Add a journal title

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)

This guide shows you how to add a journal which is available in electronic format and how to add a journal that’s only available in print format. If the journal or database you want to add is not available via the Library please contact your [Academic Librarian](mailto:academic librarian@example.com).

**Section A: Electronic Journals**

Go to the library website [http://www.tees.ac.uk/depts/lis/](http://www.tees.ac.uk/depts/lis/), 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. If the title you want is not in the lists of results, the library might subscribe to it in print format (please see **Section B**).

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

The Bookmarking from Serials Solutions 360 Link page will open. 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) 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 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.

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.
Section B: Print only journals

Go to the library website http://www.tees.ac.uk/depts/lis/, click on the Catalogue tab, type in the full name of the journal and click on search.

From the results screen, click on the title of the journal you want to add and then, from the journal’s full catalogue record, click on Add to My Bookmarks on your toolbar.

The Bookmarking from Teesside Catalogue page will open. 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) 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.

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