



## Resource Lists.

This guide will show you how to create and interact with Resource Lists through a series of videos.

Library Resource for Learning and Teaching

The library provides a managed service, Resource Lists

([https://eu.alma.exlibrisgroup.com/leganto/login?institute=44SFD\\_INST&auth=SAML](https://eu.alma.exlibrisgroup.com/leganto/login?institute=44SFD_INST&auth=SAML)) for students and staff.

Lists provide access to key electronic resources such as full-text journal articles, ebooks and databases, in addition to items held physically in the library. You can send your list documents to [readlist@sheffield.ac.uk](mailto:readlist@sheffield.ac.uk).

Alternatively, with our new service, you can create and edit lists yourself, making it easy to add relevant materials throughout the year.

## Video 1/3: Accessing & Tour of Resource Lists.

With our new Resource Lists service, you can create and edit lists yourself, making it easy to add relevant materials throughout the year.

- Log into MUSE using your username and password
- From the My Services menu select MOLE
- From the Course List select your required module and click Reading List.
- The 'My Lists' section shows you lists on which you are the instructor. You should only see items on which you are the instructor. If you wish to amend details contact [readlist@sheffield.ac.uk](mailto:readlist@sheffield.ac.uk)
- 'My Collection' allows you to build a collection of resources for future use.
- 'Notifications' will show you updates on lists when items are added/updated/deleted from your resource lists as they are processed by the University Library.
- 'Find Lists' allows you to look at other resource lists. You can also choose to follow other lists.
- 'Reports' shows usage data for resource lists where you are the owner. This can be at course/list/item level.
- Alternatively, you can send your Resource Lists to the University Library at [readlist@sheffield.ac.uk](mailto:readlist@sheffield.ac.uk)
- Interface of Leganto (Resource Lists) used with permission from Ex Libris.

## Video 2/3: Creating and Populating Resource Lists

- To create a new resource list select 'New List' from the 'My Lists' section.
- Give your list a new title and description.
- Select the blank template
- You can add start and end dates to your list by selecting 'Edit' and select the start and end dates
- Once you have selected your dates, click save.



- Associate the new list with an existing module or course you are an instructor on by selecting the relevant item from the drop down menu.
- This will make your Resource List more discoverable and easier to link to in MOLE
- Add sections to your resource list by checking on the 'New Section' button.
- Add details, such as title, description and dates as required or necessary. Click 'Create' to save.
- Add further sections as you need them.
- You can rearrange the list by dragging and dropping sections.
- To populate the sections on your resource list click the + button.
- You can search the library catalogue by using the 'Simple Search' or the 'Advanced Search' along with the 'Everything' option.
- Enter the title, author, or keywords in the search box.
- Editions of items may be grouped together, click the 'Additional versions available' link to display the items.
- When you have found the required edition, click on the item and press the 'Add' button. The item will be added to the section in your resource list.
- You can add multiple items per search by clicking the 'Add button' next to the required items.
- You can also add electronic journal articles to your resource list using the search function.
- You can also manually add items to a resource list
- Click the + symbol on the resource list and select 'Add item manually/Upload file'.
- Add details into the fields such as Title, Author, type of item, and the source.
- You can add documents\*, such as course handbooks, to the resource list. (\*Any uploaded materials will be subject to library processing and copyright checks)
- Add useful notes into the 'Public Note' field, this is visible to everyone who can see your list.
- Add additional item details as required
- When you are happy with the draft content you have added to the list, you can choose to publish it. This will make it visible to students.
- Alternatively, you can work in draft and select the option to send list items or selections to the library for checking.
- You can continue to add new sections and items to your lists.
- Alternatively, you can send your Resource Lists to the University Library at [readlist@sheffield.ac.uk](mailto:readlist@sheffield.ac.uk)
- Interface of Leganto (Resource Lists) used with permission from Ex Libris.

## Video 3/3 Additional approaches to populating your resource list.

- 'My Collection allows you to build a collection of resources for future use.
- Resource Lists has the Cite It! Bookmarklet which allows you to add items to your resource lists whilst browsing the web.
- There are an increasing number of supported sites which are compatible with the bookmarklet.
- Drag and drop the Cite It! Link from the pop-up window into your bookmarks bar.



- To use the bookmarklet, visit a supported website and find the information to be added to your resource list.
- Click the Cite It! bookmark
- Edit the details of the item. This can be included in the document type and other publication details.
- You can also choose whether to add the item to a resource list, or to 'My Collection'.
- You can add items to 'My Collection' by importing a RIS file.
- Click on 'My Collection' and click on the three dots (...). From the menu, select 'Import'.
- Drag your RIS file on to the drop space.
- Confirm your selection and close the dialogue box.
- The items from the RIS file(s) will now be visible in 'My Collection'.
- You can now add the imported citations in to your resource list. Click on 'My Lists' and open your selected list.
- Click on 'Open Collection'. This will open 'My Collection' in the pane next to the resource list.
- Drag and drop the item into the selected week/section of your selected resource list.
- Add collaborators to lists by clicking 'Manage collaborators'
- Enter the name or email address of your collaborator and click 'Send Invitation'.
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