

Adding items to your Online Reading List

It's really easy to add new items to your list, whether it's a book, journal article, YouTube video, or other resource. There's no need to manually enter all the information about the item – the **Add Resource** and **Bookmark Button** options both automatically harvest all that metadata for you, and let you place items directly into your reading list.

Add Resource – The Action Bar

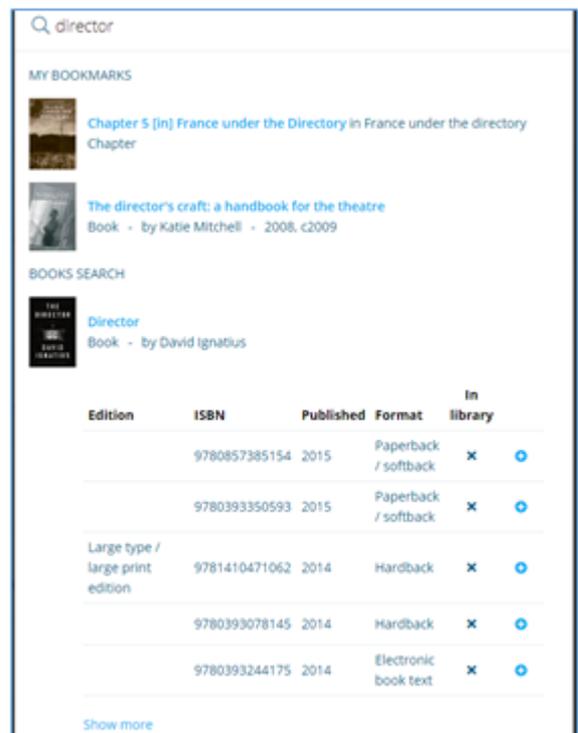
The quickest way of adding books to your reading list is by using the **Add Resource** option in the Action Bar on your Talis Reading list. The Action Bar appears when you hover your mouse cursor over a gap between items or sections on a reading list.



This lets you access three key functions for creating or editing a reading list – adding resources, paragraphs, and sections. We'll look at the Add Resource option here, but we cover the other options elsewhere on this site.

The Add Resource option brings up the pop-up pictured on the right. From here, you can look through your recently bookmarked items, search your bookmarks, or do a general search for books.

- **Add an item from your Talis bookmarks.** Your recently bookmarked items appear at the top of the Add Resource pop-up. Alternatively, you can search via the “Search by title, author, or ISBN” box to find other bookmarked items. Click on the title of the item to add it to your reading list.
- **Add a new item to your reading list.** Below the “Recently Bookmarked” section, you will find a list of other titles in the “Book Search” section. This searches both the Library’s collection, and an external bibliographic database. Click on the “Show more” link if the item you’re looking for doesn’t appear.
 - Search via the the “Search by title, author, or ISBN” box at the top of the Add Resource pop-up.
 - Click on an item in the “Book Search” section to expand it out.
 - If there is a tick in the “In Library” column, the Library already has this edition in stock and so it will be immediately available to your students. Otherwise, we will need to order the item in for you.
 - To add an item to your reading list, pick the edition you want, and click on the blue “+” icon next to it to add it to your reading list.



Please note the Add Resource function currently only works for books – you will still need to bookmark articles, websites, or other material using the Talis Bookmark Button, covered below.

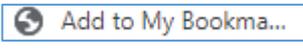
The Bookmark Button

The Bookmark Button is a button that sits in the Bookmarks or Favorites bar of your chosen browser. When you are looking at an item on the Internet that you would like to add to your reading list (i.e. a book in the library catalogue, an article, or YouTube video) clicking the Bookmark Button will create a record that you can add to your reading list straightaway or save for later.

To install the Bookmark Button, click **My Bookmarks**, then the **Install Bookmark Button** at the right hand side of the screen. Follow the instructions in the pop-up to install the button.

