Very brief guide to editing module reading lists
2025/26

1. Install the 'Bookmarking' tool
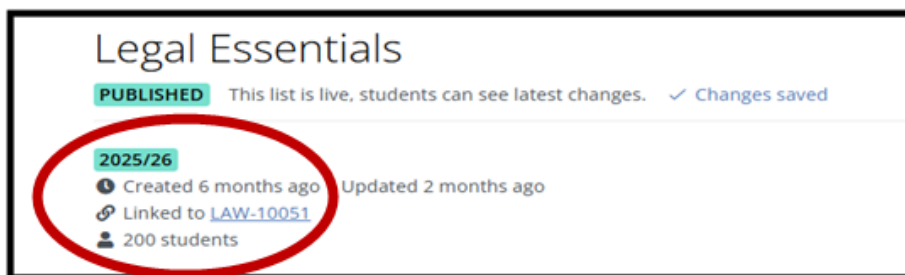- Go to **www.keele.ac.uk/library**, scroll down and click on **Reading lists**, then **Log In**
- Go to **My Bookmarks** and select **Install Bookmarking Extension**
- Follow the instructions to install either the **Talis Reading Lists Bookmarking** tool (e.g. for Chrome or Edge users) or manually install the **Add to My Bookmarks** plugin. You will need one of these tools to be installed on your device in order to 'Bookmark' resources

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

2. Go to 'My Lists'
- Go to **www.keele.ac.uk/library,** scroll down and click on **Reading lists**
- **Log In** then click on **My Lists**. We suggest that you save **My Lists** as a favourite on your browser/device
- Here you will see all the lists that you currently have editing permissions for. Select the list that you wish to edit. If you cannot see it, request editing permissions from your **Liaison Librarian**.
- Check that the correct **academic year**, **module code(s)** and **anticipated student numbers** are displaying. If any of this is incorrect, inform your **Liaison Librarian**. Multiple module codes can share the same list.


- If you would like to duplicate an existing list (or part of a list) and use it for a different module, contact your **Liaison Librarian**.

3. Structure your list
- Hover your mouse arrow where you would like to add a section/sub-section and select **ADD SECTION**. Give the section a **Title** and an (optional) **Description**.
- You can add as many sections/sub-sections as you wish and structure the list however you prefer. Sections for **weekly readings** are particularly popular with students.
- To move a section, click on the **Edit section menu** (three dots) and select **Cut**. Scroll to the new location, then **PASTE**. If by mistake you **PASTE** into the wrong location (this is easily done!) simply repeat the **Cut/PASTE** action again to rectify it.
- To rename or delete a section, click on the **Edit section menu** (three dots) to **Edit** or **Delete**.

4. Add resources

Your **Liaison Librarian** can add resources for you on request. Or if you would like to do this for yourself, follow the instructions below:

- Find the resource (e.g. book, journal article) on **Library Search.** Remember to use the Books/Articles filters when searching. If the resource cannot be found on Library Search (e.g. if it is a website or a YouTube video) navigate to it using your **web browser**.
- Click on your **Bookmarking tool**, then **Save in My Bookmarks**
- Return to the list. Hover your mouse arrow over where you would like the resource to go, then select **ADD RESOURCE**. Select the **RECENTLY BOOKMARKED** resource then **Add to list**
- Click on **Importance not set** and choose **Essential**, **Recommended** or **Optional**. **Suggested for student purchase** is also an option.
- Click on the **Edit items menu** (three dots) and then **Note for students** to add optional instructions if applicable *(e.g. **Read Chapter 1: Introduction**)*
- Do not worry if the newly added resource is not linking correctly to the Library's holdings – Library staff will check and amend this after you **Publish** the list.
- To duplicate an existing resource, click on the **Edit item menu** (three dots) and choose **Add to My Bookmarks**. Scroll to where you would like it to be, then **ADD RESOURCE**.
- To move a resource, click on the **Edit item menu** (three dots) and select **Cut**. Scroll to where you would like it to be, then **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 can also move resources using the **double-headed arrow**↕ to **drag and drop** them to a new position in the list.
- To rename or delete a resource, click on the **Edit item menu** (three dots) to **Edit** or **Delete**

Only items that are already in Library stock, or freely available online, should be included on reading lists. If you cannot locate the resource you require, contact your Liaison Librarian
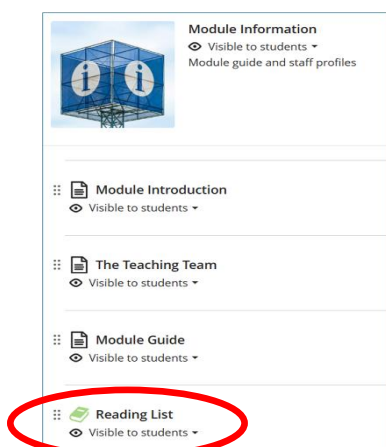
5. Publish your list

- Click the blue **Publish** button to make your changes go live
- A system-generated notification will be sent to Library staff, who will check that all links are working. We will not alter the structure of your list, but we will almost always alter e-resource links as these are complex to generate and go beyond the scope of this guide

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Accessing reading lists from the KLE

*Students can access lists via the **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 **RED BOOK** in **Content Market** (**Talis Aspire Reading Lists Deep Linking**)*

Talis Aspire Reading Lists Deep Linking