
Reading Lists

A Guide for Staff

This guide will provide you with step-by-step instruction on how the Reading List system (Leganto) works and how, as university staff, you can use this service to create, manage and edit your lists to support your students.

This is a downloadable version of the [self-enrolment training course](#) available on Canvas.

Additional support and FAQs are available via [Library Help](#).

To submit your reading list to a dedicated team of library staff, use the [submission form](#) or email the list to readinglists@ncl.ac.uk.

For modules being run at our London Campus, please email all reading lists and requests for materials to lrclondon@ncl.ac.uk.

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- your contact details.
- the full bibliographic details of the materials.
- the exact URL or other location where you found the material.
- proof that you are the rights holder and a statement that, under penalty of perjury, you are the rights holder or are an authorised representative.

Contact details:

Email: noticeandtakedown@ncl.ac.uk

Web: www.ncl.ac.uk/info/legal/takedown.html

1 Create, edit and manage your own list

There are 5 steps to creating your own reading list on Leganto for your students:

1. Access your reading list via the VLE.
2. Add resources from Library Search and other sources (e.g. [Blackwell's Book Shop](#)).
3. Tag each item using the appropriate tag (i.e. essential, recommended or background reading), where:
 - **Essential** = very important to the course, all students will need to use this text.
 - **Recommended** = supplementary texts which students are encouraged to use.
 - **Background** = additional texts which are suggested for background subject area reading.
4. Send your list to the library for checking and stock orders.
5. Publish your list to ensure your students can access it.

Points to note:

- Tagging each item can generate book orders: there are [book/student ratio ordering criteria](#) for items being added to library stock and tagging will allow informed decisions to be made by the Library's team.
- If you would prefer to submit your reading list or lecture/seminar handout to a dedicated team of Library staff to be processed, use the [submission form](#) or email the list to readinglists@ncl.ac.uk.

2 Prepare

2.1 Access your list

To access the Leganto service which will give access to your reading list:

- Log into your VLE (this guide focuses on Canvas in the first instance).
- Locate your course.
- Click on **Library Reading List** in the left-hand menu.

Please note: The Canvas Baseline means you should see a standard list of links. If this has been changed you can reinstate this section using **Settings** > **Navigation** and dragging & dropping the Library Reading List item to ensure it is visible.

The screenshot shows a Canvas LMS interface. On the left is a dark blue navigation sidebar with icons and labels for Account, Dashboard, Courses, Groups, Calendar, Inbox, Commons, and Help. The 'Library Reading List' option is circled in blue. The main content area is titled 'Offshore Surveying Demo' and includes a 'To-do date: 13 Dec at 23:59'. The main heading is 'Welcome to OffShore Surveying CEG3710'. Below this are sections for 'About' and 'Examinations'. The 'About' section states: 'In this module you will gain an understanding of the special methods used and problems encountered when applying the basic principles of surveying science in an offshore environment. Early lectures overview the role of the industry and all participant organisations. Further lectures introduce the offshore environment - just how to navigate a boat etc. All the principles and techniques as required are then covered in a logical order.' The 'Examinations' section states: 'Information about examination dates is available under the [Exams & Awards](#) tab on the [Student Progress](#) page.'

2.2 Cite It!

You can use the Cite It! Bookmark to add resources to your list. This means when you are on a website like Blackwell's Book Shop or Amazon and you want to add a book which is not on Library Search (the library catalogue) you can pull the bibliographic details over to your list without manually adding it all.

To install:

- Ensure you are logged into your VLE (e.g. Canvas) and are viewing your reading list.
- Make sure the bookmarks toolbar is showing on your internet browser's page.
- Click on your name or initials showing in the top right-hand corner of the Reading List system to reveal a drop-down menu.
- Click on **Cite It!**
- Follow the on-screen instructions to drag the Cite It! tool into your Bookmarks toolbar.
- Cite It! will now be visible in your browser's bookmarks toolbar.