Important! Make sure your bookmarks or favourites bar is visible in your chosen browser:

- **Chrome:** click the 3 dots in the top right of your browser (to the right of the address bar) and click **Bookmarks > Show bookmarks bar**
- **Firefox:** right click at the top of the screen, next to your tabs and make sure **Bookmarks Toolbar** is ticked
- **Safari:** click on 'View menu' and select '**show favorites bar**'

The Bookmark Button will appear like this in the bookmarks/favorites bar: 

Microsoft Edge doesn't support the standard Bookmark Button, but you can download a browser extension instead:

- **If you are using a PC on campus:** Go to the **Software Center**, and search for "Talis". Install the "Talis Aspire Reading Lists Bookmarker for Edge".
- **If you are using your own PC/laptop:** Click on the 3 dots in the top right of your browser, and click **Extensions > Get extensions from the Store**. You'll need to search for the "Talis Aspire Reading Lists Bookmarker" app and install it.

When you next go into Edge, you'll get a "You have a new extension" message. Click on the "Turn it on" option, and a green Talis button should be added to your browser: 

When you click on this button for the first time, you'll be prompted to pick an institution. Chose "University of East Anglia" from the list, and click **Save**.

Using the Bookmark Button

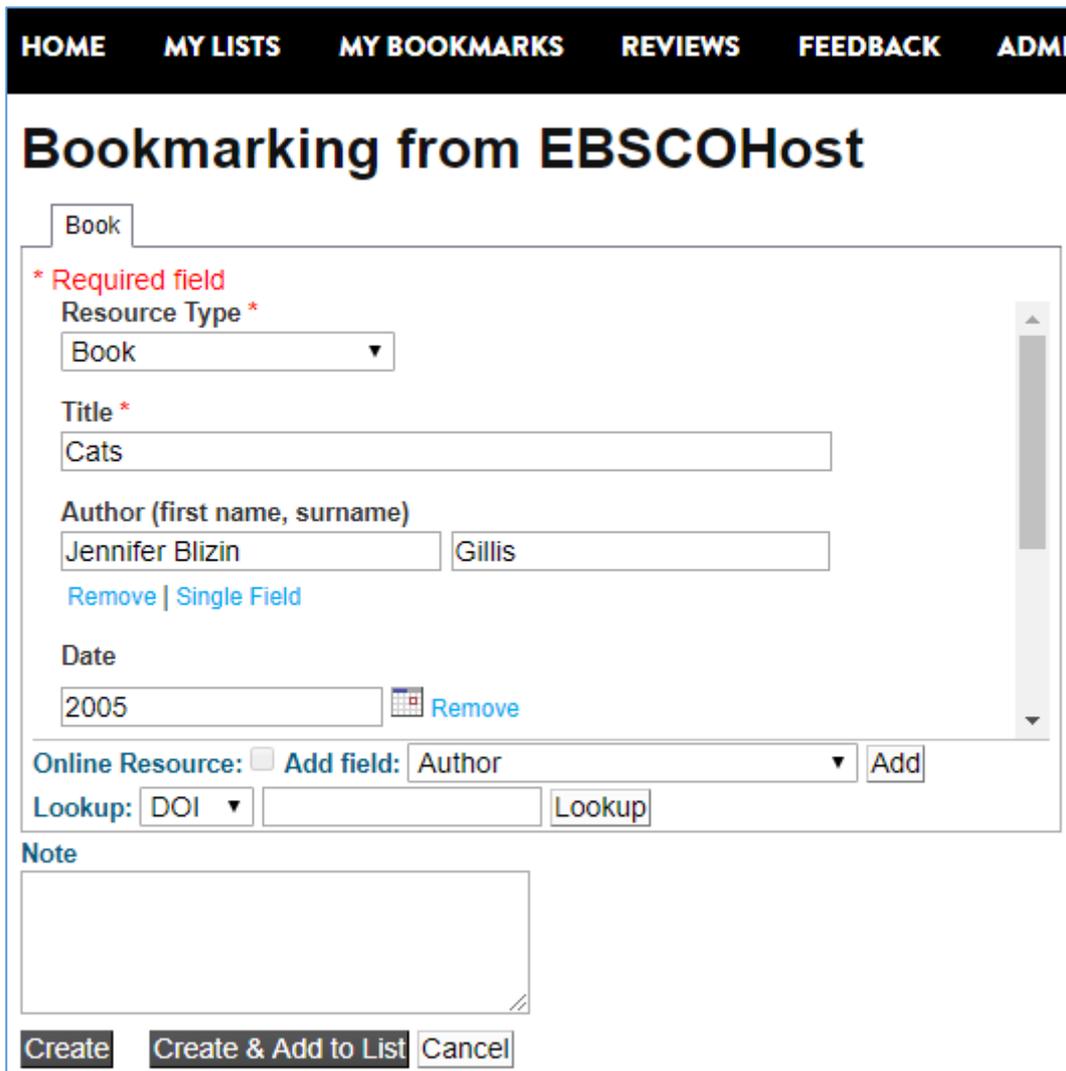
- Browse to a resource you want to add to your Reading List and click the Bookmark Button  or Talis button , which will launch the bookmarking screen (please see the screenshot on the following page)
- Check the resource information and if necessary, edit it using the **Remove** link and **Add field** drop downs.
- Click **Create** or **Create & Add to list** to add the item to Talis. (There are more details on which of these options you should use below.)

