Add a book from UCL Press

1. 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

2. Go to https://www.uclpress.co.uk/collections/all/open-access-pdf and search for relevant books. To add a book to your list click on the book’s title and then bookmark the page by clicking on Add to my Bookmarks from your toolbar or favourites (the following screenshot is an example using an ipad).

3. The bookmark page will open. The Resource Type should be set to Webpage or Website. Click on Create & Add to List
4. 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 e.g. Books (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.

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 will make it live for students to view.