

Reading Lists Online

FAQs for List Creators

Version 3
July 2012
Mehveş Kayani-Hogan

Contents

A) Information sources and bookmarking resources

<u>Information sources</u>	3
<u>Bookmarking books</u>	4
<u>Bookmarking electronic books</u>	5
<u>Bookmarking journals and articles</u>	6
<u>Bookmarking from online databases</u>	7
<u>Bookmarking audio/visual resources</u>	7
<u>Importing bookmarks</u>	8
<u>Manually adding bookmarks</u>	8
<u>General bookmarking issues</u>	9

B) Structure and terminology

<u>Structure</u>	11
<u>Terminology</u>	14

C) Annotation and notes 15

D) Editing and updating (including acquisitions alerts) 16

E) Miscellaneous issues 17

A) Information sources and bookmarking resources

Information sources

Q: Which information sources can I use for populating my reading lists?

A: First and foremost the QMUL library catalogue and library databases for electronic resources. Bookmarks from the library catalogue not only provide proper bibliographic information to users but also show item availability.

Q: There seem to be two QMUL library catalogues, which one should I use?

A: You can use either one. The old (classic) library catalogue is good for bookmarking using the original Talis Aspire **Add to My Bookmarks** button. On the other hand, the new catalogue has got the in-house **Add to Reading Lists Online** button in title records, which can be used if there are any problems with bookmarking using the original bookmarking tool.

Q: I cannot find the resource I want on the library catalogue or other QMUL library databases.

A: You can bookmark resources from alternative information sources such as other libraries (e.g. Senate House) and union catalogues (e.g. WorldCat and COPAC) as well as from book vendors such as Amazon. The Internet can also be used for bookmarking open access journal articles and audiovisual resources. However, bibliographic data pulled in is going to vary and manual editing might be required.

Q: What is this 'Permalink' feature that I come across when bookmarking resources from various information sources?

A: It is short for 'permanent' or 'persistent' link and provides a stable URL for resources you bookmark especially from outside your own institution; hence, eliminating the possibility of broken links even if the resource is moved to another location on the Web.

[Back to contents pages](#)

Bookmarking books

Q: When I bookmark a book, how do I point to particular pages or a chapter?

A: By inserting page numbers/chapter titles as **Student note** once the resource is bookmarked or by **chapter creation** at the point of bookmarking. The former might be better for recurring items, saving one from bookmarking the title again and again, whereas the latter is more suitable for titles occurring once or twice in a reading list.

Q: When there are multiple entries for the same title on the catalogue, which one do I bookmark?

A: Depends. The newest version is ideal if there is not a particular section of interest in the old edition. On the other hand, for some resources (such as plays and novels), bookmarking titles with multiple copies would be good for publicising availability.

Q: My publication dates do not match dates stated on the library catalogue for resources.

A: Dates stated on the catalogue for books would be the publication date of the book in hand rather than the date of the original work produced. In an edited book, one can add a different date (even a different author) for a chapter if adding chapter information at the point of bookmarking. Alternatively, if you think there is a genuine mistake in the catalogue, you can edit the date of the book manually at the point of bookmarking. It would be good to let the Library know about apparent mistakes in the catalogue so that they can be rectified.

Q: When I bookmark a book from another library or a union catalogue, the resource is bookmarked as a web page and there is no proper bibliographic data apart from the web address.

A: Currently this is the case with some non-QMUL information sources and manual editing is required. One helpful function recently developed by Talis is the **ISBN Lookup** added to the **DOI Lookup** field. If a book title is bookmarked as a web page, one can insert the ISBN of this book in the ISBN lookup field and most of the time this will pull in proper bibliographic data. The developers are constantly looking into extending the function of the bookmarklet tool to allow it to pull in proper bibliographic data from varying sources of information. This is a priority and an ongoing process.

[Back to contents pages](#)

Q: When I use the ISBN lookup function for resources from other libraries and pull in proper bibliographic data, I lose the weblink to that resource.

A: Yes, once proper bibliographic data is pulled in, the resource type becomes 'Book' and the web address field disappears. It needs to be put back manually: the web address of the resource needs to be copied and pasted, using the persistent or permanent link whenever available. It is important that the web address is put back, because currently this is the only way users will know in which library holds the resource.

Q: Does the weblink for a resource from another library take the user to the record of the resource?

A: it differs from library to library: Senate House is quite good and the weblink of a resource does take the user to the record of that resource, especially if the persistent URL is copied and pasted when bookmarking. On the other hand, UCL and British Libraries are not very good with their URLs pointing to the resource record: the user is taken to the general search page. But at least the user knows from which library the resource is, if not held in the QMUL library, and can search for it in that library's catalogue.

