How to add a journal title

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

Electronic Journals

If the journal title you want to bookmark is available electronically go to the library website http://www.tees.ac.uk/depts/lis and click on the Journal Finder tab, type in the full name of the journal and click on search.

From the results screen, click on Article Finder under the Journal Title/ISSN

The Journal Title and ISSN information will be automatically populated on the form, so click on Go
On the new page that appears click on **Add to My Bookmarks** on your toolbar.

You will be then be taken to the Bookmarking from Serials Solutions 360 Link page. Make sure that all the fields have been filled in correctly for your item (i.e. Resource Type, Title 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) and which section it will appear in (if you have created sections in your list).

You can add a Note for student, these notes will appear next to the item in your reading list.

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.
Print only journals

If the journal title you are going to bookmark is only available in print search for it on the Library catalogue. From the item's full catalogue record click on Add to My Bookmarks on your toolbar.

You will be taken to the Bookmarking from Teesside Catalogue page. Make sure that all the fields have been filled in correctly for your item (i.e. Resource Type, Title 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) and which section it will appear in (if you have created sections in your list).

You can add a Note for student, these notes will appear next to the item in your reading list.

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.