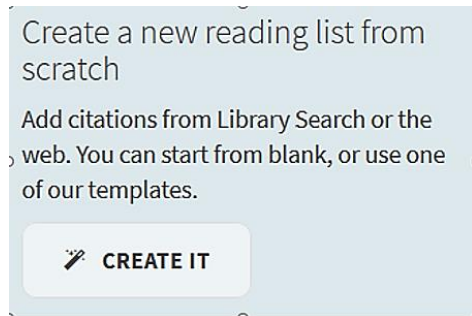
3 Create

3.1 Creating your own list

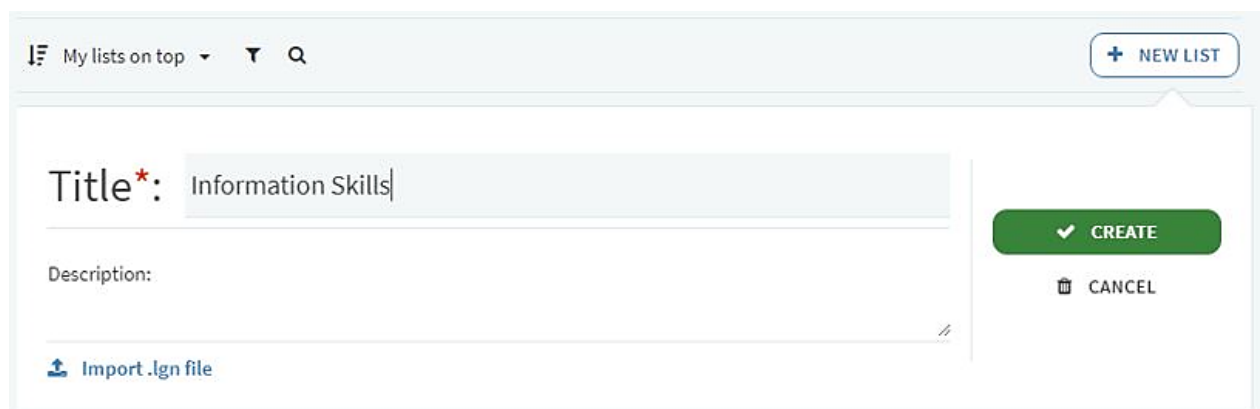
If you access your module on Canvas and there is no reading list attached, you will get an option to create a list.

Note: You also have the option of sending your list in a document to the Library's Reading Lists Team via an [online form](#) and your list will be created for you.

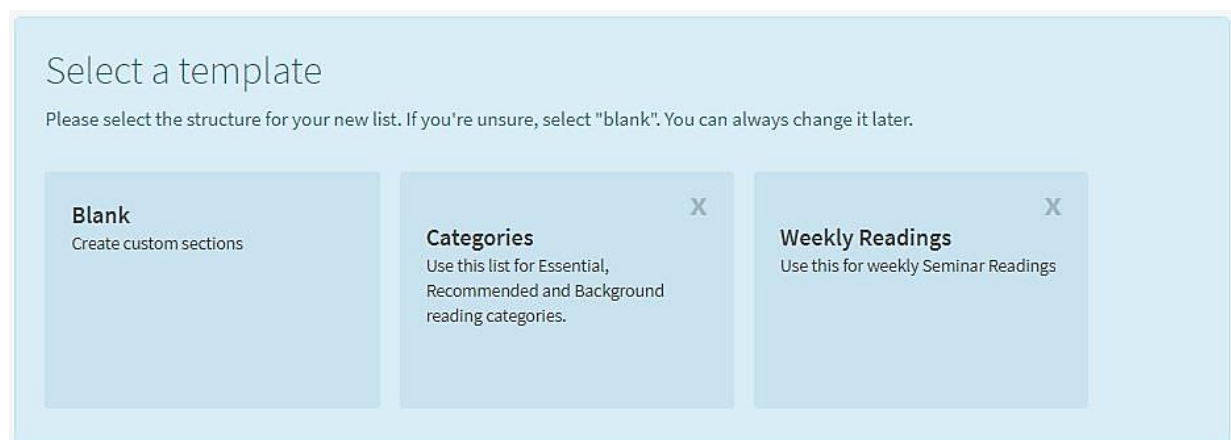
- If you want to create your reading list yourself then click on the **CREATE IT** button.



- Give your list a **title** (we would recommend the module title):



- Click on **Create**.
 - You will then see three template options:
 - **Blank**
 - **Categories** (e.g. pre-populated with 'Essential, Recommended and Background reading headings), or:
 - **Weekly Readings** (e.g. prep-populated Week One, Week Two, etc. headings).
- Choose whichever one you think is appropriate for the layout of your list.



You will then see an empty reading list ready to populate with your items.

3.2 Associating your list

When creating a new list you will be asked to associate it with a module. This is an important step as it allows the VLE to link to the list from within the Reading Lists system.

- Click **Associate List** and view a list of your matching modules.

Associate to module

Associating a list with the relevant modules enables students to easily find the reading material that you add.
Would you like to associate this list with a specific module?

- Search for your module and then click **Associate**.

Associate this list with a module

No module is associated to this list.

Points to note:

- You can remove the module association, or associate your list with a different module, by clicking the list options icon [...] in the top right-hand corner, then clicking the **Manage course association** option. These options can also be accessed from the **Lists** page.
- You cannot associate a list with more than one module. If you wish to have the same reading list appear on two different modules you will need to create a copy of the list.

3.3 Structure your list

If you have chosen the blank template without any categories, the first thing you will need to do is structure your list by adding Sections.

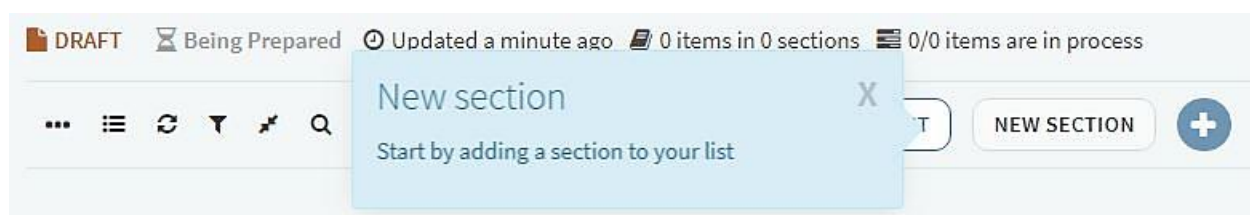
Section titles could include:

Time periods - Semester 1; Week 1; Autumn Term.

