The online reading list service can be found at http://myreadinglists.kcl.ac.uk. You will need your King’s username and password to login to the system. The supported browsers are the current and last versions of Internet Explorer and Firefox. The site should also work well on Safari and Chrome.

There are five steps you will need to follow to produce your first list:
1. Apply
2. Creating your list structure and adding notes
3. Bookmarking resources
4. Adding bookmarked resources to your reading list
5. Publishing and requesting Library review

1. Apply
In order to set up a reading list or to gain access to one migrated across from the legacy reading list service, you must first complete the online form at: https://www.kcl.ac.uk/library/collections/online-reading-list-request-form.aspx

Please note, the form requires your name, School, and the details of your course or module, including module name, code, and student numbers. You also need to decide whether to make your list open access or password protected behind King’s username and password.

Once you have applied using the online form, you will receive an e-mail invitation to become the owner of the reading lists you specified. This will be sent from noreply@talispire.com and may be filtered into your junk folder. Click on the invite link at the bottom of the e-mail, and select "accept" on the webpage that opens.

2. Creating your list structure and adding notes

- From the “My Lists” page, click on the title of the list you wish to edit
- Select “edit”, below the module name, to begin editing.
- To create a new section to your list, click the arrows next to the “New Section” tab on the right section of the page and drag into the main body of the reading list:
- You will then be prompted to add the title of the section, e.g. the week or topic name and an optional study note, which could be the name of the lecturer, or an overview of the topic.

- You can also use this method to create subsections, by dragging a “New Section” into an existing section:

- To add notes click the arrows next to the “New Note” tab on the right section of the page and drag into the main body of the reading list.
• You will be prompted with a pop-up window. Enter your note in here and press save when complete.

![Add Note pop-up window]

• You will now see your note within the section you chose.

3. Bookmarking resources

My Reading Lists requires you to build a list of resources first, and then use these resources to build your reading list. This helps if you are creating multiple lists, and makes it easier to edit a list. There are two ways to do this: one is to use the Bookmarklet toolbar to automatically bookmark a resource, the other is to add an item manually (this may be preferable in some instances, please see 3.4).

3.1 Installing the Bookmarklet toolbar button

• Click on the “My Bookmarks” tab at the top of the page.

• Click on the “Bookmarklet installation tutorial on the right hand side of the page.

• Please follow the instructions given onscreen. These instructions are browser specific, so they will differ in Internet Explorer and Firefox.

![Bookmarklet installation tutorial]

Bookmarklet Installation Tutorial
3.2 Adding books using Bookmarklet

Please note that you do not need to have My Reading Lists open before you start bookmarking. If you have the Bookmarklet installed, you can bookmark at any time.

- Go to the King's library catalogue (http://library.kcl.ac.uk)
- Search for an item
- Select your chosen resource by clicking on its title.
- Press the “Add to My Bookmarks” button on your browser’s toolbar.
- You will now see a split screen page. One side will show the metadata of the resource, the other will show the original catalogue webpage:

  - If you press “Create”, this will add the item to your list of bookmarks for use later. If you press “Create & Add to List” this will give you the option of adding the item directly to a reading list as well as saving to your bookmarks.

[The advantage of building up a list of bookmarks first and then adding them to your lists afterwards is that one book can be assigned to several reading lists without the need to bookmark it again]

- After choosing either option you will be returned to the original webpage (in this case, the catalogue record.)
- You can now view your bookmark on your “My Bookmarks” page:
Bookmarking from the King’s Catalogue is recommended as the most reliable method of bookmarking, ensuring King’s stock is the primary source of information.

If we do not hold the item you require in a King’s College library, you can still use the Bookmarklet to bookmark resources from bookseller sites such as Amazon. This may be useful if you have books you wish the library to purchase.

3.3 Adding journals using the Bookmarklet

- The Bookmarklet also allows you to add journal articles from most major journals. This method works if there is a “DOI” (Digital Object Identifier present eg.10.1016/j.cis.2012.06.007), or if it is an article on a major journal platform such as JSTOR. You must be on the webpage for a specific article, rather than the .pdf version.

- Go to the journal article you require. If possible this should be the full article, but it will also work with abstracts.

- Press the “Add to My Bookmarks” link on your browsers toolbar.

- You will now see a split screen page. One side will show the metadata of the resource, the other will show the original journal webpage.

