# **UWLReadingLists Guide for Academics**

[**UWLReadingLists**](https://uwl.rl.talis.com/index.html)  is an online reading list system purchased by the University of West London. It allows you and your students to link directly to books, ebooks, journal articles, videos, sound files, images and websites recommended for the modules.

How does it work?

Essentially you build up a list of 'bookmarks' for the readings and resource items you want to recommend to your students, then you drag and drop the bookmarks into the appropriate reading list and arrange them however you want - by week, by topic, as a bibliography. The structure of a reading list is very flexible and can easily be updated and changed at any time.

Short overview [video](https://talis.wistia.com/medias/px38jqq0gp) about online reading lists system.

In this guide you will find the following instructions:

* Getting started – accepting the invitation
* Installing the bookmarking extension
* Bookmarking
  + Bookmarking from LibSearch - print book and ebooks
  + Bookmarking from LibSearch when print and ebooks are available (merging)
  + Bookmarking a journal article
  + Bookmarking webpage/website
  + Bookmarking YouTube videos
* Creating and structuring a new list
* Editing existing list
* Copying a list for reuse
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**Getting started – accepting the invitation**

To get started you will first need to contact your [Subject Librarian](https://www.uwl.ac.uk/current-students/library/staff-and-support-services/library-staff#academicsupport) who will arrange for you to be set up on the system. Once you have been set up you will receive an email from [noreply@talisaspire.com](mailto:noreply@talisaspire.com). If you have not received your email within 24 hours, please check your junk folder for an email from Talis Aspire (software supplier).

1. Click on the link within the email to accept the invitation and create a profile (Public)
2. Log in to [https://uwl.rl.talis.com](https://uwl.rl.talis.com/) using your UWL username and password.

*Please note:*UWLReadingLists software works best with Chrome or Firefox.

Once you have the required permissions, follow the instructions in this guide to enable you to start collecting resources for your reading lists.

**Installing the bookmarking extension**

The bookmarking extension allows you to bookmark resources like books, journals, videos or images from anywhere on the internet to your lists.

To install the bookmarking extension:

1. Log in to UWLReadingList system at <https://uwl.rl.talis.com/index.html>
2. Go to “My Bookmarks” at the top of the page
3. Click on “Install Bookmarking Extension”. You can watch short video to help you to install the bookmarking extension

**Bookmarking**

* **Bookmarking from LibSearch - print book and ebooks**

1. Go to [LibSearch](https://www.uwl.ac.uk/current-students/library) and search for the book you want to add to your reading list.
2. Filter your results to items we have in our Library using “All filters” option and then “Catalogue only”. Click “Apply Filters”. If **only print** book is available and you want to bookmark it, click on the ”Access options” and then “Access catalogue record”.
3. That will take you to the print book record. Click on Talis bookmarking extension button.
4. A new screen will appear. Check that the information is correct and click ‘Create’. This will add the book to your list of bookmarks.
5. If **only ebook** is available, click on the “Access options” and “Access Full Text”. This will take you to the supplier platform; ProQuest, VLE or Perlego. From this page you can bookmark the ebook using the same method we used before, by clicking on Talis bookmarking extension button.
6. Check that the information is correct and make sure that the Web address is displayed, and **‘Online Resource’** box is ticked. If “Online Resource” is not ticked, please tick the box and check that the “Web address” is selected (not Open URL).
7. Check that the information is correct and click “Create”. This will add the book to your list of bookmarks

* **Bookmarking from LibSearch when print and ebooks are available (merging)**

When print and ebooks are available, the best practice is to merge both records. To do so:

1. Find the required book/ebook using LibSearch
2. First you need to copy the url of the ebook. To do so, from the **ebook** record, click on the “Access options” and “Access Full Text”. This will take you to the supplier platform; ProQuest, VLE or Perlego.  Copy the url for the ebook which is on top of the page. You can copy the link address by clicking the right mouse button.
3. Go back to LibSearch and find the print copy of the book. Click on “Access details” and “Access catalogue record”. That will take you to the print book record. From this page you can bookmark this book using the same method we used before, by clicking on Talis bookmarking extension button.
4. To merge print and ebook records: when the split screen appears, go to the ‘Add field’ menu, select ‘Web address’ from the drop down menu, and then click ‘Add’. Paste the copied e-book’s url into the new field and then tick the ‘Online Resource’ box. A new page will appear. Check that the “Web address” is selected.
5. Check that the information is correct and click “Create”. This will add the combined print/ebook record to your list of bookmarks.

