My Reading Lists
Staff guide

The online reading list service can be found at [http://myreadinglists.kcl.ac.uk](http://myreadinglists.kcl.ac.uk). You will need your King’s username and password to log in to the system. The reading list team recommend using the latest version of Firefox, although the site should work well on Chrome and Safari as well.

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 previously bookmarked resources to your reading list**

5. **Publishing and requesting Library review**

6. **Adding a Resource List block in KEATS.**

7. **Tips and hints**

If you have already applied for a reading list and have received an email inviting you to Talis, please skip to section 2, **Creating your list structure and adding notes**.

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](https://www.kcl.ac.uk/library/collections/online-reading-list-request-form.aspx)

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 a 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**

- Log in to the online reading list service at [http://myreadinglists.kcl.ac.uk](http://myreadinglists.kcl.ac.uk), and search for your reading list using the name or module code. Once you’ve opened the list, click the ‘Add to my lists’ button. To access the list at a later date you can find it in the ‘My Lists’ page.
- Click ‘Edit’, below the module name, and click ‘Edit list’ to begin editing.

- To create a new section to your list, click on the arrows next to the ‘New Section’ button 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 click ‘Save’ when complete.

• You will now see your note within the chosen section.
3. Bookmarking resources

My Reading Lists works with bookmarks that you create from online sources, such as library catalogue records, ejournals, and webpages. These bookmarks can be added to reading lists, and sections within lists, at the point of bookmarking. The bookmarks are also saved into a list, so that you add the same resource again without needing to bookmark for a second time.

There are two ways to bookmark resources for your reading list: one is to use the Bookmarklet toolbar to automatically bookmark a resource (this is almost always the preferred method); the other is to add an item manually (this may be preferable in some instances, please see 3.5).

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’ button on the right hand side of the page.
- Please follow the instructions given on-screen. These instructions are browser specific, so they will differ in Internet Explorer, Firefox, Chrome and Safari. If you have any problems with viewing bookmarks or adding the bookmarklet tool, please contact IT services.

3.2 Adding books.

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.

To add books from the King’s libraries to your reading list follow the instructions below. We recommend using the Library Catalogue as this will pull through the most accurate and complete data, as well as enabling students to see which library holds the book, and whether it is on the shelf or on loan.

If we do not hold the item you require in a King’s library, you can still use the Bookmarklet to bookmark resources from WorldCat (http://www.worldcat.org/), or bookseller sites such as Amazon. This may be useful if you have books you wish the library to purchase. When adding titles that aren’t held by King’s, to ensure that the bibliographic data of is correct, we recommend taking the ISBN from a bookseller site and manually adding a bookmark following instructions in section 3.5.

- Go to the King’s library catalogue (http://library.kcl.ac.uk)
- Search for the item
- Select your chosen resource by clicking on its title.

- Click the ‘Add to My Bookmarks’ button on your browser’s toolbar.
• You will now see a split screen page. One side will show the bibliographic details of the resource, the other will show the original catalogue webpage:

Click ‘Create & Add to List’. This will give you the option of adding the item directly to a reading list or section of a 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.
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>

- You will then be returned to the original webpage (in this case, the catalogue record.)
- You can now view your bookmark on your online reading list, as well as on your ‘My Bookmarks’ page.

3.3 Adding ebooks.

- If we hold an ebook and no physical copy, please bookmark the ebook from the catalogue as above, but before you click ‘Create & Add to list’, click the ‘Link to’ button.

Select the URL provided by the library catalogue rather than ‘Open URL’. Following these steps will ensure that a link to the ebook appears on the online reading list.
• If we hold both the ebook and a physical copy, please bookmark the physical copy and add the URL of the ebook in as an extra field.

The easiest way to do this is to open the library record for the ebook in a new tab and copy the URL.

• Bookmark the physical copy. On the left hand side of the split bookmarking screen click the box named ‘Add field’, select ‘Web address’ from the dropdown menu, then click ‘Add’.