- If you press “Create”, this will add the item directly to your list of bookmarks. If you press “Create & Add to List” this will give you the option of adding the item directly to a reading list.

- After choosing either option you will be returned to the original webpage (in this case, the journal article.)

- You can now view your bookmark on your “My Bookmarks” page:
3.4 Manually adding journals or books

In some cases it may be preferable to enter books or journals directly into the system. For example you may already know the ISBNs or DOIs for your required materials, or the item may be out of print and not held in the library. In this case, please do the following:

- Click on the “My Bookmarks” tab.
- Click on “Add Resource”
- You will see the following screen:

- If you know the DOI for the article, the ISBN of the book, or the LCN (catalogue number) or an item, you can paste it into the lookup box (selecting the appropriate resource type from the drop down) and press lookup. This will automatically populate the data of the resource.
- Press “Create” to add the resource to your bookmarks.
- If you cannot find DOI, ISBN, or LCN for your resource, you can manually add the item’s metadata by using the “Add field” option.
- You must choose the field you would like to add (e.g. Author, pages, volume etc.) then press the “Add” button. Repeat for as many fields as you can. The more information you give the student, the easier it will be for them to find or reference the resource.
- When you have finished, press “create” or “create & add to list” to add the resource to your bookmarks.
<table>
<thead>
<tr>
<th>Resource Type</th>
<th>Recommended usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article</td>
<td>A specific article within a journal</td>
</tr>
<tr>
<td>Audio document</td>
<td>An audio document; aka record or music CD</td>
</tr>
<tr>
<td>Audio-visual document</td>
<td>An audio-visual document; film or video</td>
</tr>
<tr>
<td>Book</td>
<td>A complete book or e-book.</td>
</tr>
<tr>
<td>Chapter</td>
<td>A specific chapter of a book</td>
</tr>
<tr>
<td>Document</td>
<td>A generic report or publication, such as a government review.</td>
</tr>
<tr>
<td>Image</td>
<td>Pictures or Images.</td>
</tr>
<tr>
<td>Journal</td>
<td>Use for a whole journal or periodical.</td>
</tr>
<tr>
<td>Proceedings</td>
<td>A compilation of documents published from an event, such as a conference</td>
</tr>
<tr>
<td>Thesis</td>
<td>Use for Masters or PHD Theses.</td>
</tr>
<tr>
<td>Website</td>
<td>Use for a whole website, e.g. <a href="http://www.justice.gov.uk">http://www.justice.gov.uk</a></td>
</tr>
<tr>
<td>webpage</td>
<td>Use for a specific webpage, such as <a href="http://www.justice.gov.uk/tribunals">http://www.justice.gov.uk/tribunals</a></td>
</tr>
</tbody>
</table>

### 3.5 Importing .RIS files

You can also bulk import using files from bibliographic management software such as RefWorks or Endnote.

- Export your desired references from RefWorks or Endnote as .ris files.
- From the reading list service, choose the “My Bookmarks” tab.
- Choose the “Add bookmark” option, then “Import citations”
- Select the file you wish to import.

- The software will now import your files. It may take a few minutes for your files to be uploaded, particularly if it contains a large number of references.
- Once complete, you will receive a confirmation e-mail and your files will appear in the “My Bookmarks”, ready to be added to a list.
4. Adding bookmarked resources to your reading list

- To add a bookmark to your reading list, choose your resource from the "Most Recent Bookmarks" section on the right of the page. Click and drag the item into section of your reading list you would like it to appear.

- The item will now appear on the reading list.

- You should now set the importance of the item. This helps give clear guidance to the students, and will assist the library in acquiring the correct number of items.

- Select "Set importance", which can be found at the bottom of each item, and select one of the three importance levels.
Guidelines for importance levels:

<table>
<thead>
<tr>
<th>Importance level</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core</td>
<td>Essential reading for all students on the course</td>
</tr>
<tr>
<td>Recommended</td>
<td>Resources which are strongly recommended.</td>
</tr>
<tr>
<td>Additional</td>
<td>Optional resources which, although not essential, would help students gain a deeper understanding of a topic.</td>
</tr>
</tbody>
</table>

5. Publishing and requesting Library review

Once you have completed your list please make sure to:

- Press “Publish” this will allow students to see any recent changes.

- Press “Request Review”. This alerts the library the list has been completed, and allows them to check the list for stock. You can follow the progress the library makes by pressing the “Review” button. Here you will see correspondence about specific items and whether they are going to be purchased or not.