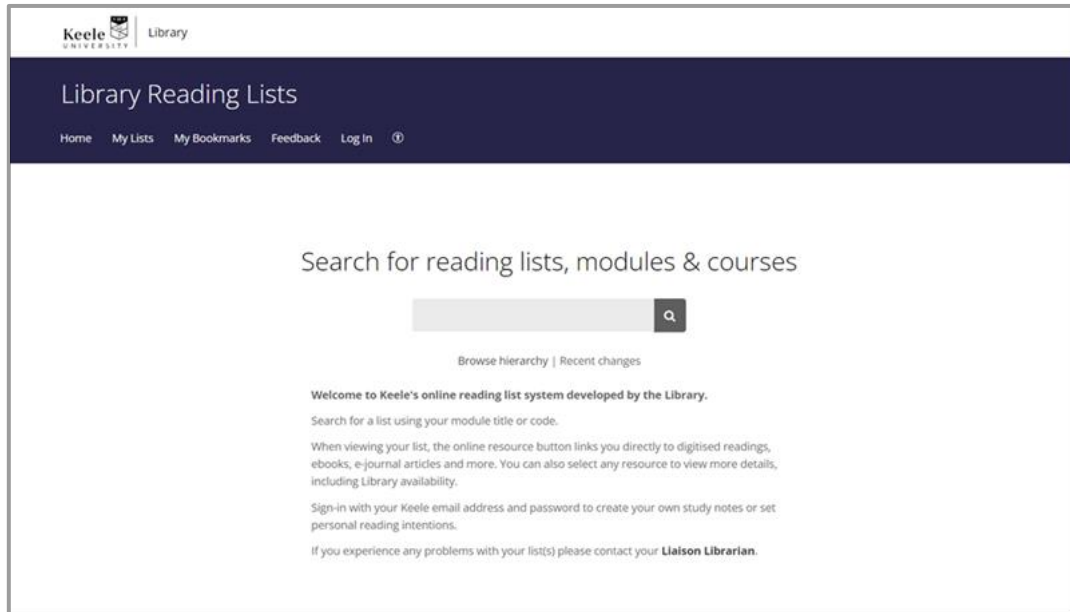# EDITING LIBRARY READING LISTS:
a quick guide
2025/26

Keele University Library publishes module readings on our online **Library Reading Lists** database (software name *Talis Aspire*). This ensures that readings and other recommended resources are easily accessible to students. Lists can be accessed via the **Reading List** link on the KLE (and on CANVAS) as well as via the **Readings Lists** link on the Library website: www.keele.ac.uk/library

The Reading Lists database also serves as a collection management tool for the Library service by allowing us to see exactly which modules are using which resources and when. This helps us ensure that the required resources are made available and in sufficient quantities.

Library staff can edit lists on your behalf, or you can do this yourself if you prefer. Library staff are always available to assist and answer queries. Please contact your school's Liaison Librarian for support: www.keele.ac.uk/library/contactus

Students prefer reading lists that are structured and annotated, because this lets them know which resources to focus on at particular points in a module. So be sure to use the **Add section** and **Note for students** features. You can read some 'Top tips to make your list appealing to students' at the link below:
https://support.talis.com/hc/en-gb/articles/17337860127645-Top-tips-to-make-your-list-appealing-for-students

Please note: Reading lists for VET modules use a different system and are not covered by this guide

BEFORE YOU BEGIN

Install the Bookmarking tool:
- Go to the Library homepage www.keele.ac.uk/library click on **Reading lists** and **Login**
- Go to **My Bookmarks** and select **Install Bookmarking Extension**
- Follow the instructions to install either the 'Talis' **Bookmarking Extension** (e.g. for Chrome or Edge users) or manually install the **Add to My Bookmarks** plugin. You will need one of these tools to be installed on your device to 'Bookmark' resources

- Click on the **Extensions** icon (top right of screen) to 'pin' the extension to your toolbar

Obtain 'List Publisher' access:
- Ask your Liaison Librarian to send you a **List Publisher** invite for each list that you would like to edit
- When you receive the **List Publisher** email, click on the link in the email and **Accept**

