OVERVIEW
Once a list has been created, it can be organised into sections with titles and paragraphs.

ADDING SECTIONS
- Hover over the resource below where you want the new section to appear
- Click Add Section (it will be added above)
- You will be prompted to give the section a title (e.g. Week 1) and add a description (optional)
- Click Save
- To create sub sections, click Add Section inside an existing section
- Once you have created sections, the reading list will have a Table of contents. If there are no sections, there will be no Table of Contents
- To move sections click the vertical ellipsis next to the section
- Select Move up or Move down until the section is in the desired position

POPULATING THE LIST FROM EXISTING BOOKMARKS
- Click Add Resource
- The five most recently bookmarked items show first. Click Show more to see more than these items
- Click on the item title to add it to the list
- Use Set Importance to alert students to what is essential or recommended reading
- Use Edit notes and importance to request an item for High Demand
- Add ‘High Demand’ to the Notes for Library section (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)
- Identify if an item is for the High Demand collection in Hamilton (HAM), Tauranga (TGA) or both (HAM & TGA)
**Populating the list by adding new resources**

- 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.

- 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).

**Editing or deleting items**

- Edit or delete items from the list using the icon.
- Deleting the item from the list will retain the bookmark but it will no longer be in the list.
- Deleting an item where a digitisation has been requested will break the link between the scan and the bookmark.

You can re-add and re-request the scan, though you will receive a ‘duplicate request’ error – which will be received by the Reading List Team, who will then manually re-link the scan. It is advised to ‘move’ these items rather than delete and add again.

**Adding paragraphs**

- Paragraphs can be added to sections or to the top of a list.
- Hover over resource below where you want the new paragraph to appear.
- Click **Add Paragraph** (it will be added above).

- Type paragraph into the box.
- Click **Save**.

**Publish your list**

- Click **Publish** when you are ready to make the list available to students.
- If you update your list or make any changes, click **Publish** otherwise the updated list will not be visible to students.

For further help, contact your Academic Liaison Librarian or go to http://www.waikato.ac.nz/library/reading-lists/

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