Add a database

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

Go to the Library website http://www.tees.ac.uk/depts/lis/ and click Databases.

Enter the full title of the database you want to bookmark in the search box and click Go.

The next page should have the title and a short description of your chosen database. Click on Add to My Bookmarks on your toolbar.
The **Bookmarking from LibGuides** page will open. You will need to edit what is written in the **Title** box so it shows the title of the Database you are bookmarking. 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).

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

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.