Bookmarking electronic books

Q: Can I bookmark titles from MyiLibrary, DawsonEra or from other e-book vendors?

A: Yes you can; but when you bookmark directly from these suppliers, metadata harvested is going to be limited since the resource is bookmarked as a webpage. Therefore, the catalogue entry for an electronic book should be bookmarked and there will be a link to the electronic resource from there.

Q: I want to bookmark a resource from Project Gutenberg.

A: Make sure that either an **HTML** or a **Plain Text** file is bookmarked. Some bibliographic data might need adding manually.

[Back to contents pages](#)

Bookmarking journals and articles

Q: How do I point to an article in a print journal?

A: By manually adding an '**is part of**' field when bookmarking the journal: first set the **Resource Type** to 'article' since this will make thing clearer. Then add the necessary bibliographic data (author, date, volume, issue, pages) pertaining to the article.

Q: I bookmarked an electronic journal article, but my link points to the table of contents when tested.

A: Web address needs editing. With a PDF article, sometimes opening the PDF in a new window and bookmarking from there helps.

A: Can I bookmark electronic journal articles from Senate House Library?

B: Yes, you can. However, users need to be registered with Senate House to have access.

Q: I want to bookmark an open source article from the Internet.

A: Bibliographic data might need to be entered manually at the point of bookmarking since bookmarking a web page generally pulls in only limited amount of data.

Q: Do I bookmark the HTML or PDF version of a journal article?

A: The HTML version is preferable, because the DOI (digital object identifier) will be available in most cases to provide a stable link to the resource and to harvest full metadata.

Q: What do I do when I follow an online article link which requires downloading the article?

A: Bookmark the page with the download link rather than the downloaded article.

Q: An open source Internet article is provided by multiple web sites; which one do I choose for bookmarking?

A: Choose the most authoritative web site and look for persistent/permanent links.

[Back to contents pages](#)

Bookmarking from online databases

Q: Bookmarking is not pointing to the actual file (e.g. law case or report) but to the front page.

A: Use the internal linking/bookmarking feature of the database before bookmarking in Talis Aspire; in some cases, the document link might need copying and pasting manually. This is an ongoing issue with Law databases because they are such closed sources. Lexis does offer a **Copy Document Link** option which functions as a kind of persistent/permanent link to a document, whereas Westlaw offers a **Build Link** feature but one has to be registered for this individually to use it and it involves complicated link-building.

Q: Bibliographic information is not available when I bookmark.

A: Title, author, date, etc. need to be added manually. Sometimes just dragging and dropping text from the right pane to the left will work, eliminating the need for typing or copying and pasting.

Q: I drag title data in from the right pane to the left but when I want to create my bookmark, an alert comes up with the message 'title is required'.

A: After a drag and drop, just make sure that you put your cursor in the field and type something, even if it is 'space' and 'delete', so that the field recognises that there is text in there.

Bookmarking audio/visual resources

Q: A DVD that I am trying to bookmark from the catalogue has the wrong publication date.

A: Edit the date field manually at the point of bookmarking.

Q: There are multiple copies of the same DVD, which one shall I bookmark?

A: The one with the greatest number of items attached to it is preferable.

Q: Can I bookmark audiovisual resources from the Internet?

A: Yes, you can bookmark any open access audiovisual resource from the Internet. Beware of copyright issues since laws surrounding video-sharing is tightening.

[Back to contents pages](#)

Importing bookmarks

Q: Can I import bookmarks into Talis from reference/citation managers?

A: Yes, you can import from EndNote (desktop and web), Zotero, and others. Instructions for importing from EndNote (both versions) and Zotero are in the user manual.

Q: Would these resources be automatically linked to the QMUL library catalogue if they are available in the library?

A: Provided that there are ISBNs and DOIs available in records, they will be automatically linked to the library catalogue and databases and library availability will be shown in Talis Aspire whenever applicable.

Manually adding bookmarks

Q: Can I manually add bookmarks to Talis if a resource is not available anywhere?

A: Yes, you can do this in My Bookmarks.

Q: What happens when these manually added resources are bought by the Library and are eventually available on the library catalogue?

A: The Library will link these bookmarks to their respective records on the library catalogue and library availability will be shown in Talis.

[Back to contents pages](#)

General bookmarking issues

Q: Why are some of my titles all in CAPITALS, some are Title Case, and others Sentence case?

A: This very much depends on the information source used for bookmarking: for example, the QMUL library catalogue titles would be in sentence case, which is the proper format for a resource title, with the exception of proper nouns. However, some journal and article titles from other databases would be in title case and some case titles from law databases would be all in capitals. All are editable if you would like to be consistent.

Q: If there are both print and electronic resources available on the catalogue for the same title, which one should I bookmark?