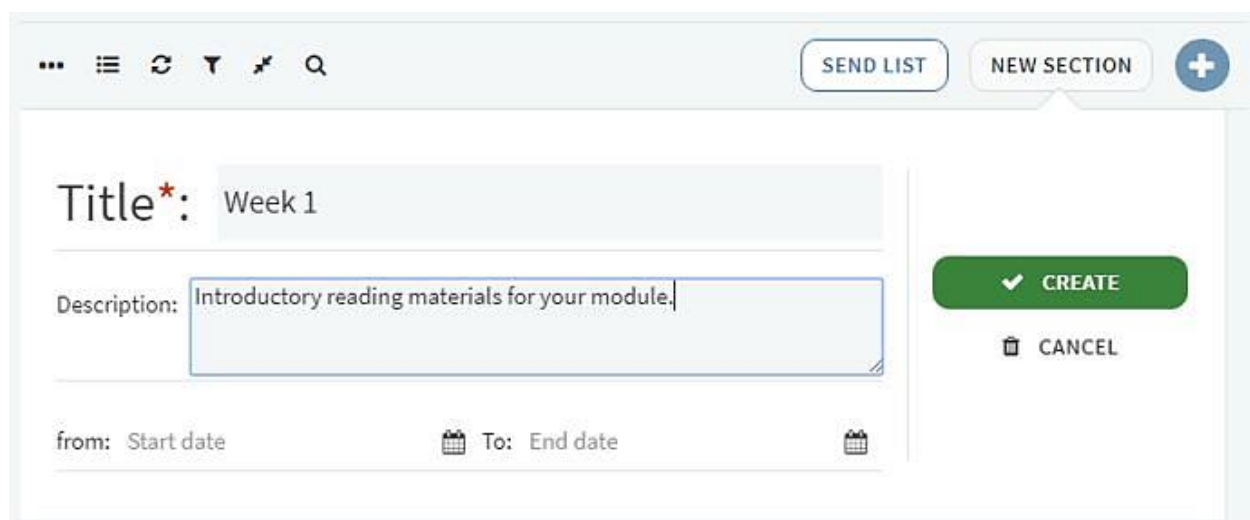
Topics - Research Skills; Essay Readings; 1920s Art.

Resource Types - Books; Key Journals; Useful Websites, etc.

- Click on **New Section**.



- Give your section a title, and perhaps a description.



- Click on **Create** and repeat as required.

Once created you can move the sections into whatever order you need by moving the cursor to the end of the section heading until the blue 'Drag Section' wording appears, then click and drag until it is in the required position on the list.

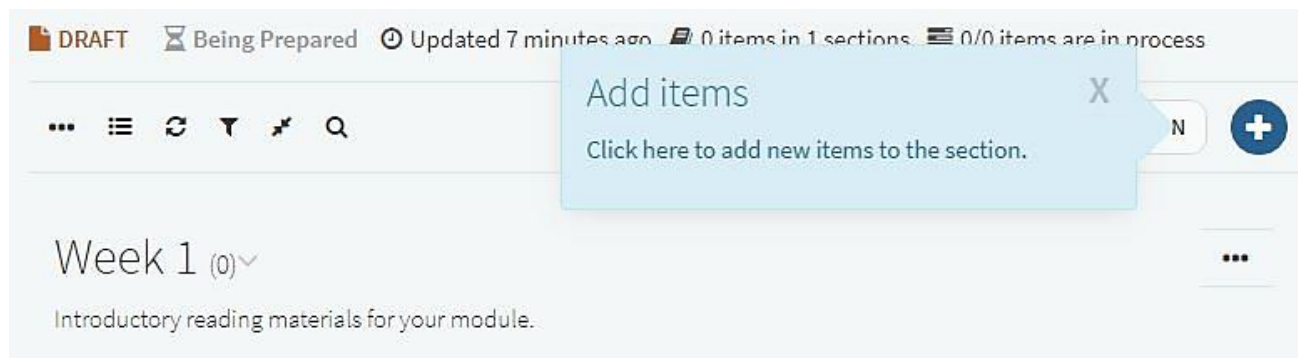
3.4 Adding items to your list

3.4.1 Adding items from Library Search

3.4.1.1 Print and eBooks (Using the 'Everything except articles' search)

To add a print or eBook directly to your list from [Library Search](#), the Library's catalogue:

- Click on the + button on the top right of your reading list. This will open the Search pane on the right-hand side.

