How to add a database to your reading list

Before you begin it is important that you have installed the bookmarklet tool on to your internet browser. Instructions for this can be found on the Reading List Online LibGuide http://tees.libguides.com/RLO/gettingstarted.

Go to the Library website http://lis.tees.ac.uk/ and click on the A-Z Databases.

Enter the full title of the database you want to bookmark in the search box and click Go.

The next page should have the tile and a short description of your chosen database. Click on Add to My Bookmarks on your toolbar.
You will be taken to the **Bookmarking from Teesside Catalogue** page. You will need to delete what is written in the **Title** box and replace it with the Title of the Database you are trying to bookmark. Click on **Create & Add to List** to add the item to your reading list.

**Manually add a new bookmark**

In the pop up box, select the list you wish to add your item to from **Add to list**.

You can also select a position on your list (i.e. top or bottom) or which section it will appear under (if you have already created sections in your list).

On this screen you can add a **Note for student**, these notes will appear next to the item in your reading list. It is essential that you also give every item an **Importance** level as this will inform the library’s decisions on acquisition of new stock. It is also possible to add a **Note for library**, this can be any information you wish the library to be made aware of regarding this item.

**Important** - The **Note for library** will only be transmitted to library staff once you have published your reading list.

To finish click on **OK**.

If you were working on a Reading List and it is still open in another tab or window, you will need to refresh the page to show your newly added item.