



# Using Resource Lists: a guide for staff - Adding resources from the University Library to a Resource List

This part of the guide will take you through adding resources which the Library owns, or provides access to, to your list.

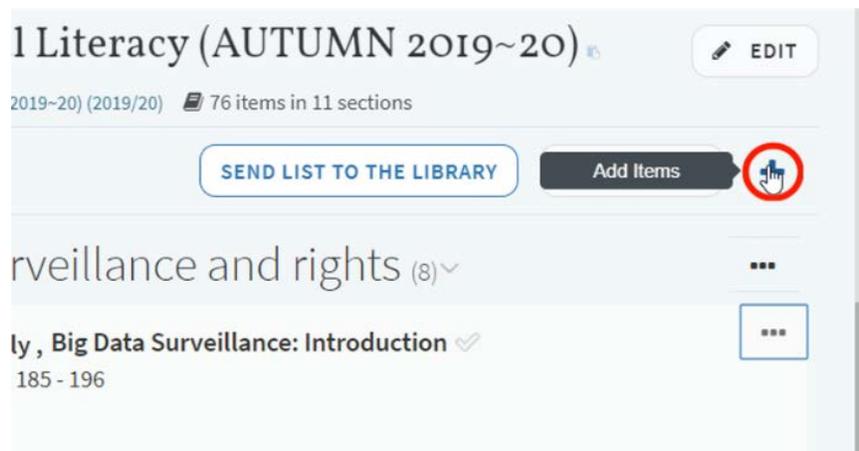
This includes physical items held on shelves as well as our extensive ebook collections, online journal subscriptions, and databases.

This guide assumes that you have set up a list and created a basic list structure following the instructions in previous parts of this guide (see link under Further Guidance below).

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## Adding University Library resources to a Resource List

1. Click on the “Add Items” icon.



2. This will open a panel on the right hand side of the screen.
3. You will be presented with a Simple Search box.
4. At this point, you can choose between three different search scopes:
  - a. Primo Central
  - b. All University of Sheffield
  - c. Everything.



5. **Primo Central** is the best choice when searching for journal articles that the library has access to.
  - a. Enter your search terms in the box and click on the search icon.
  - b. The results will show you if the full text of the article is available.
  - c. Click on the section title that you want to add the resource to, to expand it.
  - d. Then simply drag and drop the chosen resource into your list.
6. **All University of Sheffield** is the best choice when searching for Library resources, such as our books, ebooks, musical scores and audio visual materials.
  - a. Enter your search terms in the box and click on the search icon.
  - b. The citation details will tell you which formats are available.
  - c. “Additional Versions Available” will offer other formats and editions.
  - d. Click on the section title that you want to add the resource to, to expand it.
  - e. Then simply drag and drop the chosen resource into your list.
7. The **Everything** scope will search across the breadth of the Library’s collections. This may be useful if you don’t already have a specific resource in mind.
8. If you do have a specific resource in mind you can also copy the ISBN or DOI from StarPlus and use this as your search term.
9. The Advanced Search offers a number of specific fields which may be useful if you want to conduct a narrower search.

## What if the Library doesn’t have the resource I want to add?

If you would like to add a resource that the library does not already own or provide access to, then fill in the **[book recommendation form](https://www.sheffield.ac.uk/library/registeredusers/bookrec)**:

<https://www.sheffield.ac.uk/library/registeredusers/bookrec>

When placing your order request, please include the following information in the

“**Recommendations for teaching**” field:

1. Which module the resource is for.
2. How many students are registered on the course.
3. Which section of the resource list you would like it added to.
4. Whether it is key or wider reading.
5. Details of any specific chapter that you would like students to read.

Library staff will then acquire the resource and ensure that it is added to your list in the correct place when it becomes available.



## How to prioritise resources in your list

Once you have added resources to your list, you may wish to indicate to students which are key reading and which are wider reading within a given section.

Please do this by tagging resources. To do this:

1. Click on “Add tags to item”.
2. Click “Add tags” to see the entire list that you can choose from.
3. Select your tag and then Save.

**Where you tag an item as Key, Primary, or Essential Reading we will endeavour to supply the resource digitally where possible, and where this can be done in line with copyright agreements. This will maximise the accessibility of these readings.**

## Making your list available to students

**Your resource list will not be available to students while it is in Draft.**

To make your list visible you need to publish it. To publish,

1. Go into the Resource List options menu



2. Click on Publish at the top of the list.



## Further guidance

You can find the other videos and PDF guides in the collection **Using Resource Lists: a guide for staff** on the [Library resources for your students](https://www.sheffield.ac.uk/library/teach/resourcelist) webpage (<https://www.sheffield.ac.uk/library/teach/resourcelist>).

If you need any further guidance then please contact us at [resourcelists@sheffield.ac.uk](mailto:resourcelists@sheffield.ac.uk).

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