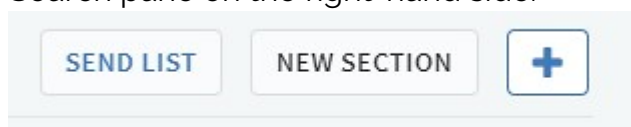


- Use the search options to find items from [Library Search](#). Using the Advanced Search option allows you to search for title, author or ISBN.
- Select the item you want to add from the results list.
- Select the section you wish to add it to from the drop-down box.
- Click **Add**.
- Continue to add items as required or click the X at the top of the Search box to close it.
- The selected item(s) will now appear in your reading list.
- Click on **Add tags to item** to indicate whether this is **Essential**, **Recommended** or **Background** reading. You will need to do this for each item, so students understand how important the item is, as well as the Library making arrangements for a specific number of copies to be available.
- To add more items, click on the refresh icon and then continue.

3.4.1.2 Journal articles (Using the 'Everything' search)

To add another type of material, such as a journal article, directly to your list from [Library Search](#):

- Click on the + button on the top right of your reading list. This will open the Search pane on the right-hand side.



- **Change the search option** drop-down from 'Everything except articles' to '**Everything**'. Apply your search terms.
- Select the item you want to add from the results list.
- Select the section you wish to add it to from the drop-down box.
- Click **Add**.
- Continue to add items as required or click the X at the top of the Search box to close it.

- The selected item(s) will now appear in your reading list.
- Click on **Add tags to item** to indicate whether this is **Essential**, **Recommended** or **Background** reading. You will need to do this for each item, so students understand how important the item is, as well as the Library making arrangements for a specific number of copies to be available.
- To add more items, click on the refresh icon and then continue.

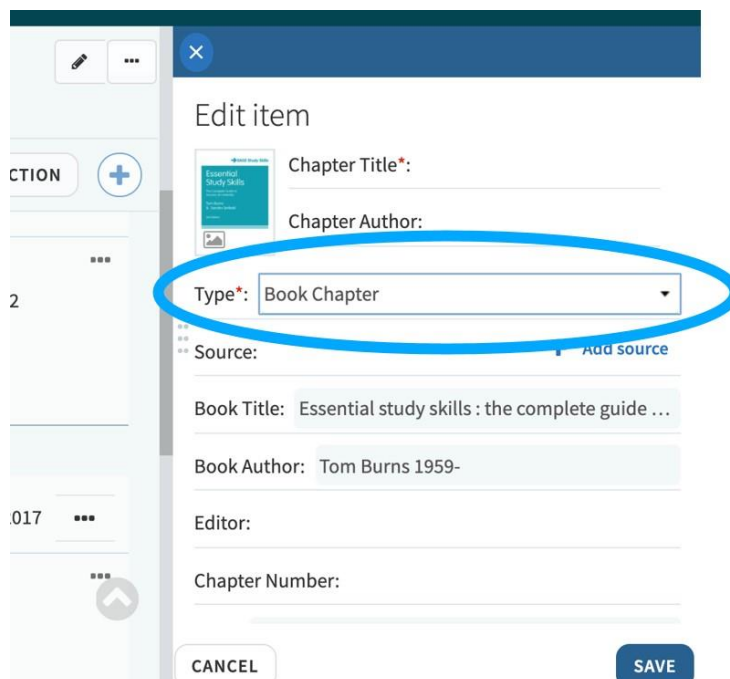
3.4.1.3 Book chapters

To add a book chapter to your list using [Library Search](#);

- Click on the + button on the top right of your reading list. This will open the Search pane on the right-hand side.



- Apply your search terms to locate the book the chapter is contained within.
- Select the item you want to add from the results list.
- Select the section you wish to add it to from the drop-down box.
- Click **Add**.
- On the entry in your reading list, click the three dots to the right of the entry and choose **Edit** item.
- Change the 'Type' drop-down from Book to **Book Chapter**. You will then see additional fields to enter the chapter title, author, chapter number and start/end page numbers.



- Save any changes.
- Click on **Add tags to item** to indicate whether this is **Essential**, **Recommended** or **Background** reading. You will need to do this for each item, so students understand how important the item is, as well as the Library making arrangements for a specific number of copies to be available.
Note: If the book is not already available as an e-book and you want the chapter scanned to ease access for your students, then tag it with **Requires CLA Scanning**.
- To add more items, click on the refresh icon and then continue.

3.4.2 Adding items from My Bag

You can quickly build up a list of items and save them in 'My Bag'. You can then drag and drop an item onto your reading list.

- After searching for an item, if you decide you do not want to add it to your reading list straight away, click on '**Add to bag**' and **Bag it**.
- If you added an item to 'your bag' a bag icon will appear in the top-right corner of the screen.



- Click on the bag icon to open your bag.
- Place the cursor on an item to select it and simply drag and drop this onto your reading list.
- Choose whether to **Move** or **Copy** your item.
- Click on **Add tags to item** to indicate whether this is **Essential**, **Recommended** or **Background** reading. You will need to do this for each item, so students understand how important the item is, as well as the Library making arrangements for a specific number of copies to be available.