* **Bookmarking a journal article**

The best method to bookmark a journal article is to use DOI (Digital Object Identifier) if available, as this creates a stable URL and captures the best metadata.

To find out mor about bookmarking a journal article, please follow instructions in this support article - [How to bookmark a journal article](https://support.talis.com/hc/en-us/articles/115000162065-Advanced-bookmarking-Journal-articles-)

* **Bookmarking webpage/website**

1. Locate the webpage or website you wish to bookmark and click on Talis bookmarking extension button.
2. Check that the details are accurate and amend as needed (check title and web address!).  Resource Type should be set up as ‘Webpage’ or ‘Website’. Also, make sure that the ‘Online Resource’ box is ticked.  You can use the ‘Add field’ drop down menu to add in any additional details, e.g., authors and dates.
3. When finished click ‘Create’.

* **Bookmarking YouTube videos**

1. Locate the [YouTube](http://youtube.com/) video and click on Talis bookmarking extension button.
2. When you bookmark a video from YouTube make sure the resource type is set to ‘Audio-visual document’ in the ‘Resource Type’ drop down menu. Also tick the ‘Online Resource’ button.
3. When finished click ‘Create’

**Creating and structuring a new list**

Your module will probably have an existing list. If a list has already been created and you would like to edit it, please follow the instructions in the section **‘Editing existing list’** below**.** If a list does not exist, follow the instructions in this [video](https://talis.wistia.com/medias/hoea1sky7u) explaining how to create and structure a new list.

When you add a resource, please remember to set **Importance: Essential, Recommended or Further Reading.** You can also add 'Note for students' for this particular resource by clicking three little dots on the right-hand side of the screen.

The **UWLReadingLists** service is very flexible, and you can structure your list in any way you feel is appropriate for your module, e.g., by week, topic, or theme. You can include as many sections, sub-sections, notes and annotations as you like to provide your students with the guidance and context you feel most appropriate.

Please check [Top tips to make your list appealing for students](https://support.talis.com/hc/en-us/articles/5810489195933-Top-tips-to-make-your-list-appealing-for-students-)

You can also read one of our Subject Librarian’s blog on [*"Creating effective and interesting reading lists"*](https://campuspress.uwl.ac.uk/cbtips/2018/04/12/creating-effective-and-interesting-reading-lists/)

**Editing existing list**

Your module will probably have an existing list. If a list has already been created and you would like to edit it, follow instructions in this [video](https://talis.wistia.com/medias/rsm0w4btm3) .

You can also check this [guide](https://support.talis.com/hc/en-us/articles/360001909917-Editing-lists) which will help you navigate through editing a list. In this guide you will find information on:

* [Adding resources, paragraphs, and sections to your reading list](https://support.talis.com/hc/en-us/articles/360001909917-Editing-lists#h_5bd908d1-295f-441c-bafd-e0f1c39fa41b)
* [Moving items or sections within your list](https://support.talis.com/hc/en-us/articles/360001909917-Editing-lists#h_3e4fc38a-de09-4760-9f96-3ba3518f91f1)
* [Editing an existing item, section, or paragraph on your list](https://support.talis.com/hc/en-us/articles/360001909917-Editing-lists#h_2102176c-8df8-48f8-b44a-c09eb644e6fe)
* [Navigating your list while in edit](https://support.talis.com/hc/en-us/articles/360001909917-Editing-lists#h_aede41fb-4d5a-4d0d-b9ef-4dea9bf4470e)
* [Adding and editing notes on your reading list](https://support.talis.com/hc/en-us/articles/360001909917-Editing-lists#h_ff50e566-276d-41e3-849a-06828c75c3dd)
* [View the list as a student](https://support.talis.com/hc/en-us/articles/360001909917-Editing-lists#h_ce47013a-fca7-43ad-a442-6f3abe481d2c)

Please remember that to edit any lists you must be set up on the system. If you are not set up, please see section **‘Getting Started- accept the invitation’**.

