How to add ebooks (where we do not have a print version)

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 Academic Staff LibGuide http://tees.libguides.com/RLO/gettingstarted.

Search for the ebook you want using Discovery. From the search results page click on Add to My Bookmarks on your toolbar.

The option to Bookmark to Reading Lists Online will appear. Please note that this option disappears when you scroll down the page so just click on Add to My Bookmarks to have the option reappear.

Click on Bookmark to Reading Lists Online. You will be taken to the Manually add a new bookmark 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 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. If you wish to request for an item to be digitised a note can 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.

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.