Access your list of scans

This document provides guidance for academics who have previously used the Library’s eReserve service, and have had their existing scans transferred to the new Reading List system for 2017-18.

If you require general information about creating a reading list, and requesting scans for teaching, please see the support documents available from the Reading Lists website.

Create a profile

Before accessing your list of scans, you will need to create a profile on the Reading Lists system.

- Navigate to the Reading Lists homepage (http://readinglists.bris.ac.uk), and login using your University of Bristol username and password.
- Click Create Profile on the black bar near the top of the screen.
- Complete the form, and click Save profile when you have finished.
  - Please use your University of Bristol email address.
  - We recommend setting your account to “public”, so that students can search for your reading lists by your name. (Please note: your email address will never be made public on the Reading Lists system.)

You can edit your profile at any time when you are logged in by clicking your name in the top menu bar, choosing View Profile, and clicking Edit Profile in the top-right corner of the screen.
Find and take ownership of your list

A separate list will have been created for each of the units for which you requested eReserve scans in 2016-17. You will need to perform this process for each list.

- Return to the Reading Lists homepage, and log in again if necessary.
  - You can click Home in the black bar at the top of the screen if you already have the Reading Lists website open in your browser.
- In the search box, either type the unit code (e.g. HIST10017) or start typing the name of the unit.
- As you type, the system will suggest matching results. Click on the result containing your unit name, and tagged DRAFT LIST as below. This will open the unit list, which will host your scans from 1st September 2017.

- Click the Edit button, and choose Assign List Owner from the drop-down menu.

- Click Assign to me in the top-right corner of the pop-up window that appears. The window will close, and your name will appear beneath the title of the list.

The list is now associated with your account. You can access it again at any point by logging in to Reading Lists, and clicking My Lists in the black bar near the top of the screen.