

## Adding resources to your list

To add a new resource to your list, you must create a *bookmark* for it. Bookmarks are created using a browser extension which collects resource details from [Library Search](#), and other online databases and webpages. Any of the following browsers can be used to add resources to your list: Chrome, Firefox, Microsoft Edge and Safari.

### Set up

- Login to [Resource Lists](#), and click on **My Bookmarks** in the top menu bar.
- Click on the **Install Bookmarking Extension** button at the top-right of the screen.
- Follow the instructions in the pop-up window that appears. (These will vary according to which browser you are using.)

### Creating a bookmark

Once you have installed the bookmarking extension, the process of creating a bookmark is essentially the same regardless of what kind of resource you wish to add to your list: simply open an online resource, or find an entry for the resource in [Library Search](#), and click on the browser extension button (which will be visible at the top of your browser).

- Please note: if your list is open while you are adding resources to it, you may need to refresh your browser to see the updated version of the list.

The following sections describe in more detail how to create bookmarks for common types of resource required for teaching.

### Ebooks and print books

- Find the book on Library Search, and click on the title in the results list to open the full library record.



The screenshot shows a library record for the eBook 'Basic and applied bone biology'. The title is highlighted with a red box. The record includes the authors (David B Burr and Matthew R Allen), the edition (2019, Second edition), and the publisher (Academic Press, an imprint of Elsevier). A green checkmark indicates the book is available in the University of Bristol Library. There is a 'View eBook' button and a 'Report a Broken Link' link.

- Click the browser extension button.

- A bookmarking form will open in your browser, containing bibliographic information collected from Library Search. You can edit this information if required:
  - You can overwrite the contents of any field in the form.
  - The **Remove** option can be used to delete fields that are not required.
  - The **Add field** drop-down menu allows you to add more fields to the form.

The image shows a portion of a web form. At the top, there are two callout boxes: a red one on the left pointing to a dropdown menu, and a green one on the right pointing to an 'Add' button. The dropdown menu is currently set to 'Author'. Below the dropdown is the text 'Add field: Author'.

- If the book is an ebook, ensure that the **Online Resource** box at the bottom of the form has a blue tick in it.
  - If the blue tick is missing, click the box and select “Open URL” from the pop-up window.
- Click **Create & Add to List**, and complete the fields in the pop-up window as follows:
  - Check that you can see the correct list title in the **Add to list** field. If not, use the drop-down menu to change it.
  - If you have divided your list into sections, you can use the following drop-down menu (which will display “The list” by default) to select a section in which the resource will appear.
  - The **Note for student** field is optional, but can be used to add guidance about the resource to the list.
  - Please select either “Essential”, “Recommended” or “Further” from the **Importance** drop-down menu.
  - The **Note for library** field is not currently used. Please contact us directly at [lib-resource-lists@bristol.ac.uk](mailto:lib-resource-lists@bristol.ac.uk) with questions or requests.
  - Click **OK** when you have completed the required fields.
- When the bookmark has been created, your browser will return to Library Search.

## Books that are not held by the Library

If you add a book that is not currently held by the Library to a resource list, we will either purchase it as an ebook (if available) or buy one print copy for the Library. If you think that additional copies may be required for teaching, please contact your [subject librarian](#).

- Find the book on [Library Search](#), remembering to select the “Libraries Worldwide” filter.
- Click on the title of the book in the results list to open the full library record.
- Click the browser extension button.
- A bookmarking form will open in your browser, containing bibliographic information about the book. Using the same procedures as for a book held by the Library (see above), edit the details as required, and click Create & Add to List.
- When the bookmark has been created, your browser will return to Library Search.
- The Library will use the information from the bookmark to purchase the book from one of our usual suppliers.

## Book chapters (ebook or print)

- Follow the instructions for adding ebooks and print books (pp.1-2) but stop before clicking **Create & Add to List**.

- From the **Add field** drop-down menu (at the bottom of the form) select “Has part (chapter, article, etc)”, and click **Add**.
- A new tab will appear in the form. From the **Resource Type** drop-down menu, select “Chapter”.
- Complete the **Title** field with the title of the chapter or the chapter number.
- Use the **Add field** drop-down menu to add fields for “Author” and “Pages”, and complete the new fields.
- Click **Create & Add to List**, and complete the fields in the pop-up window as described on p.2.
- When the bookmark has been created, your browser will return to Library Search.

## Journal articles

- Open the title or abstract page of the article in your browser.
  - You can use [Library Search](#) to find the article, or just use a direct link if you have the URL saved elsewhere.
- Click the browser extension button.
- A bookmarking form will open in your browser, containing bibliographic information about the article and its source journal. Using the same procedures as for a book (see page 2), edit the details as required, and click **Create & Add to List**.

If you wish to add an article from a print journal to your resource list, please contact us at [lib-resource-lists@bristol.ac.uk](mailto:lib-resource-lists@bristol.ac.uk).

## Other online resources (blogposts, videos, podcasts, etc)

- Open the resource/website in your browser.
- Click the browser extension button.
- A bookmarking form will open containing limited information about the resource. Edit it as required.
  - Please note: many web resources provide only very basic information about themselves. Use the **Add field** drop-down menu to add further useful details as required.
  - Make sure that the **Online Resource** box in the bottom-left of the form is ticked.
- When you have finished editing the resource’s details, click **Create & Add to List**.