Key Text

Books

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Checklist for first time users

Check with your Subject Librarian that you are the module leader in the system

Login to the ReadingLists@Anglia system

Follow the instructions to set up your profile
(Please note you need a public profile and you only need to do this once)

Install the Bookmarklet button for your browser in “My Bookmarks”
(Use the Downloading and using the Talis Aspire bookmarklet manual to help with this.
Please note you will need to have your browsers toolbar activated)

Create bookmarks from Library Search
(Use the Bookmarking manual to help with this)

Create bookmarks from the rest of the web if needed
(Use the Bookmarking manual to help with this)

Create a list in “My Lists”
(Use the Creating lists manual to help with this)

Structure and populate the list with the bookmarks you created earlier
(Use the Creating lists manual to help with this)

Publish the list
(Use the Creating lists manual to help with this)

Attach the list to your module using “Link to Hierarchy”
(Use the Creating lists manual to help with this)

Maintain List
For this quick start guide the process of creating a new reading list in ReadingLists@Anglia has been split into 4 steps.

**Step 1**
Sign in to the ReadingLists@Anglia system. Please note the first time you login you will be asked to create a new profile.

**Step 2**
Download the Talis Aspire bookmarklet for use in your browsers toolbar; this is needed before you can start to favourite resources. For help with this step please use the [Downloading and using the Talis Aspire bookmarklet manual](#). (Please note you will need to have your browsers toolbar activated, there are different ways of doing this for each browser and instructions are easily found in Google.)

If you are using Internet Explorer then the bookmarklet has already been added to your browser by IT Services, if you are using Chrome, Firefox or Safari you will to add the bookmarklet yourself.

**Step 3**
Start creating bookmarks. For help with this step use the [Bookmarking manual](#).

Start by adding bookmarks from Library Search as students will be able to link to the full text or any electronic resources and also see library availability for print resources.

For any resources that are unavailable in Library Search bookmark them from the relevant website, this may be Amazon, John Smiths, You Tube and other resources such as PDFs, audio visual materials.
and digitised documents on the VLE.

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**Step 4**

Create your list. Create, structure and populate your new reading list by following the instructions in the [Creating lists manual](#).

When creating a new list your list name should be the module code and module title, such as MOD000111 Introduction to Marketing.

Please be aware of the module guide template and the reading resource strategy when creating your reading list.

Try to give your reading list context by adding in importance and editing the notes section when you are in the edit mode of creating a list.

![Reading Lists](image)

Once you have completed your reading list make sure you attach it to the module hierarchy otherwise it will not be an official list for that module in the system and in future would not be attached to the VLE.

Only the module leader is able to create an official list for a module so please check with your Subject Librarian to make sure that you are in the system. At any time you are able to assign a new list owner and also invite other academic staff to help you edit the list. You are able to do this by clicking on edit when you are in a list as shown below.
Additional training materials

Talis Aspire support pages - http://support.talisaspire.com/home

ReadingLists@Anglia Project Manager Christina Harbour - christina.harbour@anglia.ac.uk

Your subject librarian team
libteam.alss@anglia.ac.uk
libteam.fhsce@anglia.ac.uk
libteam.fst@anglia.ac.uk
libteam.laibs@anglia.ac.uk

Academic staff Libguide - http://anglia.libguides.com/academic

ReadingLists@Anglia Libguide – via the library website http://libweb.anglia.ac.uk

Exemplar list examples

You may find the following lists useful when trying to see how to set your list out.

http://readinglists.anglia.ac.uk/lists/6CC12FDA-F6CC-DD64-A3A0-7F825B9D36EC.html

http://readinglists.anglia.ac.uk/lists/BAEBE41B-45CD-91E2-7EC6-F091D9DAA429.html?draft

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