

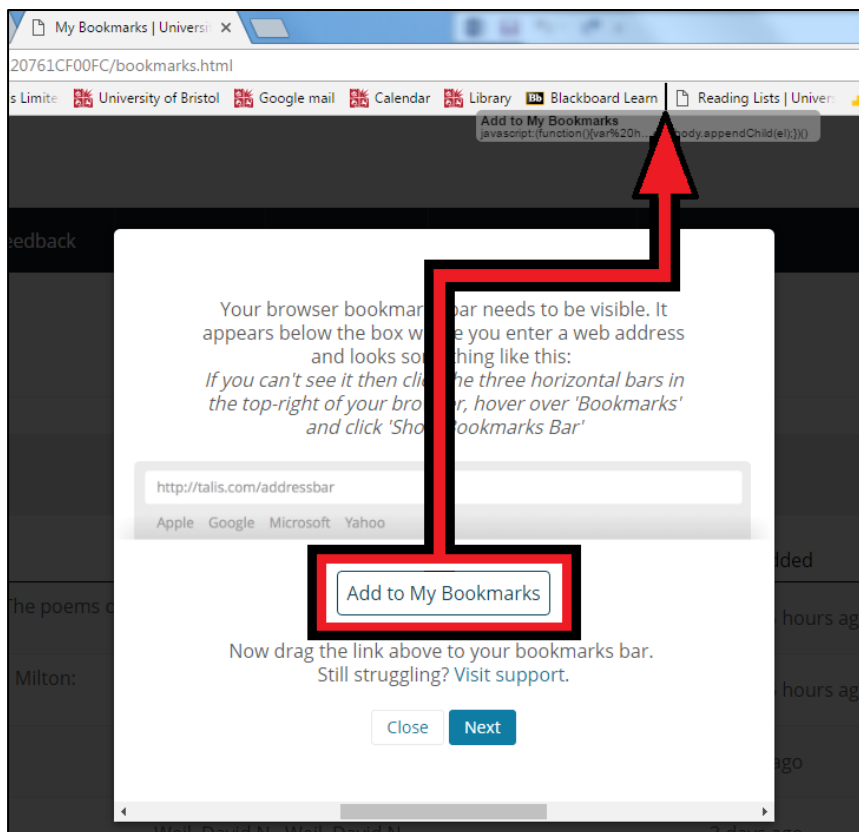
## Adding resources to your list

To add a new resource to your list, you must create a *bookmark* for it. Bookmarks are created using the bookmark button, a web tool installed in your browser which collects resource details from [Library Search](#) and other online databases and webpages.

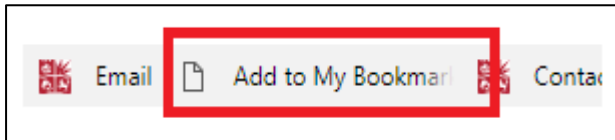
### Set up

#### Chrome, Firefox and Internet Explorer


- Open your browser, and ensure that your **bookmarks** or **favorites** bar is visible at the top of the screen.
- Open the Resource Lists homepage (<https://bristol.rl.talis.com/>), and log in using your University of Bristol username and password.
- Click on **My Bookmarks** in the top menu bar.
- Click on **Install Bookmark Button** in the top-right of the screen.
- Click **Next** in the pop-up instruction box.
- Drag and drop the **Add to My Bookmarks** button from the pop-up instruction box to your browser's bookmarks bar (see image below).



- When you have successfully added the bookmark button, you will be able to see it in your **bookmarks** or **favorites** bar (see red box in image below). Click this button to create a bookmark from a resource.



### Microsoft Edge

- Open Microsoft Edge, and use [this link](#) to find the free Talis Aspire Reading Lists Bookmarker extension in the Microsoft Store.
- Click **Get**, then **Launch**.
- A pop-up message will appear in the top-right of your browser. Click **Turn it on** to activate the extension.
- This icon will appear at the top-right of your browser: . Click this button to create a bookmark from a resource (the first time you use it, you may need to login using your University of Bristol details).

### Creating a bookmark

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 to an online resource or find an online record for a print resource (such as its entry in [Library Search](#)), and click the bookmark button.

- **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 section describes in more detail how to create bookmarks for common types of resource required for teaching:


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## Print books that are available from the Library

- Find the book on [Library Search](#).
- Click on the title of the book in the results list to open the full library record.

1. **The guinea pigs : a novel**  
by [Ludvík Vaculík](#), [Káča Poláčková-Henley](#), [Káča Poláčková](#)  
Print Book 1974 | [Explore all editions & formats](#)  
Held by University of Bristol Library  
✓ Available Arts and Social Sciences Library 7 day loan: vacation loan PG5039.32.A2.M6

Cite Link Email Save

- Click the bookmark button (“Add to My Bookmarks” or ).
- 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 additional fields to the form (see image overleaf).

Click here to choose a field from the menu

Click here to add the field to the form

Add field:  Add

- When you have finished editing the bibliographic details, either:
  - Click **Create**.
    - This will create a bookmark that you can add to a list later (see the *Structuring and editing your list* document, available from the [Resource Lists support page](#)).
    - When the bookmark has been created, your browser will return to Library Search.
  - Click **Create & Add to List**.
    - This will allow you to add the book directly to your list. A pop-up form will appear, entitled **Create & Add to List**. The image on the next page shows you how to complete the different fields in this window.

