



Using Resource Lists: a guide for staff - Adding resources from outside of the University Library's collections to a Resource List

This part of the guide will demonstrate the easiest way to add online resources to your list that are outside of the University Library's collections, such as websites, Open Access articles, blogs, and online videos.

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).

Installing the Cite It! Toolbar widget

The simplest way to add resources to your list that are outside of the University Library's collections is to use the Cite It! Toolbar widget.

In order to install Cite It! on your browser:

1. Open the Resource List interface.
2. Click on your name in the toolbar.
3. Click on Cite It! and this will open up a box that lists all of the sources from which the tool is currently able to harvest bibliographic details.
4. Now click on the Cite It! button and drag it up to the toolbar on your browser.
5. Press Close to dismiss the box.

Adding a resource from the web to your Resource List

1. Navigate to the page that you want to add and click on the Cite It! Widget on your toolbar.
2. This will open a box that will display the bibliographic information that will be sent to the Resource List.
3. If the details don't adequately represent the resource you are adding you can edit the details in this box.



4. You will be given the option to either add to your collection, so that you can add it to your list at a later date, or to add it directly to a Resource List.
5. If adding to a list directly you will be able to choose the section that you wish to add the resource to.
6. Click on the “Add and Close” button to save.

When adding articles it is best to use the Cite It! Button from the landing page rather than the pdf. This gives students the opportunity to access the content in the format that best suits their needs.

Whatever the resource type, from video, to blog, to open access article, to audio, the process of adding is the same.

Please make sure that any resource you add to your list is legally hosted.

The Library can advise on locating versions of material that comply with the University’s copyright licence. Please contact us by emailing resourcelists@sheffield.ac.uk for guidance.

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.



Making your list available to students

Your Resource List will not be visible 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

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