OVERVIEW
Waikato Reading Lists readinglists.waikato.ac.nz enable the University to meet copyright reporting requirements. Staff can populate and manage lists which Academic Liaison Librarians have created for them.

CREATE YOUR PROFILE
(You only have to do this once)
- Either click the link in the email from Waikato Reading Lists noreply@talisaspire.com
- OR go to http://readinglists.waikato.ac.nz
- Click on Log in
- Click Create Profile
- Fill in the details
- Click Save

ACCEPT & FIND YOUR LIST
- Go to your profile by clicking your name and View profile (You may need to log in first)
- Click on the tab My invites
- Under actions (on right), click the vertical ellipsis ‥ and Accept invite
- If there are no invitations, ask your Academic Liaison Librarian to create a list and invite you
- You can now locate your list(s) by clicking My Lists (top left)

ADD HEADINGS AND SECTIONS
- Click on your list
- Click Add paragraph or Add section to format your list
- Add paragraphs to your list if required. All changes are automatically saved to draft
- Rearrange sections by using the vertical ellipsis ‥ and Move up or Move down as required. If you don’t have sections, there will be no Table of Contents option

INSTALL THE BOOKMARKING EXTENSION
(Do once for each computer/browser you use)
- Talis Aspire Reading Lists Bookmarker extension can be added to Chrome and Firefox
- Find it in the Chrome Store or Firefox Add-ons
- Add to your browser
- Configure to the ‘University of Waikato’ in options
- The extension will show Talis Bookmarker Tab in your toolbar

Benefits for lecturers:
- Replaces the copyright survey
- Easy to request items for High Demand (formerly Course Reserve)
- Easy scanning of print items
- Bookmark print & online items from Library or web
- Create annotated lists for students
- Update at any time
Bookmarking essentials – read this before bookmarking!

- To populate your list, you need to navigate to an item and then add it to your bookmarks
- Where possible, bookmark from Library Search or Library databases – this gives the best metadata (saves you manually entering Author. Date. Title information)
- When bookmarking from Library Search or Library databases, use the individual record view of the item
- DO NOT bookmark from the results list or from a PDF
- You can edit any field in a bookmark except ISBN or ISSN
- For electronic resources check that the Online Resource box is ticked. Click on ‘Link to’ to confirm the preferred option is selected
- If the Online Resource box is not ticked, click the box. A pop up box will ask where to link
- Select an option in this order of preference: DOI, Web address, Open URL
- Test the links to make sure they are working

Need help? Contact your Academic Liaison Librarian

BOOKMARK TO ADD RESOURCES

- Search for a resource (Library Search / databases / websites) and click the Talis Aspire Bookmarking icon
- Check the fields on the bookmark are correct, and edit if necessary
- Check the links to any online content to ensure they are working
- Click Create & Add to List to add to your reading list and My Bookmarks. If you have multiple lists, specify which list and section
- Complete the Create & Add to List pop-up box and set Importance. To place items on High Demand (formerly Course Reserve) specify this in the Note for Library field by stating High Demand and click OK. High Demand requests will only be picked up from published lists, so publish the list two weeks before the course starts to enable High Demand items to be processed
- Add notes and set the importance for resources to indicate whether they are Required, Essential, Recommended in a print Course Pack etc.
- To view the bookmark, return to your list. You may need to refresh your browser or click Edit then Edit List

EDIT YOUR LIST

When you open your list as a publisher, you can make and view changes, add notes, set importance and request digitisation from directly within the list.

- From My Lists, click on the relevant list to open
- Make changes as required and they will be saved automatically as a draft
- Remember to Publish your list to make changes visible to students

NEED SOMETHING SCANNED? REQUEST DIGITISATION

- Select the relevant item from your list and click on the vertical ellipsis, then Request Digitisation
- You will be prompted to fill in the appropriate required fields
- See Digitisation Guide for more guidance

PUBLISH YOUR LIST

- Click Publish to make the list available to students. You can add the link to your Moodle paper and Paper Outline (See the Can I link to Waikato Reading Lists FAQs). Students can access lists via readinglists.waikato.ac.nz or the Library website
- If you update your list always click Publish otherwise the updated list will not be visible to your students
- Check the list displays correctly, and that the links work properly
- DO NOT click Request Review. Reviews are not actively monitored by the Library. If you would like your list to be checked over by the Library before publishing, send a request to readinglists@waikato.ac.nz or your Academic Liaison Librarian.

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

WRL Guides Group November 2019