A: It depends. Some studies suggest that students still prefer print copies. One can bookmark the print copy but then add manually the web address of the electronic copy to the same bookmark. Or, if promotion of electronic resources is a priority, one can bookmark the electronic edition and mention the existence of the print version in **Student note**.

Q: I need to edit a bookmark after I published a list. Will changes take effect in the published list?

A: Yes, they will; once the bookmark is edited and saved there is no need to re-publish the list since it will update itself. Only if the list itself is edited (resources added, notes added/amended, structure changed, etc.) it needs to be re-published.

Q: When I insert an author name field myself, I have separate fields for **first name** and **surname** and in that order too.

A: Only use the first field and follow the format **surname, first name**; leave the second field blank. Later, if required, you have the option of removing the second field completely.

Q: When I bookmark a resource a database or Amazon, the author name format is **first name, surname**.

A: Edit the author field to follow the format **surname, name** using the first field only.

[Back to contents pages](#)

Q: Can I bookmark resources from the OLE – Qmplus?

A: Yes. Open the resource and bookmark in the usual way. Students will be taken to the resource ones they log into QMplus.

Q: I am collaborating on a list together with my colleagues. Can we share our bookmarks?

A: Not at the moment. Resources you bookmark will be only under your own bookmarks tab. However, individual bookmarks can be copied by anyone once they are inserted in a list and the list is published.

[Back to contents pages](#)

B) Structure and terminology

Structure

Q: Is there a prescribed structure for creating reading lists?

A: No, there is not as such; but it is highly recommended to adhere to some agreed good practice guidelines. The ultimate aim is to provide students with clear-cut, coherent, and easy to understand and use reading lists. Below are some sample structures that can be used depending on the module.

Example 1: This is a reading list that covers the whole year. It is divided in to three sections that include core textbooks (essential reading), further reading (recommended reading), and other supporting sources of information (recommended reading). Clicking on the links in the table of contents will take the user to that particular section.

Table of contents [\[hide\]](#)

[Course Textbooks](#)

[Useful Books for Further Research](#)

[Journals and Law Reports](#)

Course Textbooks (3 items)

Family law - Herring, Jonathan, 2009

Book | Essential | This resource is also available in electronic format.

Core Statutes on Family Law 2010-11 Palgrave Macmillan Core Statutes - Burton, Frances, 2010

Book | Essential | Not available in the library.

Blackstone's statutes on family law 2010-2011 - Oldham, Mika, 2010

Book | Essential | Previous edition is also available with five copies in the library.

Useful Books for Further Research (40 items)

Children: rights and childhood - Archard, David, 2004

Book | Recommended | Previous edition is available with three copies in the library.



Children, family, and the state - Archard, David, c2003

Book | Recommended

The Best interests of the child: reconciling culture and human rights - Alston, Philip, 1994

Book | Recommended

Journals and Law Reports (12 items)

The international survey of family law - Bainham, Andrew, Rwezaura, Barthazar A., International Society on Family Law, 2006

Book | Recommended | This is an annual publication; no new edition is available in the library.

Child and family law quarterly, 1995-

Journal | Recommended | This journal is also available online on Lexis and is indexed by Westlaw.

[Back to contents pages](#)

Example 2: This is a reading list divided in to semesters and then weeks. All resources listed are marked as essential. Most weeks include film viewing, which has been added as a section to the week (an expanded view is not given in this example).

Table of contents [hide]

Semester A

Week 1

Week 2

Viewing

Week 3

Viewing

Week 4

Viewing

Week 5

Viewing

Week 6

Viewing

Week 8

Viewing

Week 9

Viewing

Week 10

Viewing

Week 11

Viewing

Week 12

Semester B

Week 1

Viewing

Week 2

Viewing

Week 3

Viewing

Week 4

Viewing

Week 5

Viewing

Week 6

Viewing

Week 8

Viewing

[Back to contents pages](#)

Example 3: This is a list that is again divided in to semesters and then weeks that include essential reading, but there is a third section that includes recommended reading supporting essential reading listed under weeks (an expanded view is not given in this example).

Table of contents [hide]

Semester 1

- Week 1
- Week 2
- Week 3
- Week 4
- Week 5
- Week 6
- Week 7
- Week 8
- Week 9
- Week 10
- Week 11
- Week 12

Semester 2

- Week 1
- Week 2
- Week 3
- Week 4
- Week 5
- Week 6
- Week 7
- Week 8
- Week 9
- Week 10
- Week 11

Recommended reading

- Introductory/General
- Daniel Defoe
- The Novel/Narrative
- Karl Marx
- Marx and Literary studies
- Mary Shelley
- Virginia Woolf
- Joseph Conrad
- Post-colonialism
- Edward Said

[Back to contents pages](#)

Terminology

Q: How do I construct my reading list names?