• Paste the copied URL into the Web address field. Please tick the ‘Online Resource’ box, click ‘Link to’ and choose the correct URL before saving the bookmark.
3.4 Adding chapters.

- Find the book you wish to add a chapter from in the library catalogue or other source, and click on ‘Add to My Bookmarks’ to open the split screen page.

- Click the arrow next to the box named ‘Add field’ and choose ‘Is part of..’, then click ‘Add’.

<table>
<thead>
<tr>
<th>Book</th>
<th>Resource Type</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>How to read a paper: the basics of evidence-based medicine</td>
</tr>
</tbody>
</table>

| Author (source) | Greenhalgh, Trisha |
| Date | 2010 |
| Edition | 4th ed |
| ISBN | 07114443345 |
| Publication | Chichester, West Sussex, UK |
| ISBN 10 | 0711444334 |
| ISBN 13 | 9780711444334 |
| Publisher | John Wiley & Sons, Ltd. |

- A new tab will appear on the left hand side. In this new tab, choose the resource type ‘Chapter’ from the dropdown menu.

- The ‘Title’ field will be filled automatically, but you can change this to a chapter number or title.

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Resource Type</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 2</td>
<td></td>
<td>How to read a paper: the basics of evidence-based medicine</td>
</tr>
</tbody>
</table>

- To add authors, page numbers and any further information, go to the ‘Add field’ box again and selecting the required field, clicking ‘Add’ after each choice and filling in the necessary reference details.

- Click ‘Create & Add to List’.

- Please set the importance of the item, choosing ‘Core’, ‘Recommended’ or ‘Additional’ (see the guidance in section 3.2).
3.5 Adding journals and journal articles.

The Bookmarklet tool also allows you to bookmark journal articles from most major ejournals. 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.

If you are using the A-Z journals list or the King’s library catalogue, please open the journal in a new tab. You can do this by right clicking on the journal title and choosing ‘Open in new tab.’ This will ensure that your bookmarklet tool appears as normal on your browser’s toolbar.

- Go to the journal article you require. If possible this should be the full article, but it will also work with abstracts.
- Click the ‘Add to My Bookmarks’ button on your toolbar.
- You will now see a split screen page. One side will show the bibliographic data of the resource, the other will show the original journal webpage.

  - Tick the box ‘Online Resource’ at the bottom and click the ‘Link to’ button. Choose the option ‘DOI’ if available, or the correct URL if not, then click OK.
  - Click ‘Create & Add to List’. This will give you the option of adding the item directly to a reading list or section of a reading list.
  - Please set the importance of the item, choosing ‘Core’, ‘Recommended’ or ‘Additional’ (see the guidance in section 3.2).
  - You will then be returned to the original webpage (in this case, the journal article.)
  - If you wish to add an article from a journal that we hold physically but not electronically, you can do this following the same steps for chapters in 3.4. Bookmark the journal title from the King’s catalogue as you would for books.
• You may wish to add a journal to your list without specifying any articles. You can do this by finding the journal on the library catalogue and clicking ‘Add to My Bookmarks’.
• Change the resource title to ‘Journal’, and ensure the correct URL appears in the ‘webpage’ field. Tick the box ‘Online Resource’ and click ‘Link to’.
• Choose the option ‘DOI’ if available, or the correct URL if not.
• Click ‘Create & Add to List’.
• Please set the importance of the item, choosing ‘Core’, ‘Recommended’ or ‘Additional’ (see the guidance in section 3.2).

