

## BANGOR READING LISTS – Talis Aspire

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### Overview

- Login to Talis [Bangor Reading Lists](https://bangor.rl.talis.com/index.html) (https://bangor.rl.talis.com/index.html)
- If it is your first visit, follow instructions to **set up your profile**. Making your profile public allows students to find reading lists created by you. You will know you have signed-in when your name appears.
- Go to the **‘My Bookmarks’** tab and Install the ‘bookmark button’. This is an ESSENTIAL part of the reading list software. A quick guide for this is available [here](#).
- Go to the **‘Home’** tab and search for your module – you can search by module title or module code (if using the module code remember to include the hyphen)
- If you do not find your list, you will need to create one from scratch. Do this by going to the **‘My Lists’** tab and click on ‘Create New List’ button. Ensure you use the correct title (as in the Gazette) and remember to use a hyphen for the module code. You will also need to assign the correct Academic Year.
- **Create a structure** for your reading list, by adding Sections (eg Core Reading, Recommended Reading, Journals to browse, OR Week One, Week Two etc).
- Start **adding content** into the list. This can include Books, Journals, Audio-visual material, Articles, Scores, Web sites, etc).
- When you have finished adding items to the list – check that you have set the **‘importance’** for each item. *The number of copies ordered by the library depends on you telling us whether an item is Core or Recommended.*
- **Publish your list**. This will trigger the library review process and make the list visible in Blackboard.

## TALIS QUICK GUIDE - Overview

- Login to Talis [Bangor Reading Lists](https://bangor.rl.talis.com/index.html) (https://bangor.rl.talis.com/index.html)
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### Building your list

Once you have created the structure of your list, you will need to add items.

Where possible, please make use of existing library stock. However, if a more recent edition has been published, then it would be appropriate to request purchase.

With regard to digital books, the library will purchase in accordance with the [Reading List Policy](#).

### Adding items – using Quick Add

If you have already set up your list structure – you can use 'Add Resource' (this option appears as you scroll down the list structure).

- Click on 'Add resource' and then search for the book you want to add. If you have previously bookmarked the item, it will appear (under bookmarks). If the item isn't in your bookmarks, the system automatically runs a search for the title.
- Click on the book titles in the results to see the format and check availability in the library.
- Click on the white cross in the red circle, to add the specific item to your list.
- Set the 'priority' (to indicate whether the item is core or recommended).
- When you have finished editing - Remember to click on the red **Publish** button.

### Adding Items – using bookmarking tool

- Use the [Library Search](#) to see if the item is already in stock.
- Click on the TITLE of the item, to open the individual record.
- Take your cursor up to your browser toolbar and CLICK on your bookmark tool **'Add to my bookmarks'**.
- A new window (or tab) will open. This screen will show you the item details. (Check there is an isbn)
- Near the bottom left of the screen you will see two options 'Create' and 'Create and add to list'.
- We recommend that you select 'Create and add to list'.
- Select which section of the list
- Set the 'priority' (to indicate whether the item is **core** or **recommended**).
- Set up a note for students (eg Read chapter one/Read pages 47-53).
- Set up a note for library staff (eg 12<sup>th</sup> edition needed/short loan/digitise chapter one).
- When you have finished editing - Remember to click on the red **Publish** button.
- **TIP** – You may need to use reload/refresh to update the browser screen, to see your recent changes.