A: Do not include module code but use the module name only. This will allow you to attach the same reading list to multiple modules which already contain codes themselves. Once the reading lists is linked to a module, the module code will be there at the top.

Q: What do I put in **Description** for list name?

A: This could be any short description about the course; alternatively you can put your name in.

Q: Are there any prescribed terms to use when creating sections in lists?

A: There is not as such. However, taking into consideration that students will be studying different modules and will have reading lists created by different academics for those modules, it is good practice to ensure section headings are fairly consistent. The reading list system itself uses these terms below when defining the importance of resources listed:

Essential (can replace terms such as **core** text, **core** reading, etc.)

Recommended (can replace terms such as **further** reading, **further** research, etc.)

Optional (can replace terms such as **useful** reading, etc)

Q: What about chronological divisions?

A: Semester/week divisions seem to be most commonly used terms. But again, this is not prescriptive and the structure of the list will depend on the structure of the module.

[Back to contents pages](#)

C) Annotation and notes

Q: Where can I insert annotations/notes for a resource?

A: You can insert them at the point of bookmarking a resource in the **Note** field or you can insert them later when creating the actual list by using the **Student note** tool. This field is editable: notes added at the point of bookmarking can later be changed when creating the list if required.

Q: What is the **Note for library** field for in each resource?

A: It is for communicating to the Library any requests you might have pertaining to that particular resource, such as asking copies/more copies to be bought or asking for moving a resource from one collection to the other in the library. The Library is going to view this field if there are any notes inserted and act accordingly once you request a review for your list.

Q: How can I insert general notes for a list?

A: You can do this using the **New Note** tool, by adding it to your list when creating/editing it. This field allows one to copy and paste extensive text from Word documents.

Q: What is the function of **New Page**?

A: It allows one to insert additional audiovisual content which is not necessarily an essential, optional, or recommended resource. Content inserted this way sits separately from the reading list structure.

[Back to contents pages](#)

D) Editing and updating (including acquisitions alerts)

Q: When a list is edited, does it need to be re-published?

A: Yes, it does; otherwise users are not going to see the changes made. However, the list does not need to be re-linked to the module or the VLE; once the list is re-published, its link is going to point to the latest published version.

A: Can I invite a colleague to collaborate on list creation?

Q: Yes, you can. The list needs to be published first; then, when in the list, with the use of **Invite List Publishers** button, others can be invited to edit a list.

Q: How is the Library going to be alerted to my requests/notes to library?

A: There is a **Request Review** button which you can use to alert the Library once your new list is saved.

Q: How do I get informed when the Library completed reviewing my list?

A: You will receive an automated email to this effect.

Q: When I book a resource from Amazon, for example, and the Library then buys the resource and catalogues it, would the system automatically update itself?

A: No, it will not. However, the Library will run regular reports to identify bookmarks not pointing to the library catalogue and will update these bookmarks if resources are purchased and catalogued.

Q: How will this system affect library acquisitions?

A: New policies and procedures will be in place. The Library will receive most of its purchase requests via online reading lists and will give priority to purchasing resources that are marked as essential on these reading lists.

[Back to contents pages](#)

E) Miscellaneous issues

Q: Can my students print lists from Reading Lists Online?

A: Yes and no. Currently they cannot print formatted lists apart from using the usual web-printing method to print the scrolling screen which is not going to include extended bibliographic data for resources. On the other hand, printing reading list titles with full bibliographic data is possible when reading lists are exported to reference managers such as EndNote or Zotero. However, one then loses the structure of the reading list; notes and title importance are not transferred either. Developers are aware of the demand to print formatted lists in full.

Q: Is it possible to delete a published list?

A: Yes. Firstly it needs to be un-linked from the module. Then, using the **Archive** feature, the list can be rendered inaccessible to users. However, it remains in your lists. At this point you can copy it and make it available to users again by publishing it.

Q: Is it possible to delete a list from my lists completely?

A: Yes, it is. After archiving a list you can use the **Remove from View** option to remove it from view. Be aware that, while you can still get back an archived list by copying it while it is in your lists, once an archived list is removed from view, you cannot get it back.

Q: How do I update a reading list while still keeping a copy of the old version?

A: Just copy the list and edit the title. The old version will stay intact while you work on and update the new version.

Q: What is the **Export to CSV** function for?

A: It depends on what one is after. This tool exports the reading list titles into a spreadsheet; information for each resource such as type, importance, when it was added to the list, notes to student and to library, ISBN, DOI, etc. are transferred to the sheet but further bibliographic information such as publication year, place, publisher, etc. are not.

[Back to contents pages](#)