Points to note:

- 'My Bag' is a temporary location which will disappear when you log out of the Reading Lists service.
- 'My Bag' is a tool that can also be used to reorder the items on your list. Click on the three dots within the item and select 'Bag It' or 'Unbag It' to copy and paste between your bag and your list.

3.4.3 Adding items from My Collection

You can build up a list of items and save them in 'My Collection'. You can then drag and drop the item onto your reading list. This is useful if you want to permanently save a list of your favourite items and then re-use them on multiple reading lists.

Copying to 'My Collection':

- Once you have decided which item on your reading list you would like to save to your collection, click on the three dots to right of the entry.
- Select Copy to my collection.
- To view items in your collection, click on 'My Collection' on the right-hand side pane.

Copying from 'My Collection':

- If you want to add an item to your list from your collection, click on the + symbol to add an item. This will open the Search box on the right-hand side.



- Click to select the **My Collection** tab.
- Select an item to appear on your list.
- Either click and drag the item onto your or click to select it and:
- Select the section you wish to add it to from the drop-down menu.
- Click **Add**.
- Click on **Add tags to item** to indicate whether this is **Essential**, **Recommended** or **Background** reading. You will need to do this for each item, so students understand how important the item is, as well as the Library making arrangements for a specific number of copies to be available.

3.5 Using the Cite It! Tool

3.5.1 Adding books not in stock using the Cite It! tool

You can add resources that are not held by the Library to your list by using the Cite It! tool. This pulls information about an item from websites including Blackwell's Book Shop and Amazon. If you add the item to your reading list, then the Library will be prompted to obtain it.

- Install the Leganto Cite It! tool (noted in section 2.2.).
- Find a relevant item on your chosen website, e.g. Blackwell's Book Shop, and click on the Cite it! button in your browser toolbar.
- A pop-up box should appear where you can tell the tool to add this to a particular reading list or just your own collection of items you're interested in.
- The amount of item information pulled into your reading list varies depending on the source used. You may need to manually edit the data.
- The item should now appear on your reading list (if that is the option you've selected). The status of the item will indicate 'Being prepared'.
- Click on **Add tags to item** to indicate whether this is **Essential**, **Recommended** or **Background** reading. You will need to do this for each item, so students

understand how important the item is, as well as the Library making arrangements for a specific number of copies to be available.

3.5.2 Adding websites using the Cite It! tool

You can add resources which are classed as webpages and the Cite It! tool will pull in the details to populate the bibliographic fields for you.

- Go to the webpage (e.g. [SSRN](#) or www.bbc.co.uk) you would like to add to your reading list.
- Click the **Cite It!** button you installed on your bookmarks bar.
- This will open an 'Add this to my list' pop-up window.
- The Reading List system will automatically fill in as much information as possible about the resource. You will need to check/modify this information.
- Change the **Type:** to website or another appropriate category.
- In the bottom of the pop-up window, you can decide which list and which section you want to add it to. Or you can choose to add it to My Collection so it is stored in one place and you can then use that entry on multiple lists if needed.

3.6 Tagging the items on your list

When submitting your reading list each item should have an **Essential**, **Recommended** or **Background** tag applied to it. Tags will help students and the Library understand the importance of the item in addition to facilitating decisions to be made about the number of copies to be made available.

Tagging each item can generate book orders: there are [book/student ratio ordering criteria](#) for addition to library stock and tagging will allow informed decisions to be made by the library team.

In addition to specifying whether an item you have added to your reading list is essential, recommended or background reading, you can recommend a course of action to the Library's team. These options include:

- Requires CLA scanning.
- Not Yet Published.
- Approved Source Material.
- Transfer to STC.

3.7 CLA scanning

The Library offers a [digitisation service](#) for academic staff. If you are aware a book chapter or journal article will be under heavy demand, we can arrange to have it scanned and made available via the Reading Lists service.

- Add your book chapter or print journal article using the instructions in the previous section(s).
- Ensure you provide full details of the request, e.g. edition, year, chapter number and page numbers.
- Your request also needs to conform with the [CLA guidelines](#).
- Once the item is in your Reading List, click to **Add tags to item**.
- Select a tag to indicate whether this is **Essential**, **Recommended** or **Background** reading.
- Select **Requires CLA Scanning** as a tag and **Save**.



Critical discourse ✓
 Wuthering Heights, London, Penguin Books, 1995, 33 - 32 , Chapter Number 3
 Requires CLA scanning
 Available at Walton Library Medicine in Literature : 823.8 BRO **Complete**
 BOOK
 CHAPTER


This additional tag will be picked up by the CLA Digitisation Team who will make the scan available and add the CLA link to the item.

Unless there is an issue with the request you will not receive any additional contact from the Library. You will know your request has been successful as the link will be live and the material will be accessible by the students registered on your module.

3.8 Student Texts Collection (STC)

If you would like one copy of book transferred into our [Student Texts Collection](#) so it is available as a four hour/overnight loan, you can request this via a tag on that citation on your reading list.

- Once the item is on your Reading List, click to **Add tags to item**.
- Select a tag to indicate whether this is **Essential**, **Recommended** or **Background** reading.
- Select **Transfer to STC** as a tag and **Save**.