3.6 Manually adding journals or books

In some cases it may be preferable to enter books or journals directly into the system. King’s libraries may not hold the item you require, or you may be experiencing difficulties with the bookmarklet tool. We do recommend that whenever possible you bookmark from the catalogue or relevant webpage, but if this is not possible, please follow the instructions below:

• Log in to http://myreadinglists.kcl.ac.uk and click on the ‘My Bookmarks’ tab.
• Click on ‘Add bookmark’, then ‘Add manually’.
• 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—see the table below) and press lookup. This will automatically populate the data of the resource.
• Click ‘Create & Add to List’.
• If you cannot find DOI, ISBN, or LCN for your resource, you can manually add the item’s bibliographic details 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 require. The more information you give the student, the easier it will be for them to find or reference the resource.
• When you have finished, click ‘Create & Add to List’ to add the resource to your bookmarks.
• Please set the importance of the item, choosing ‘Core’, ‘Recommended’ or ‘Additional’ (see the guidance in section 3.2).

<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>
3.7 Importing .ris files from bibliographic software

You can also bulk import up to 100 references using files from bibliographic management software such as RefWorks or Endnote. However, these do not link to the library catalogue or to journal articles, so will need to be edited.

- 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 previously bookmarked resources to your reading list

- To add a bookmark to your reading list, choose your resource from the ‘Most Recent Bookmarks’ section on right of the page. Click on the and drag the item into the section of your reading list you would like it to appear.
- The item will now appear on the reading list.
- Please set the importance of the item, choosing ‘Core’, ‘Recommended’ or ‘Additional (see the guidance in section 3.2).
5. Publishing and requesting Library review

Once you have completed your list please make sure to:

• Add student numbers if you have not provided this information to us in your original form request.
• Ensure all items have an ‘importance’ set.
• Click ‘Publish’ this will allow students to see any recent changes.
• Click ‘Request Review’. This alerts the Library the list has been completed, and allows them to check the list for stock. **Please only submit your list for review once.**
• You will receive an email once your list has been reviewed by Library Services.
• To see whether the review of your list has been started, click on ‘Review’ and then ‘Review history’.

6. Adding a Resource List block in KEATS.

To create a permanent link to your online reading list on your KEATS page:

• Go to the relevant KEATS Course
• ‘Turn editing on’
• Select ‘Add a Block’
• Add ‘Resource Lists’

If the list exists in [http://myreadinglists.kcl.ac.uk](http://myreadinglists.kcl.ac.uk) then it will appear. If it does not appear please email readinglist@kcl.ac.uk.

7. Tips and hints.

The following are responses to problems the reading list team have been made aware of.

• The browser that we have found works best for My Reading Lists is Firefox, but Chrome also works well. If you prefer to use Internet Explorer, please be aware that you may experience

- We recommend using new tabs when browsing My Reading Lists, rather than using the back button. Please also open journals in new tabs when using the A-Z journals list or the King’s Library catalogue.

- Some journals’ or publishers’ websites do not work optimally with the reading list bookmarklet tool. If you are having trouble bookmarking a journal article, please try creating a bookmark manually using the DOI of the article. Please email readinglist@kcl.ac.uk with the reference you are trying to bookmark, so that we can try and get the journal’s website to work in the future.

- You cannot bookmark an article directly from PubMed, as all that will be pulled through will be details of the webpage. Instead, open PubMed in one tab, and the ‘My Bookmarks’ section of My Reading Lists in another tab. In ‘My Bookmarks’ click on ‘Add resource’ and copy the DOI of the article from PubMed and paste it into the ‘Lookup: DOI’ in the ‘Add resource’ section.

- If you are adding an online resource- a journal article, ebook, website, YouTube video, etc- please remember to tick the box ‘Online Resource’ and click ‘link to’, choosing the actual URL rather than ‘Open URL’.

- We are aware of an ongoing issue with authors’ names. When bookmarking from King’s Library catalogue an Author’s name appears in one field, e.g. **Author name:** Anheier, Helmut K. When bookmarking from other webpages, the author’s name can appear as dual fields, e.g. **Author (first name):** Helmut K. **Author (second name):** Anheier.

We understand this is not ideal, and have asked Talis, the software providers, to work with us on standardisation of authors’ names.