Add a book – which is not in the Library’s stock

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://libguides.tees.ac.uk/RLO/gettingstarted](http://libguides.tees.ac.uk/RLO/gettingstarted).

Go to the Amazon UK website. Find the book you want, open the page which displays the full details of the book. Click on Add to My Bookmarks on your toolbar.

You will be taken to the Bookmarking from Amazon page. Make sure that all the fields have been filled in correctly for your item (i.e. Resource Type - should be set as ‘Book’, 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.

To finish click on **OK**.

**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. The Library will automatically check to see if that book is available to purchase in ebook format, as well as print.

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.

Amazon is used as it is the most reliable bookmarking method for Reading List Online. This does not mean the Library will purchase the book from Amazon. Should the book you want not be listed on Amazon bookmark it from the publisher’s website following the steps above.