Essential Basic Texts
US foreign policy ✓
 Michael Cox 1947- editor.; Doug Stokes 1972- editor. Third edition..., Oxford : Oxford University Press, 2018
 Transfer to STC
 BOOK **Complete (All citations ordered)** Available at Philip Robinson STC Student Texts : 327.73 UNI and more locations

4 Manage and Edit

If you manage your own lists online, you can easily add and edit items on your Reading Lists. Please do remember to tag your items as **Essential**, **Recommended** or **Background** reading, to send your list to the Library for completion and to publish your list to make it accessible to your students.

4.1 Using notes

You can add a note to items on your reading list which provide additional information.

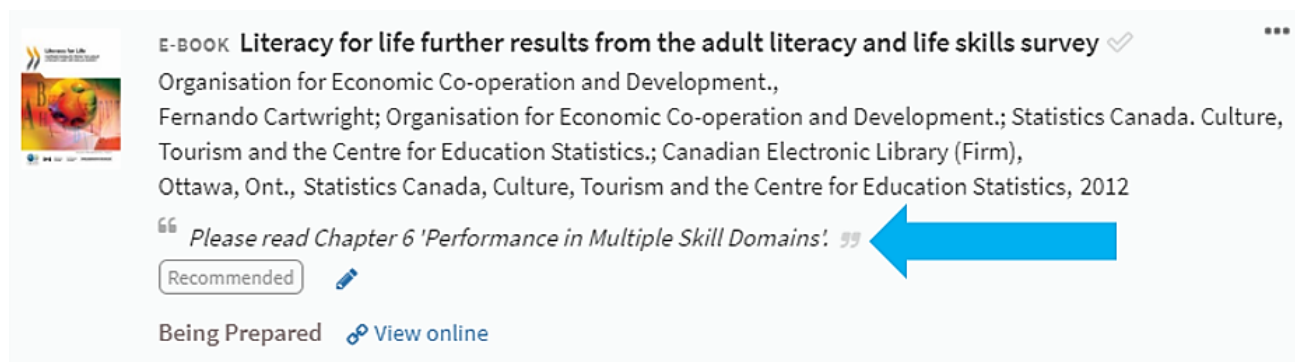
Public notes can be viewed by anyone with access to the reading list.

Private notes can only be viewed by you.

To add a note:

- Open the reading list and select the item you want to add a note to.
- Select Public or Private note as appropriate.
- Click on **Add Note** and enter your note text in the box and click **Save**.

Items with public notes will display the text of the note under the item in list view.



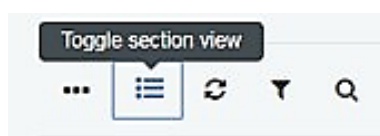
The screenshot shows a reading list item for an e-book titled "Literacy for life further results from the adult literacy and life skills survey". The author is the Organisation for Economic Co-operation and Development, and it was published in 2012. A public note is displayed below the title, which reads: "Please read Chapter 6 'Performance in Multiple Skill Domains'". A blue arrow points to the note text. Below the note, there is a "Recommended" tag and a "View online" link.

Example notes, e.g. adding a book then using the note field to indicate "Please read: Chapter 2, pages 125-139"

4.2 Collapse sections on your list

If you have a large number of sections on your list, it can be easier to collapse or expand each section to limit what you are seeing on the screen.

- In the list, click on the drop-down arrow next to each heading to expand or collapse, or:
- Toggle the whole list and collapse all items within each heading.



4.3 Editing an item on your list

If you want to edit an item on your list (perhaps add a note for your students, change the format of an item from Book to eBook, or recommend a chapter or page numbers) then:

- Click on the title of the item.
- This opens the item and gives more detail, including the Links & Availability, and access to the Public Notes field.
- Click on **Edit** in the field you want to change.
- Click on **Save** to make any changes you have made.

4.4 Deleting an item from your list

If you want to delete an item from your list (perhaps to replace it with a later edition, or because you no longer wish your students to consult it) then:

- Click on the three dots within the item.
- Click on **Delete item**.
- Click on **Delete** to confirm the action.

