How to order new items using Reading Lists Online

You can now order new items such as books, pamphlets, DVDs, CDs etc. for your reading lists using the Reading Lists Online system.

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 Lists Online LibGuide http://tees.libguides.com/RLO/gettingstarted.

Locate the item you wish to purchase on an online book sellers website. The example below used Amazon UK but you could also publisher websites. From the webpage that displays the bibliographical information, click on Add to My Bookmarks on your toolbar.

You will be taken to the Bookmarking from .... page. Make sure that all the fields have been filled in correctly for your item (i.e. Resource Type, Title, Author, etc.) and edit if necessary. Click on Create & Add to List to add the item to your reading list.
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 must add a Note for library (1), this can be any information you wish the library to be made aware of regarding this item. If you wish to request for the item to be purchased please add a note in this section saying Please order. You also need to set the Importance (2) as this will inform the decision taken by library staff as to how many copies will be purchased. You need to select a category from Purchase by Student, Essential or Recommended. Reduced to the acronym PER, these 4 categories refer to the relative importance of every item on a module reading list and give an indication of the level of use likely to be made of an item by the students on that module. The category assigned has implications for the number of copies purchased and the loan period allocated. PER mainly refers to books.

**P=Purchase by Student** This category indicates that students are expected to purchase the item themselves. We would carry one copy in stock (possibly on reference) for students to consult.

**E=Essential** These are titles which students are expected to refer to but not necessarily to purchase. Normally we would expect to stock 1 copy for every 15 students.

**R=Recommended** Less vital than essential, but still a sought after item. We would purchase one copy for every 25 students.

If you wish to request for an item to be digitised a note can also be added here, for full instructions and details on digitisation please refer to the digitisation factsheet on the Library website.

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