SETTING UP A LIST

Editing lists
To edit a list, always access it via the Library website rather than via the KLE/CANVAS
- Go to: www.keele.ac.uk/library then select **Reading lists** and **Log In**
- Click on **My Lists** and select the list that you wish to edit
- Ensure that the list is attached to the correct academic year and the correct module code(s). This information can be found at the top of the list underneath the title. If anything is incorrect, contact your Liaison Librarian before proceeding any further

Adding student numbers
This information helps the Library to provide resources in sufficient quantities. Please use an anticipated figure if you are unsure.
- Click **Edit** (top of list) and then **Hierarchy and student numbers**
- Enter anticipated **Student numbers** in the box, and click **Save**

Adding sections
- **Add section** to create sections within the list
- Give each section a **Title** and an (optional) **Description**
- You can also add sections within sections, to create sub-sections

You can add as many sections as you wish and structure the list however you prefer. For example, sections for weekly readings; or core and further reading; or sections for different topics.

CREATING 'BOOKMARKS' FOR RESOURCES and ADDING THEM TO LISTS

You will need to create a **Bookmark** for every resource that you wish to add to a list. To do this, locate the resource and then click on your **Bookmarking tool**.
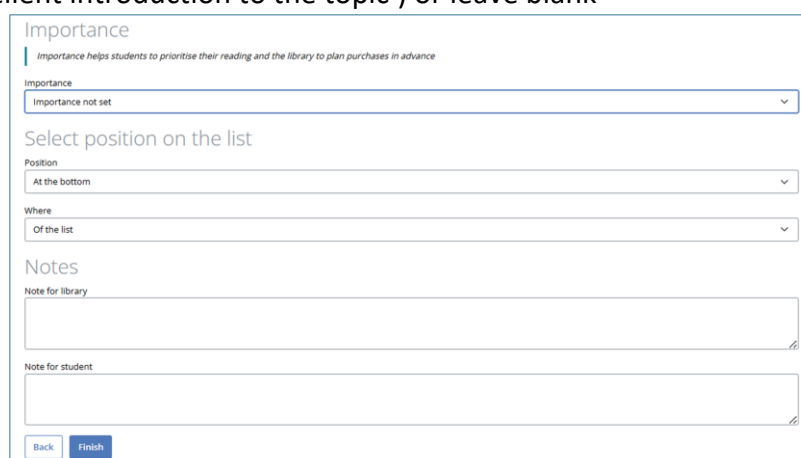
Books (including e-books)
use Library Search

- Use the **Search books and more** filter on Library Search
- Find the e-book record and copy the **Permalink.** Skip this step if there is no e-book
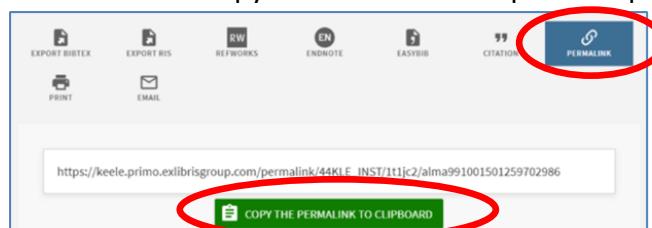
- Now find the print (hard copy) record on Library Search. This may be on the same or on a separate Library Search record. If there is no print record, use the e-book record instead
- Click on your **Bookmarking tool**. If multiple records are found, select the first one
- (skip this step if there is no e-book) Click **Edit Resource**. Under **Add all fields that apply** select **Web addresses** and paste in the e-book **Permalink**
- Click **Add online resource** and select **Web address**
- Click **Save in My Bookmarks**
- Under **Add to list** choose the correct list
- **Importance**: select from the drop-down menu
- **Select position on the list**: indicate the section and position
- **Note for library**: please avoid requesting book orders or digitisations using this field, as these may be missed. Instead, contact your Liaison Librarian
- **Note for student:** complete as you wish (e.g. 'Just read chapter 10: Research methods' or 'An excellent introduction to the topic') or leave blank

- Click **Finish**

Journal articles
use Library Search

- Use the **Search articles and more** filter on Library Search
- Find the record for the article
- Click on your **Bookmarking tool** and **Save in My Bookmarks**
- Under **Add to list** choose the correct list
- Select **Importance**, **Position** and add **Notes** as applicable
- Click **Finish**