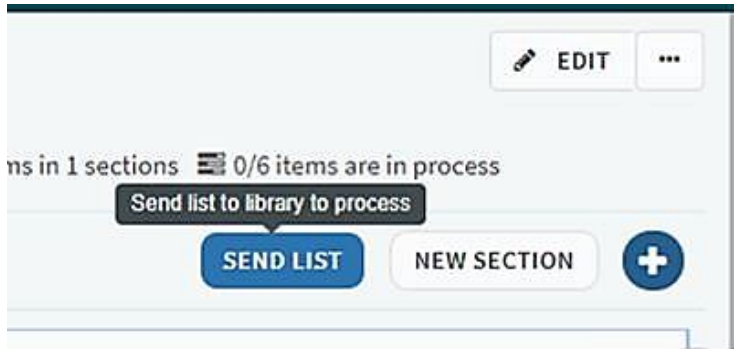
The screenshot shows a library interface with two items. The top item is a journal article titled "JOURNAL Harvey on industrial relations and employment law issues. London, England, Butterworths, 1995". Below the title is a quote: "All paras [389] - [398], [408] - [413.05] and [441] - [448.08]". There is a "Recommended" tag and a pencil icon. Below that, it says "Sent Available at Law Library Books : 347.46 HAR". The bottom item is a book titled "BOOK Smith & Wood's employment law / Smith, I. T., Baker, Aaron; Warnock, Owen; Smith, I. T., Oxford ;, Oxford University Press., ©2019, Total Pages looxix, 817 pages ;". Below the title is a quote: "pp 442 - 452, 456 - 460, 465 - 466 and 467 - 469". There is an "Essential" tag and a pencil icon. Below that, it says "Sent Available at Law Library Student Texts : 347.46 SMI and more locations". A dropdown menu is open for the second item, showing options: "Edit item", "Bag It", "Copy citation", "Copy to my collection", "Send to Library", "LTI Direct Access", "Permalink", "Set complete", and "Delete item". A blue arrow points to the "Delete item" option.

5 Finish

5.1 Sending your list to the Library

After you have created and edited your list, please make sure you send it to the Library. This means that the Library can check your list and take any appropriate action: order items, create CLA scans or move books to the STC section(s).

- To do this, click the **SEND LIST** button located near the top of your list.



5.2 Publishing a new list

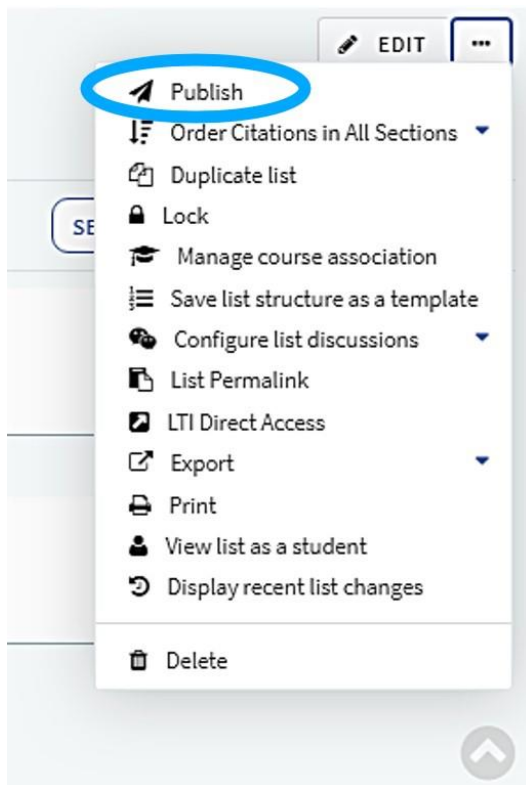
If you have created a new list, then you will need to publish this:

- To make your list visible to students it needs to be published.
- Unpublished lists will have a status of Draft and can only be viewed by list creators and collaborators.

If there are issues with any items on the reading list, then the Library's Reading Lists team will make the appropriate edits to items.

To publish a reading list:

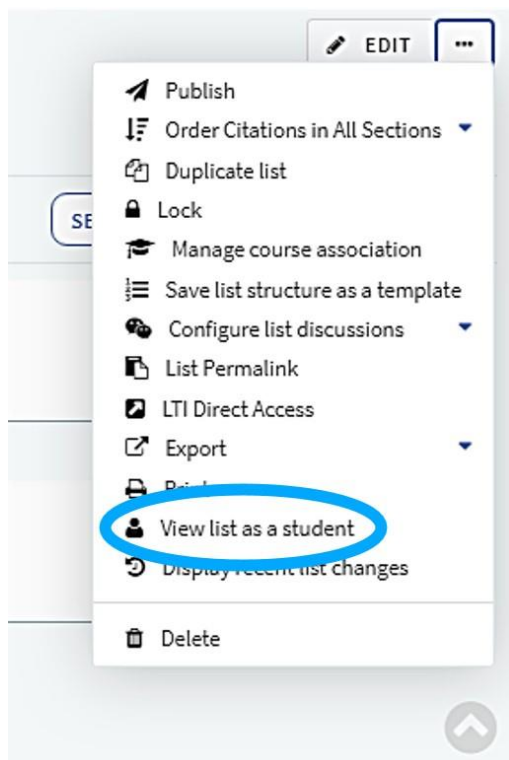
- Go to the options drop-down menu (three dots ...) in Lists, or from within the list you wish to publish, and select **Publish**.



5.3 Student Preview mode

You can view the list as your students will see it.

- Click on the Reading list options drop-down menu (three dots ...).



