locate the webpage
- Click the **Talis Aspire Bookmarking** icon
- Ensure resource type and reference details are present and correct as webpages may bookmark with insufficient information
- Check that the **Online Resource** box is ticked
- Click on **Create & Add to List**
- Complete the **Create** or **Create & Add to List** options and add *Notes* if required and set *Importance*

Bookmarking from Youtube

Audio-visual document

*** Required field**
Resource Type *
Audio-visual document ▼

Title *
Knights Templar: From history to legend

Web address
https://www.youtube.com/watch?v=lmP14FOkWWwo Remove

ADDING ITEMS TO MY BOOKMARKS

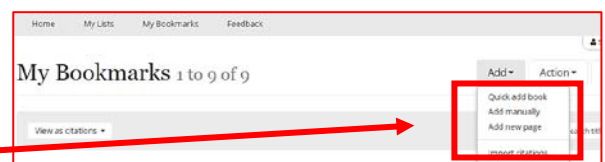
My Bookmarks can be accessed from the Waikato Reading Lists homepage. Simply click on **My Bookmarks** and all the items you have bookmarked will be displayed.

QUICK ADD BOOK

Quick Add allows you to quickly capture book information but it does not automatically allow you to add it to a reading list. To add a book mark created via Quick Add to a list, find the item in your list of bookmarks, click on the vertical ellipses **⋮** then “add to list” and fill in details.

PRINT BOOKS

- Go to Waikato Reading Lists
- Click on **My Bookmarks**
- Click **Add** and select **Quick add book**
- Type the book title or ISBN in the search box and click on the relevant item



- The list of items shows whether the Library holds the item and if there are later editions
- If an edition is not held by the Library and is required, contact your **Academic Liaison Librarian**
- Click **Select** next to the required edition and check the record is complete and accurate
- Click **Save Bookmark**
- Add book to list from your bookmarks screen, under Action click vertical ellipses **⋮** and **add to list**

Quick add book

Silicon Snake Oil

Silicon Snake Oil by *Cliff Stoll*

Edition	ISBN	Date	Format	In Library	Select
	9780385419949	2009	Paperback	✗	Select
New edition	9780330344425	1996	Paperback	✓	Select
	9780330346771	1996	Paperback	✗	Select
	9780333647875	1994	Hardback	✗	Select

Quick add book

Type: Book select chapter

Title: Silicon Snake Oil: Second Thought

Author(s): Cliff Stoll

Edition: Enter Edition

Date: 2009

ISBN-13: 9780385419949

Publisher: Bantam Doubleday Dell Publishing

Place of Publication: New York

Add Field

Note:

Cancel Save Bookmark

BOOK CHAPTER

After selecting **Quick add book** and selecting the title, click on **select chapter** (top right)

- Enter the chapter title, author(s) name, and page range
- Click **Save Bookmark**

Quick add book

Type: Book select chapter

MANUALLY ADD BOOKMARKS

If there is no online record to bookmark from, you can manually add a bookmark

- Click on **My Bookmarks**
- Click the drop down arrow next to **Add**, select **Add manually**
- Select **Resource Type**
- Build a full reference by adding fields e.g. title, author, volume, issue etc. by clicking on the drop-down menu beside **Add field**
- It is important to add ISBN/ISSN here if request digitisation is required
- Click **Add**
- If you are bookmarking a chapter or article, choose **Has part (Chapter, article, etc.)**
- Click **Add** at the bottom of the form and Include all details needed to build a complete reference
- Complete the **Create** or **Create & Add to List** options, add *Notes* if required and set *Importance*

Manually add a new bookmark

Document

* Required field

Resource Type *
Document

Title *

Author

- Editor
- ISSN
- eISSN
- ISBN 10
- ISBN 13
- DOI
- Pages
- Publisher
- Place of Publication
- Date
- Volume
- Issue
- Edition
- Local Control Number
- Web address

Part of (book, journal, etc.)...
Has part (chapter, article, etc.)...