**Copying a list for reuse**

You may wish to reuse one of your own lists or copy a colleague’s. You can do this by opening the reading list that your wish to copy. Make sure you are logged in to the UWLReadingLists system.

1. Once you are in the list click ‘Edit’ then ‘Copy’
2. You will then receive the page in which you can create a new list. Rename your list and provide a time period and anticipated student numbers. If you wish you can also provide a description for the list. Make sure you **un-tick** ‘Copy hierarchy associations to new list’.
3. When you have finished click ‘Create list’.
4. Your copied list is now available for you to edit and is available under **“My Lists”.**

**Inclusive reading lists**

UWL Library Services in partnership with academic staff in the schools and colleges, is undertaking a project to look at how we might together develop more culturally inclusive reading lists which complement the curriculum. This is in response to concern expressed within the university at the awarding gap between some student demographics, student feedback nationally and our professional commitment to inclusive library collections.

UWL students and staff are very varied in cultural background, and we believe would benefit from having access to a range of course materials that better reflect their cultural experiences, making it easier for them to become more effectively engaged in their studies.

Reading lists are core to the UWL Library collection and dominate our purchasing decisions, both in terms of titles and copies. To ensure we have an inclusive collection, in terms of books, journals and other specialist resources, we need to prioritise the inclusiveness of our reading lists. Reading lists are developed in collaboration between academic staff and their librarian to underpin the core curriculum and provide students with recommendations to expand their independent reading of their subject area.

The project involves the librarian and academic looking afresh at the curriculum within the module/course and considering what the role of the reading list is for the students, analysing each text on the reading list to consider how inclusive it is (both in terms of authorship and/or content), actively searching for more inclusive texts to add to the reading list in addition or in exchange for current texts and looking for examples in the texts that can be highlighted to the students to support aspects of the curriculum.

We aim to ensure that the inclusive texts selected for the reading lists are not considered supplementary texts but instead are at the centre of the curriculum being covered within the course/module.

For more details about the project, please contact your [Subject Librarian](http://www.uwl.ac.uk/library/about-library/our-staff/academic-support-team).

**FAQ**

* **When I'm bookmarking, I get an error stating <Sorry, we couldn't find a library catalogue record with LCN**...**>. What does this mean?**

If you’re bookmarking an ejournal, this message is meaningless and can be ignored.

These are errors caused by old catalogue records. You can still bookmark them, but they won't show library availability in the item record in your list. Library Services is working its way through these to fix them. Any errors like this will be picked up by your librarian when the list is reviewed.

* **Why do I have a choice of different types of linking for e-resources? Which should I choose?**

E-resources link in different ways (web address, DOI, open URL), depending on whether they're free or paid resources, and how they require you to prove that you're a UWL member entitled to access. We should be set up so that it doesn't matter which option you choose, but if you encounter errors, contact your Subject Librarian so we can investigate.

See Bookmarking sections for more details.

* **Can I add multiple bookmarks to my list at once?**

No, unfortunately not.

* **Can I bookmark Word or other documents from my computer?**

No. But you could copy the document to Google Docs and then bookmark that into your list. Alternatively, add the document to the relevant place in your module documentation and add a note to your list referencing it.

* **Can I bookmark a PDF?**

In short - your results may vary. PDFs do not allow to automatically load the bookmarklet script. In many cases this means that clicking the ‘Add to My Bookmarks’ button will have no effect. Some browsers show the PDF file in a ‘fake’ webpage which means that the bookmarklet button may work for these - but it will not be able to extract any information from the PDF.

You can manually bookmark a PDF by creating a new bookmark from within UWLReadingLists, My Bookmarks and adding the link to the PDF in the web address field.

* **How does UWLReadingLists link with Blackboard?**

Subject Librarians make sure that lists are linked in the tools bar for each module. You don't need to do a thing!