Edit 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.

To access your list(s) on the Reading Lists system, visit the homepage (http://readinglists.bris.ac.uk), and click My Lists. After logging in, all of the lists associated with your account will be displayed, and you can access them by clicking on the title.

Edit the list details

At the top of each list, you will see various details about the unit, including:

- The unit code and title, in the format: UNIT CODE: Unit Title
- The teaching block of the unit (set by default to Teaching blocks 1 & 2 2017/18).
- The estimated number of students studying the unit (set by default to 10).

To change these details:

- Click the Edit button, and choose Edit list from the drop-down menu.
- The list will open in a new “editing” view. Click on the Edit button to the right of the unit title (see red box in image below).

- Edit the details as required in the pop-up window that appears.
  - Please always use the format UNIT CODE: Unit Title in the Title field (e.g. HIST10017: Drink and Disorder in Early Modern England).
  - If you change the teaching block, please ensure that you select an option for the 2017/18 academic year.
(Remember: scans for TB2 2016/17 will continue to be hosted in the existing eReserve folder on Blackboard.)
  
  - Anticipated student numbers should be a “best guess” based in previous years’ numbers.
  
  - Click Save when you have finished editing the details.
  
  - Click Save draft to return to the normal list view.

Edit scan details

Below the unit details, each list will show brief details of the scans that you have previously requested for the unit (see image below).

- Click on the title, or the Online Resource button if you wish to view the full bibliographic details of the scan.

Changing bibliographic details of the scans

Please note: using this method will only change the bibliographic details that appear in the reading list – it will not prompt any changes to the scan itself. If you wish to amend the content of the scan (for example, to extend the page range), please contact the Library’s Content Procurement team at reading-lists@bristol.ac.uk.

- Click the Edit button, and choose Edit list from the drop-down menu – this will open the “editing” view of the list.
- Find the scan for which you wish to change the bibliographic details.
  
  - Scans should be listed in alphabetical order by author surname.
- Click Edit metadata next to the item (see green box in the image below).

- A form will open containing the bibliographic details of the item.
  
  - Each field can be manually edited, or removed using the Remove option.
  
  - If your scan is a book chapter or journal article, the details may be spread across two tabs (see image below). Click on the relevant tab to see additional details.

- When you have finished editing the scan details, click Save to return to the “editing” view of the list.
Moving scans around in a list
Next to each item in the list, you will see a crossed-arrow icon (see red box in image below). You can use this to drag and drop the item to a different location in the list.

A dotted line will appear in the list when the item is ready to be dropped in a specific location.

Removing scans from the list
If you no longer require a particular scan for teaching, please contact the Library’s Content Procurement team at reading-lists@bristol.ac.uk, providing the unit code, and details of the scan.

In the meantime, use this procedure to remove the scan details from the list.

- Click the Edit button, and choose Edit list from the drop-down menu – this will open the “editing” view of the list.
- Find the scan that you wish to remove from the list.
  - Scans should be listed in alphabetical order by author surname.
- Click Remove next to the item (see red box in image below), and confirm your choice by clicking OK in the pop-up window that appears.

If you change your mind after removing a scan, you will need to re-request the scan using the procedure described in the document Request new scans (available from the staff support page).

Remember
You can also use the list that has been created to host your scans as the basis for a full reading list for your unit.

The staff support page contains guidance on adding resources to your list and structuring and editing your list.

You can also contact your subject librarian for advice on how to approach this.