**Create & Add to List**

**Add to list**  
 ABCD12345: Example List (Teaching blocks 1 & ▾)

at the top of

at the bottom of

The list ▾

**Note for student**  
 Chapter 1 is particularly useful for this week's session.

**Importance**  
 Recommended ▾

**Note for library**

OK Cancel

Check that the correct list is shown in this field. If not, use the drop-down menu to locate and select the correct one.

If you have divided your list into sections, you can use this drop-down menu to select where in the list the resource will appear.

You can add guidance about the resource for your students in this field.

You can give the resource an importance rating using this drop-down menu.

- When you have completed the form, click **OK**.
- When the bookmark has been created, your browser will return to Library Search.

## Ebooks

- Find the ebook on [Library Search](#), and open it by clicking the **View eBook** button.
- From the title page, click the bookmark button.
- A bookmarking form will open in your browser, containing bibliographic information about the ebook. Using the same procedures as for a print book (see above), edit the details as required, and click **Create** or **Create & Add to List**.
- When the bookmark has been created, your browser will return to the ebook, which can now be closed.

## Books that are not held in the Library

If you add a book that is not held by the Library to a Resource List, we will endeavour to purchase one copy for the Library. If you think 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.
  - NB. If you cannot find the book on Library Search, you could use Amazon, Copac, etc, instead. The bookmark button can collect bibliographic details from any of these sources.
- Click on the title of the book in the results list to open the full library record.
- Click the bookmark 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 page 3), edit the details as required, and click **Create** or **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 a copy of the book from one of our usual suppliers.

### Book chapters (print or ebook)

- Use the bookmark button to open the bookmarking form for a print book or ebook as described above – but do not click **Create** or **Create & Add to List** yet.
- From the **Add field** drop-down menu (at the bottom of the form), select “Has part (chapter, article, etc)”, and click **Add** (see image below).

The image shows a portion of a web form. At the top, there is a 'Publisher' field with 'London Magazines' entered. Below it, there is an 'Add field' dropdown menu. The dropdown menu is open, showing three options: 'Part of (book, journal, etc.)...', 'Has part (chapter, article, etc.)...', and 'Author'. The 'Has part (chapter, article, etc.)...' option is highlighted with a red box. To the right of the dropdown menu, there is an 'Add' button, also highlighted with a red box. Below the dropdown menu, there is an 'Author' field with 'Author' entered, and a 'Lookup: DOI' dropdown menu.

- 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.
  - The completed form will look something like the image below.

The image shows a completed bookmarking form. At the top, there are two tabs: 'Chapter' (selected) and 'Is part of Book'. Below the tabs, there is a red asterisk and the text '\* Required field'. The 'Resource Type' dropdown menu is set to 'Chapter'. The 'Title' field contains 'Chapter 2: Education and Toleration'. The 'Author (first name, surname)' field is split into two parts: 'Joachim' and 'Whaley'. The 'Pages (from, to)' field is split into two parts: '42' and '71'. There are 'Remove' buttons next to the author and page fields. A 'remove' button is also visible in the top right corner of the form area.

- Click **Create** or **Create & Add to List**.
- When the bookmark has been created, your browser will return to Library Search.

### Ejournal articles

- Open the article’s title or abstract page 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 bookmark 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 print book (see page 3), edit the details as required, and click **Create** or **Create & Add to List**.

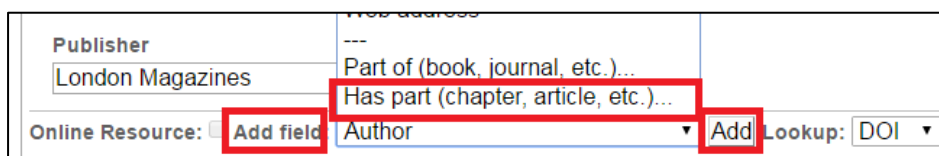
## Articles from print journals

- Find the source journal on [Library Search](#).
  - **Note:** if the source journal is not held by the Library, we may be able to obtain a copyright-cleared scan of the article for you. Please contact [resource-lists@bristol.ac.uk](mailto:resource-lists@bristol.ac.uk) for further information.
- Click on the title of the journal in the results list to open the full library record.



The screenshot shows a library record for "The Journal of Imperial and Commonwealth History". The title is highlighted with a red box. Below the title, it says "eJournal, eMagazine 1997 | Explore all editions & formats". It is held by the University of Bristol Library. There is a blue button labeled "Access journal" with an external link icon. Below that, it says "More local formats: Older Journal, Magazine". At the bottom right, there are buttons for "Cite", "Link", "Email", and "Save".

- Click the bookmark button.
- A bookmarking form will open containing information about the journal. From the **Add field** drop-down menu, select "Has part (chapter, article, etc)", and click **Add** (see image below).



The screenshot shows a bookmarking form. The "Publisher" field contains "London Magazines". The "Web address" field contains "Part of (book, journal, etc.)..." and "Has part (chapter, article, etc.)...". The "Online Resource" field is checked. The "Add field" drop-down menu is open, showing "Author" selected. The "Add" button is highlighted with a red box. The "Lookup" field contains "DOI".

- A new tab will appear in the form. From the **Resource Type** drop-down menu, select "Article".
- Complete the **Title** field with the title of the article.
- Use the **Add field** drop-down menu to add fields for "Author", "Pages", "Volume" and "Date".
- Complete the new fields.
  - Enter the year only in the **Date** field.
  - Author and page details are obligatory. Either volume or year can be used, but at least one of them must be present.
- Click **Create** or **Create & Add to List**.

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

- Open the resource/website in your browser.
- Click the bookmark 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.
  - 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** or **Create & Add to List**.