Author

Online Resource: Add field

Lookup: DOI

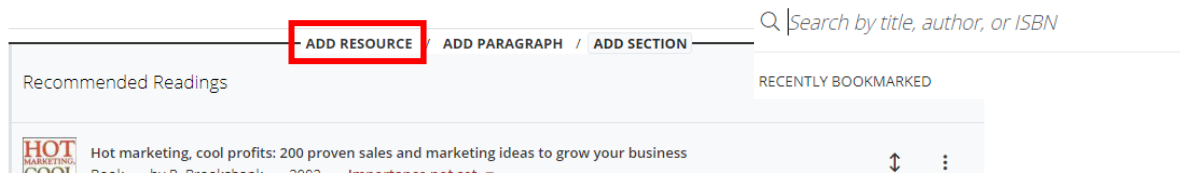
IMPORT CITATIONS

Reading lists can be populated from an .ris file. For more information see this Talis guide

<https://support.talis.com/hc/en-us/articles/115001088285-How-to-import-a-reading-list-as-a-RIS-file> or contact your Academic Liaison Librarian.

ADDING ITEMS DIRECTLY IN YOUR LIST

- Click on **Add Resource**. The five most recently bookmarked items show first



- In the search box type in title, author, ISBN, or a combination of these

Global Marketing and Advertising
Book - by Marneke De Mooij; Marneke de Mooij; Dr. Marneke K De Mooij

Edition	ISBN	Published	Format	In library
5th Revised edition	9781544318134	2018	Hardback	<input type="checkbox"/> <input type="radio"/>
5th Revised edition	9781544318141	2018	Paperback / softback	<input type="checkbox"/> <input type="radio"/>
5th Revised edition	9781526453523	2018	Electronic book text	<input type="checkbox"/> <input type="radio"/>
5th ed.	9781526453518	2018	Electronic book text	<input type="checkbox"/> <input type="radio"/>
4th Revised edition	9781452257174	2013	Paperback / softback	<input checked="" type="checkbox"/> <input type="radio"/>
4th Revised edition	9781483310008	2013	Electronic book text	<input type="checkbox"/> <input type="radio"/>
4th ed.	9781483315454	2013	Electronic book text	<input type="checkbox"/> <input type="radio"/>
3rd Revised edition	9781483300023	2013	Electronic book text	<input type="checkbox"/> <input type="radio"/>
2nd Revised edition	9781452209418	2012	Electronic book text	<input type="checkbox"/> <input type="radio"/>
3rd Revised edition	9781412970410	2009	Paperback / softback	<input type="checkbox"/> <input type="radio"/>

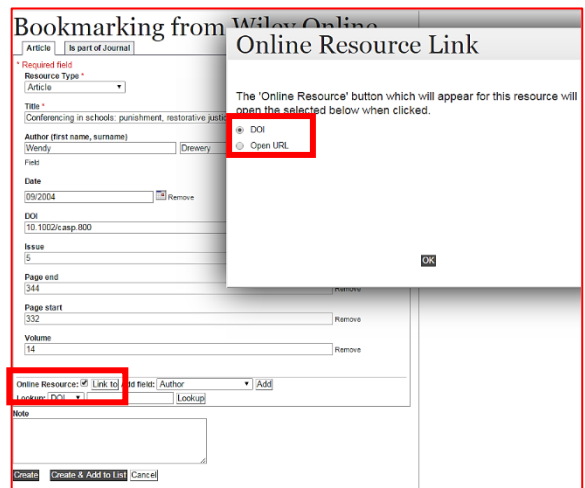
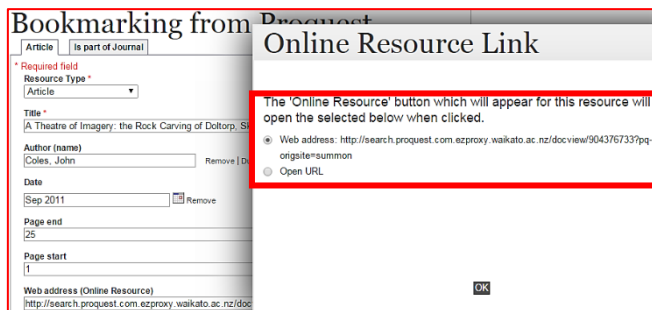
Show more

- Click on the title of the book and a list of all editions available will show
- If the item is held by University of Waikato Library, then a appears in the **In library** column
- Ebooks, paperback & hardback are all identified. Show more will show more editions if applicable
- Select the item by clicking the and it appears in the list
- Check the metadata, add any notes and set importance (to alert students to essential or recommended reading)

GENERAL NOTES

RESOURCES WITH OR WITHOUT DOI

- If a resource **has** a DOI (Digital Object Identifier), choose this option over a web address
- If a resource **does not** have a DOI there will be a prompt to use the web address



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