What can I bookmark?

You can bookmark items from Library Search, such as books, e-books and journal articles. You can bookmark websites, blog posts, YouTube videos, and podcasts - basically anything that you find online. See below for more detailed instructions.

Create or Create & Add to list?

When you click the Bookmark Button, a sidebar displays all the metadata of the item that you want on your Reading List. You can then choose either Create or Create & Add to list.



- **Create & Add to list** allows you to add the bookmark straight into a reading list and is therefore the faster method. If you click this box you will be presented with a pop up that asks which list you would like to add it to, where on the list you want it to appear and if you want to add any notes for the Student or Library. You can also set the importance here too. Click **OK** and the item will be added to your list.
- **Create** will save the bookmark for you but not add it to a list. If you click this box, the bookmark sidebar will close and you will return to the browser. Your bookmark will be saved for you under My Bookmarks in Reading Online. You will then need to sign in to Reading Online, find your list and click **Add Resource** on the Action Bar. The item you've bookmarked should be in the "Recently Bookmarked" section, or you can search for it. Your bookmarks are displayed with the most recent at the top. Click on the item title to add it to your reading list.

Bookmarking specific types of resource

1. Adding books from the Library Catalogue

The quickest way to add books to your reading list is by using the **Add Resource** option from the Action Bar. If you are looking for an item held by the Library, it will be marked with a blue tick next to it.

Alternatively, you can bookmark a book from the Library catalogue. Here's how:

- Go to [Library Search](#) and search for the book
- Click on the title to open the full Library record
- **Click the Bookmark Button**
- Check that the metadata is correct, then click **Create** or **Create & Add to list**.

1.1 Working with Chapters

If you want students to read a certain chapter, you could just add a note telling them which one. However, if you add a Chapter field to your bookmark it will make it easier for students to filter your list AND it will be quicker if you later want to request a scan of the chapter.

- Find and bookmark a book (as above) – if you're using the Add Resource option from the Action Bar, you'll need to go to the **Edit Item menu**, and chose the **Edit** option.
- Add **'Has part (chapter, article, etc.)...'** from the **'Add field'** drop-down list.
- Select **Chapter** from the Resource Type dropdown and enter the chapter title. You can add additional fields for page numbers, author, etc., from the **'Add field'** dropdown.
- Click **Create** or **Create & Add to List**

2. Adding books that we have in Print and as eBooks.

If we have a book in print and electronically, you can create a bookmark that combines the two, allowing students to access the e-book from your Reading List but also see the copies held in the Library. Here's how:

- Go to [Library Search](#) and search for the book
- Click the e-book title first and right click the "UEA ACCESS" link, then click 'copy shortcut' or 'copy link'. Go back to the full list of results
- Click on the print book title to open the full record
- **Click the Bookmark Button**
- Check that the metadata is correct, then use the Add field menu to add a Web address field. Paste the URL you copied earlier into this box.
- Tick the Online Resource box and in the pop up, select Web address and click OK.
- Click **Create** or **Create & Add to list**.

3. Adding books that we don't hold

Hopefully you won't find too many of these, but if you do want to add a book to your list that we don't hold you can do so with these instructions, then we will attempt to purchase a copy. Don't worry – we can link the bookmark to the Library catalogue if we do buy it, you won't need to edit it.

You can find books we don't hold via the **Add Resource** option, or follow the instructions below if you'd rather use the **Bookmark Button**.

