



Quick Guide to Online Reading Lists

Getting started

Set up your user profile

1. Go to the reading list homepage
<https://bradford.rl.talis.com/index.html>
2. Click on the **Log In** option at the top of the screen. Log in with your UoB username and password. Choose **Edit profile**, create a profile and save.

Find the bookmarking tool

1. The bookmarking tool captures information about resources you want to add to your reading list in a couple of clicks.
2. On a university PC the bookmarking tool is already installed. In Chrome, find the small green **Talis** icon in the top right-hand corner of your screen.
3. If you need to install the bookmarking tool yourself, go to <https://bradford.rl.talis.com/index.html> and log in. Click on **My Bookmarks** at the top of the screen.
4. Click on **Install Bookmark Button** on the right-hand side of the screen and follow the instructions.

Find the reading list you want to edit

1. You can find and edit your reading list either in Canvas (click on the **Reading List** link to display the list) or by using the search box at <https://bradford.rl.talis.com/index.html> to search by title or module code.

2. If you cannot find a reading list for your module, *contact your subject librarian* who will create one for you.
3. You can add your lists to **My Lists** on the reading list homepage to quickly find all your lists in one place. Click on the **+My Lists** button on any list.

Creating sections or paragraphs in your list

1. You can add **sections** to make your list easier to use, and to organise week by week reading. Sections allow you to add explanatory text, and you can add extra **paragraphs** elsewhere.
2. Move your mouse over your reading list to where you want your **section** or **paragraph** to start, and you will see a bar appear displaying these options.

Adding resources to your list

Add a resource from Summon

1. Open a new window in Chrome. Go to <https://bradford.summon.serialssolutions.com/> Choose a book, eBook, journal, or journal article.
2. Click through to the eBook, article, or catalogue record (books and complete journals).
3. Click on the bookmarking tool.
4. A new window will open with details of the resource.

5. Click on the button “**Create and add to list**” and complete the boxes in the new window which pops up.
6. It is **vital** to **set the Importance** of the item - **Core, Recommended or Further Reading** - as this determines how many copies the library will buy).
7. Click **OK** to finish and return to your list.

3. Click on the bookmarking tool.
4. Follow steps 2-4 above.

Add a new title from Amazon

If you want to add a book which is not in stock at the UoB Library, you can bookmark the item from Amazon, or a publisher’s website.

1. Open a new window in Chrome. Go to <https://www.amazon.co.uk>
2. Search for the book and click on the title to display more information.
3. Click on the bookmarking tool.
4. Click on the button “**Create and add to list**” and complete the boxes in the new window which pops up. Put “*Please buy*” in the **Note for the Library** box. Click **OK** to finish and return to your list.

Add a web document or webpage

1. In a new Chrome tab, find the web pdf or webpage you want to add (or use the webpage on which the pdf sits).
2. Click on the bookmarking tool (this will not work with pdf files).
3. Click on “**Create and add to list**” and complete the boxes in the new window which pops up.
4. **Set the Importance** of the source to **Core, Recommended or Further Reading**.
5. Edit the details to make them more helpful and click **OK** to finish.

Add a video from YouTube

1. In a new Chrome tab, go to <https://www.youtube.com/>
2. Search for a video and click on the title to display the play box.

Publish your list

Your list remains in draft (only you can see it) until you choose to publish it. Choose the **Review and Publish** button at the top of the screen. This will publish your list and send it through to the Library, so we can check there are the right number of copies in stock.

Editing items on your list

You can edit, delete, and move items on your list easily by clicking on the three dots to the right of the item details. This brings up a new menu of options.

5 top tips

Improve access for your students!

1. Follow our [Best Practice Guidelines](#).
2. Use Sections, add Notes for students, and set the Importance for each item to guide your students.
3. Make sure that the **Online Resource box** is ticked when bookmarking a new online resource, so that students have one-click link in the list.
4. Remember to click on the **Review and Publish button** when you add new books to your list. The Library can then check we have enough copies in stock.
5. Try to get your list ready **8 weeks** before the module starts so the Library can obtain alternative formats if students have specific accessibility requirements.

Further help

[Contact your Subject Librarian](#) or see our detailed online help guides and videos at [Reading Lists at Bradford](#).