Welcome

This is the second issue of the RLO (Reading Lists Online) newsletter, which showcases new and existing features, exciting developments and helpful information.

We aim to publish the newsletter at regular intervals to keep you up to date.

If you have any questions or suggestions for topics we can cover, please contact libraryhelp@tees.ac.uk

Most viewed lists in Semester 2

This graph shows the top 10 lists (based on number of clicks/views) during Semester 2 (22nd January 2018 – 18th May 2018).

Well done to Andrew Cree who has three lists in the top ten (highlighted in green). Part of what makes Andrew’s lists standout is the way he has broken down the recommended reading into different topics. He has also made excellent use of the digitisation service to direct students to specific chapters. If you would like to have a look at one of Andrew’s lists here is the link https://teesside.rl.talis.com/lists/1BF63730A64-0A58-4521-B9BA6E618044.html
Digitisation and RLO
Would you like to make use of the Library’s digitisation service, like Andrew Cree, to get secure links to scanned readings which can be added to any teaching and learning materials, including Reading Lists Online? If so, all you need to do is add a library note to the item, in RLO. These requests will be picked up by the Digital Collections Team, when you publish the list.

To add a note to an item already on your reading list, go to the edit screen, find the item and click on the link to ‘Edit notes and importance’. In the ‘Edit Item’ screen which appears, add your digitisation request in the ‘Note for Library’ section. More information on how to do this can be found here.

Click on the image below to see a video that shows how the digitisation service can enhance your teaching.

Check, edit, publish…
Your 2018-19 reading lists are visible to students now. Remember lists will only be checked by Library staff (for new editions etc.) if you login to RLO and publish your lists.

Before you publish your list remember to…

Check the list is up to date. Is the module title correct? Is it attached to the correct module code? Have you included a range of relevant, current resources?

If you need to make any changes, you need to edit the list. Remove any items which you no longer want and add any new resources you would like your students to consult.

When you have finished checking and editing your list, remember to publish it! The earlier you publish your list the sooner the Library will be able to order new books & resources, and check for new editions.

For more information see our LibGuide
**Colour change in RLO**
You may have noticed there have been some changes to the way RLO looks. To improve the accessibility for our users we have changed the primary colour from orange to dark red, as this makes the text more readable.

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**RLO - Did you know?** – Myth busting some common misconceptions about RLO

**Myth**
When creating a list for an approved module you can only use sections labelled ‘Essential’, ‘Recommended’, ‘Journals’, and ‘Electronic’.

**Fact**
You can organise the sections in your reading list however you wish, for example by themes or weekly reading, as long as you mark the importance levels for books (i.e. essential/recommended).

**Myth**
Any changes you make to your lists will not be saved unless you publish them.

**Fact**
When editing your list save the changes you’ve made by clicking on ‘Save Draft’. You can ‘Save Draft’, exit RLO and login at a later date to resume editing the list. When you have finished making changes then publish the list.