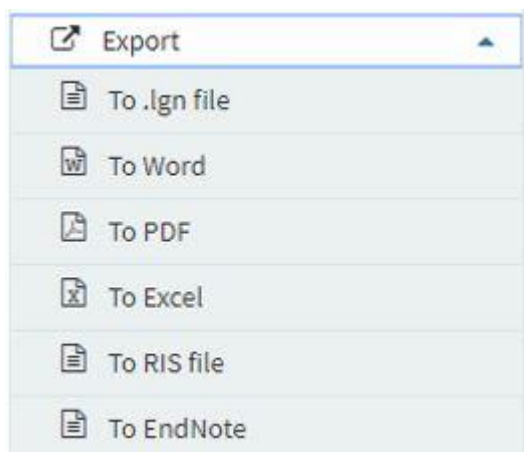
- Then select **View list as a student**.

When you are finished, click on the cross on the blue 'Student view mode' banner at the bottom of the screen to return to your normal view.

6 Exporting a list

You can export a list into different file formats:

- To Word exports the list in .doc format and offers users a choice of bibliographic styles.
- To PDF exports the list in .PDF format.
- To Excel exports the list in .xls format.
- To RIS file exports the list in .RIS format, which can be imported to another list or reference management software.
- To EndNote, sends it straight to your selected EndNote Library.



6.1 Export the whole list

In My Lists, decide which one of your reading lists you wish to export:

- Click on the three dots option on the right-hand side of the entry.
- Select **Export** and choose an Export option.

6.2 Exporting reading list sections

Select and open one of your reading lists:

- Decide on the section you want to export.
- Click on the three dots icon to see the drop-down menu.
- Select **Export** and choose an Export option (please note there are more limited options available when exporting a section).

7 Guidelines

These guidelines hope to provide clarity and consistency regarding reading lists.

7.1 New module

If you are starting a brand-new module:

The Library is notified at the beginning of the academic year of new modules which have been added to the reading list system from a feed which comes from the [MOFs database](#).

However, to ensure resources are in place for the beginning of each term, you will need to let us know in advance to ensure that required resources are organised for the start of the module. We would prefer to have this information 6 weeks in advance to allow books to be ordered, delivered, and made available.

If you are planning a new module, please liaise with your relevant [Library Liaison Team](#) about student numbers, stock levels and new resources..

Ideally, we'd need to know:

- Module Leader or Coordinator's name.
- School.
- Reading list/Module title.
- Module code.
- Anticipated student numbers on module (if known).
- When it is running, e.g. Semester One and/or Two.

7.2 Existing module

If you are taking over or continuing an existing module then it may be there is an existing list available online in our Reading Lists system.

If a reading list is already published and available, then you can log in and make amendments. If you would prefer us to do this for you, please communicate the changes to us via readinglists@ncl.ac.uk or [submit a new version of your reading list](#) and we will make the changes.

You should send your reading list to the Library whenever you have:

- added items to your list.
- inherited the module from another academic and have changed the list.
- noticed an increase in the number of expected students and are concerned about library stock levels.
- noticed broken links on your lists and would like the citations checked.

7.3 Structure of a reading list

In consultation with academic staff, the Library has created the following guidelines which you will want to bear in mind if you are working on a reading list:

- **Annotated:** Please ensure your list is clearly laid out and accurate. This involves appropriate headings, e.g. **Essential, Recommended or Background** and all the necessary bibliographic details so each item can be identified. If students are expected to purchase items themselves then please indicate this.
- **Length:** A new 100-item reading list can take around one working week of Library staff time for checking, ordering and processing. Therefore, please bear in mind that the longer the list, the harder it will be for the Library to process and provide all recommended sources in sufficient quantity. Where lists are very long, Library staff will prioritise the checking and purchasing of key items. We

aim to process all items on reading lists and will prioritise adding the first 75 items, or those labelled as Essential, to the online Reading List system. Expectations should be realistic about how much students are able to read and what the Library can supply.

- **Early:** Please try to send your lists to us as early as possible before the module starts, as it can take 6-8 weeks for some new items to arrive once they have been ordered. Some Schools collate lists and send them via a designated contact such as the Library Academic Representative; others leave it to individuals. We don't mind which method you choose, but ultimately, we rely on module leaders to make sure their module reading lists are sent to us or updated online. You can amend lists at anytime, you don't need to wait for a specific time.
- **Realistic:** Please be aware that some items can be very difficult or impossible for us to obtain, and/or highly expensive. This relates particularly to out-of-print books and certain items which need to be obtained from outside the UK.

7.4 Suggested layouts

Use headings, if applicable, to indicate when reading should take place and how important each item is:

The screenshot shows the Newcastle University Reading Lists interface for the 'Interconnected World' module. The interface includes a sidebar with navigation options like 'LISTS', 'COLLECTION', 'FIND LISTS', and 'REPORTS'. The main content area displays a list of items under the heading 'Core Texts (2)'. Two items are visible, both marked as 'Essential'. A blue callout box points to the 'Core Texts' heading with the text: 'Two different categories used: core and weekly reading. Fully flexible and customisable.' Another blue callout box points to the 'Essential' tag on the first item with the text: 'Each item is tagged to ensure the library is informed of its importance and can manage its stock in accordance with demand.'

8 FAQs and Troubleshooting

See [Library Help](#) for assistance, or email readinglists@ncl.ac.uk.

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