Journals (the journal itself as opposed to an article)
use Library Search

- Follow the instructions for **Books**
- Be aware of which publication years are covered by the University's subscription. If the Library's print holdings are too old and out of date, you may wish to ignore them and just Bookmark from the e-journal record

Websites, videos and other online documents use your web browser

- Navigate to the website
- Click on your **Bookmarking tool**
- The default **Title** may not always be helpful (e.g. 'Homepage') so feel free to **Edit resource.** You may also wish to change the **Resource type** – e.g. change **Webpage** to **Audio-visual document** if the resource is a video.
- Then click **Save in My Bookmarks**
- Under **Add to list** choose the correct list
- Select **Importance**, **Position** and add **Notes** as applicable
- Click **Finish**

Only items that are already in Library stock, or freely available online, should be included on reading lists. If you cannot locate and/or bookmark the item you require, contact your Liaison Librarian

Once you have finished adding resources, return to your list and refresh the screen. Now check if any final changes need making prior to publishing.

MAKING CHANGES

Adding paragraphs

ADD RESOURCE / ADD PARAGRAPH / ADD SECTION

- Click **ADD PARAGRAPH** at any location within a list if you wish to add additional text
- Paragraphs can include hyperlinks, bullet points, and bold or italicised text

Changing 'Importance'

- Click on the down-arrow within a bookmark and choose from the menu

Changing 'Note for student' or 'Note for library'

- Click on the **Edit item menu** (three dots) to the right of the item
- Click on **Note for student/library**
- Amend the text and **Save** or **Delete**

Moving resources / bookmarks / paragraphs

- Click on the **Edit item menu** (three dots) to the right of the item
- Select **Cut**
- Go to the item's new location and click **PASTE**

Remember to revisit an item's **Importance** after you have moved it. You can also move bookmarks and paragraphs by using the **double-headed arrow** ↕ to **drag and drop** them to a new position in the list.

Deleting resources / bookmarks / paragraphs

- Click on the **Edit item menu** (three dots) to the right of the item
- Select **Delete**

Moving sections

- Click on the **Edit section menu** (three dots) to the right of the section
- Select **Cut**
- Navigate to the section's new location and click **PASTE**

If by mistake you **PASTE** into the wrong location (this is easily done!) simply repeat the **Cut**/**PASTE** action again to rectify it. You may wish to revise the **Importance** of readings after moving a section.

Altering section Titles or Descriptions

- Click on the **Edit section menu** (three dots) to the right of the section
- Select **Edit**
- Amend the text and then **Save**

Deleting sections

- Click on the **Edit section menu** (three dots) to the right of the section and select **Delete**

GOING 'LIVE'

Publishing your list
- Once you have finished making changes, click the blue **Publish** button at the top of the list. Your changes will go live.
- A system-generated notification will be sent to Library staff, who will review your changes and check that all links are working. We will almost always alter e-book links as these are complicated to generate and go beyond the scope of this guide

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Accessing reading lists on the KLE

Students can access lists via the default 'Reading List' link in 'Module Information'
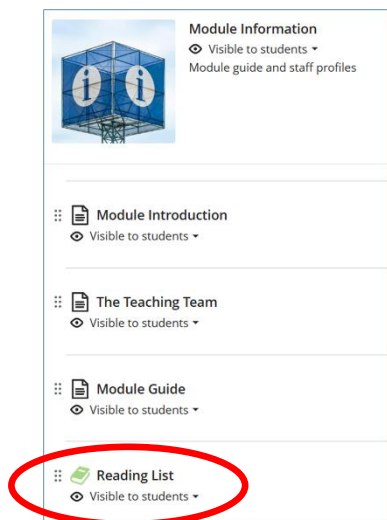
You can add links elsewhere in a module, or 'deep link' to specific sections of a list using the 'Talis Aspire Reading Lists Deep Linking' tool (RED BOOK) in 'Content Market'
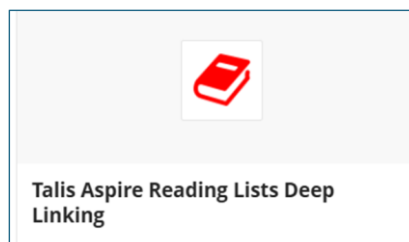
Accessing reading lists on CANVAS
Students can access lists via the default 'Library Reading List' link in the side menu: