Add a book

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 List Online LibGuide: http://libguides.tees.ac.uk/RLO/gettingstarted

The following instructions relate to print books. If we have access to an electronic version of a book, a link will be added by the library after the list has been published.

Using Discovery from the Library homepage: http://www.tees.ac.uk/depts/lis/, find the book that you want. Then click on the title of the book:

This will take you to the book’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, 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 select a position for the item on your list (i.e. top or bottom) or which section it will appear under (if you have already 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 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 a chapter to be digitised please add a note here. For more information about the Digitisation Service see: [http://libguides.tees.ac.uk/academic_staff/digitisation](http://libguides.tees.ac.uk/academic_staff/digitisation)

**Important** - The **Note for library** will only be transmitted to library staff once you have published your reading list. After you have clicked on publish, the list will be reviewed by staff in the library. At this stage if we have access to an ebook a link will be added to the bookmark.

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.
Any additions to your list are automatically saved as a ‘draft’. Once you have finished adding the items you want to your list, you must publish it by clicking on the publish button on the top right of the screen (visible when you click on Edit list (classic)). By publishing the list, the library will be notified and will check it. The list will also be made live for students to view.