- Find a record of the book on the internet – this could be an Amazon page or a record from another Library's catalogue
- **Click the Bookmark Button**
- Check the metadata carefully and make any edits using the Remove link and Add field drop downs.
- Click **Create** or **Create & Add to list**.

4. Adding e-journal articles

If you add an article to your Reading List from a journal that we have an electronic subscription to, students will be able to click straight through it.

- Find an abstract of the article on the internet – this could be from [Library Search](#), or one of our online databases (e.g. Web of Science, PubMed or JSTOR), via SFX or via Google Scholar.
- **Click the Bookmark Button**
- Check the metadata carefully and make any edits using the Remove link and Add field drop downs.
- The Online Resource box is automatically ticked, you need to change this if:
 - We do not have electronic access to the article, in which case you should untick the box. We may be able to get a scan of the article for you instead.
 - If the article has a DOI, students will be able to access it more quickly if you click 'link to' and change the selection to 'DOI'.
- Click **Create** or **Create & Add to list**.

5. Adding documents e.g. PDFs

The Bookmark Button does not usually work on PDFs or Microsoft Office files, as they often don't include any metadata in the file. If the documents you want to add are publically available on a website, we advise that you bookmark the webpage and add a note telling students which documents you want them to read. This will also help if the documents are moved to a different address in the future. If you only have the URL of the document and want to link directly to it, see **Adding a manual bookmark** below.

6. Adding websites or webpages

Simply navigate to the site or page that you want to add and **click the Bookmark Button**. Add any extra information using the Add field drop downs, then click **Create** or **Create & Add to list**.

7. Adding multimedia

You can also use the Bookmark Button to add video and audio materials to your reading list. To add video or audio that are openly available on the internet (e.g. YouTube videos, TED talks or podcasts) to your list, simply follow the instructions for 'adding websites or webpages' above. Make sure to check that the "Online Resource" checkbox has been ticked.

You can also add videos from Box of Broadcasts to your list, but as this is a resource that we subscribe to, there's one extra step you must take:

- Go to [Box of Broadcasts](#), log in and locate the video you want to add to your list
- Click the **Share** button beneath the video, and copy the link in the **WAYFless Link** box
- Click **Share** again to close the box and **click the Bookmark Button**
- Replace the URL with the one you have copied and make any other edits needed.
- Check the Online Resource box is ticked and in the pop up, select Web address and click OK.
- Click **Create** or **Create & Add to list**.

It's worth remembering that if you're adding video from a commercial broadcaster to your list, it will be more stable to link to Box of Broadcasts where the content is stored legally. Videos may be available on YouTube when you search for it, but if it becomes subject to a takedown notice and is removed, your link will no longer lead to the video.

8. Adding a manual bookmark

If you want to add a resource that there isn't a record of online, or create a direct link to a PDF, then you can create a manual bookmark and enter the metadata yourself.

- Go to **My Bookmarks** and click **Add Bookmark > Add manually**
- Choose the Resource Type from the drop down then add the Title
- Use the Add field drop down to add further details
 - If you want to link to a website or document, add a Web address field and paste the URL in to it. Make sure you tick the Online Resource box and click web address in the pop up.
 - If you're adding a book or article that has an ISBN or DOI, you can enter this into the Lookup field at the bottom of the screen and system will attempt to import the metadata of the item to save you typing it in
- Click **Create** or **Create & Add to List**

9. Troubleshooting

The Bookmark Button has been designed to work with as many sites as possible, and the software developers are continually improving. Nevertheless, you may occasionally find a site that the Bookmark Button does not work well on e.g. one where the form is not prefilled with all the relevant metadata for you. In these cases, you can use the Remove link and Add field drop downs to tidy up / complete your bookmark.

Please contact Lib.Reading@uea.ac.uk if you come across a site that doesn't work with the Bookmark Button and we will flag this with Talis, and help you create the bookmark you want.

10. Editing items

Once you have added a bookmark to your list, you may notice something that you want to change e.g. an author's name may be duplicated, or the capitalisation isn't correct. Click the **Edit item menu** next to an item on your list, and click **Edit** – you will see the bookmarking form again, where you can make the edit, then click **Save**.