Add an electronic 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

This guide shows you how to add a journal title which is available in electronic format.

Go to the library website 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.

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. Check that all the fields have been filled in correctly for your item (i.e. Resource Type, Title etc.) and edit if necessary.

Tick the **Online Resource** check box and leave the **Open URL** option selected in the Online Resource Link pop up window.

Finally, 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.