IMPORTANT: This guide is a living document and will evolve as the reading list system expands.
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About ReadingLists@Anglia

Reading lists are usually divided into the following sections:

<table>
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<tr>
<th>Key Text(s)</th>
<th>Will usually only be one or two books in this section. Students will be expected to purchase these items. The library will try to make these items available in e-format where possible.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>May be essential, recommended or optional.</td>
</tr>
<tr>
<td>Journals</td>
<td>A title of a journal or magazine and can be used as current awareness for your subject area.</td>
</tr>
<tr>
<td>Specific Journal Articles</td>
<td>Will lead to specific article titles within journals. Most of them will be able to be located via Library Search</td>
</tr>
<tr>
<td>Websites</td>
<td>Useful websites that your lecturer has already evaluated as suitable content.</td>
</tr>
</tbody>
</table>

Your lecturers should set importance for all of these items as follows:

- **Essential**: you will need to read these to complete the module successfully.
- **Recommended**: these are the items that will help you learn more about the subject. They might be included to help you do your assignment(s), or because they are going to be used in a lecture or tutorial/practical.
- **Optional**: these are optional readings that you may find useful.

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Locating your reading list

You can find all reading lists at the ReadingLists@Anglia homepage. The system is searchable and lists can be located by looking for your module code or title.

In each VLE page a ReadingLists@Anglia link has been added to the right of the main menu.

If a module leader has not yet added their list to ReadingLists@Anglia you may find your reading list in:

Updated CH 06.05.16
Please note:
There may be other reading lists available, for example in the module guide or the MDF. The ReadingLists@Anglia list is the official reading list for your module.

Which list should I use?
The items on your reading list have been selected for you by your module leaders, so when you are doing assignments the reading list is the best place to start. However, you can (and should) also read more widely - see your 'Subject Guide' for more help.

Understanding my reading list
The below shows (part) of a reading list for a typical module. In this example we can see different sections of the list, for example ‘Key Text’, ‘Books’ and ‘Journals’.

We can also see any importance the lecturer has set as well as any contextualised notes given.
Importance can be set as:

- Suggested for student purchase
- Essential
- Recommended
- Optional

The blue ‘Online Resource’ button tells you if the item is available electronically and by clicking on the item title URL you will see details needed for referencing purposes and if the item is available in print in the library.

```
<table>
<thead>
<tr>
<th>Collection</th>
<th>Shelf Mark</th>
<th>Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cambridge</td>
<td>Main 371.30281 MOO</td>
<td>5 of 5 copies available</td>
</tr>
<tr>
<td>Chelmsford</td>
<td>Main 371.30281 MOO</td>
<td>2 of 3 copies available</td>
</tr>
</tbody>
</table>
```

Exporting your reading list

At the top of every reading list you have the following options to export a list in to either:

Select the style or format you would like the list exported in to and this will be automatically created and downloaded by your browser.

Exporting to RefWorks

Please note when exporting to RefWorks you should still check and edit references to make sure that they adhere to Anglia Ruskin University referencing guidelines.

1. Open the list you would like to export from and click on “Export” – “Export to RefWorks”
2. A new window will open with the RefWorks login page as shown below.

3. Login to RefWorks using “My Institution’s Credentials”.

4. If your import is successful the following “Import References” page will pop up. To view the imported references click on “View Last Imported Folder”.

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Read statuses

Resources can be marked for later reading using the ‘Read status’ button to the right of the resource. When you click on the ‘Read status’ button you will be given a drop down list to select from including ‘Will read’, ‘Reading now’, ‘Have read’, and ‘Won’t read’.

To the right of any item on the reading list you are able to put a ‘Read status’ and or study notes. These notes are only available to you in your profile, available by clicking on your name in the top right of the screen.

After selecting your action the button will change to display whichever option you have chosen.

Your lecturer can see how many times items have been clicked on and any read statuses attached to them but not the individual names attached to them.

Add your own notes

The ‘Add note’ button at the right of each resource allows you to add notes against articles, chapters, or quotes that you may find useful later on.

Notes can be added to any of the items on your list and are completely private. Your lecturer can see how many notes have been made on an item, but not the content or author of the notes.

Please note: To make notes and mark read status on items you will need to ‘Sign in’ by clicking on the link in the top right corner of the ReadingLists@Anglia homepage.

View your profile

To view your profile click on your name in red text at the top right of the Reading List page. Your notes and resources you’ve marked to read and can be viewed on your profile page.

Sort your reading list

To go directly to a specific section on the resource list you can use the ‘Table of contents’ button. This button is located at the top left of the resource list.
Click on ‘Table of contents’ to see the section headings used in the reading list – these might be resource types, weeks or topics. Click on the section heading to see the resources listed under each heading. The table of contents is particularly helpful on longer lists.

You can also re-order and filter the list. This is done using the ‘Grouped by section’ and ‘Apply filter’ buttons at the top of the list. There is also a search box you can use if you wish to search the list.

‘Group by type’ will organise the list by the types of resources, i.e. article, chapter, book, e-book, webpage.

‘Group by importance’ will organise the list by the importance that has been set to each resource by your lecturer/tutor (Essential, Recommended, Further Reading).

‘Apply filter’ will allow you to filter the list to show only e-books or online resources.

**Tips for using ReadingLists@Anglia**

Make sure you are logged into with your Anglia Ruskin username and password before you try to access online Anglia Ruskin University Library resources.

Clicking on the resource title (in red) will take you to the full resource record. You will be able to see more information about the resource; including real-time library availability and a Google book preview, if available.

If a Google book preview is available then a Preview icon will show to the right of the resource listing. Click the icon or the resource title (in red) to view the preview.

The blue ‘Online Resource’ buttons on the reading list will take you directly to the webpage/e-book/article or to the Library catalogue screen.

Open resources in a new tab/window open a new tab/window by placing your mouse over the link to the resource and right clicking. Choose ‘Open link in a new tab’ or ‘Open link in a new window’.

**Additional training materials**

Talis Aspire support pages - [http://support.talisaspire.com/home](http://support.talisaspire.com/home)

**Your Subject Librarian team**

libteam.alss@anglia.ac.uk
libteam.fhsce@anglia.ac.uk
libteam.fms@anglia.ac.uk
libteam.fst@anglia.ac.uk
libteam.laibs@anglia.ac.uk

**Library Resources such as:**

Subject Guides
Referencing Guidelines
Library Website

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