

BANGOR READING LISTS – Talis Aspire

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Overview

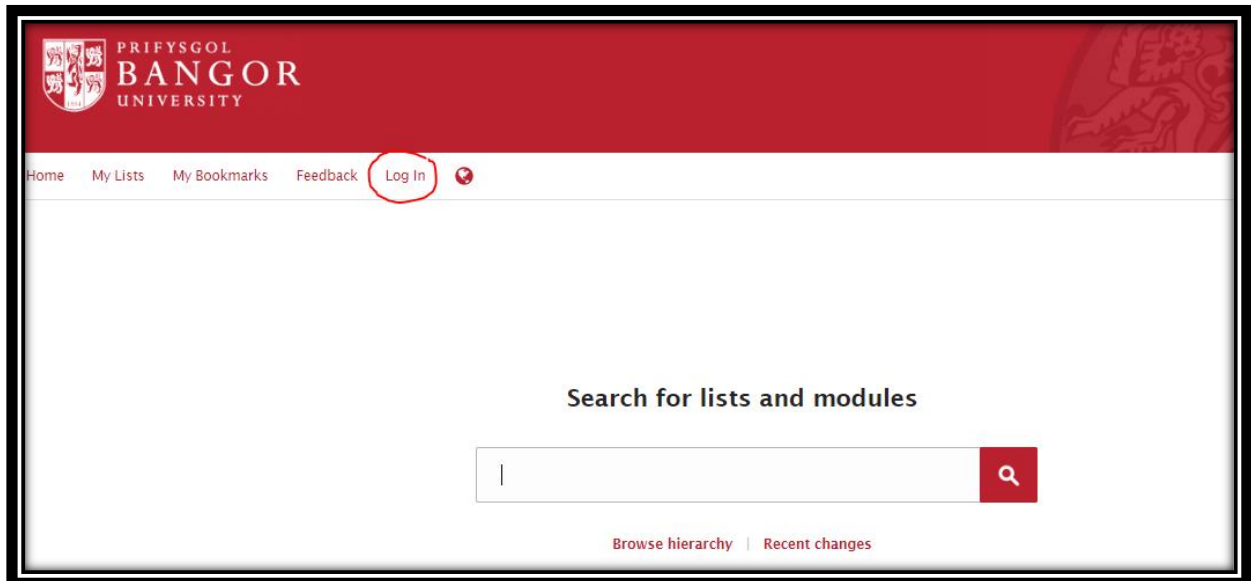
- Login to Talis [Bangor Reading Lists](https://bangor.rl.talis.com/index.html) (https://bangor.rl.talis.com/index.html)
- If it is your first visit, follow instructions to **set up your profile**. Making your profile public allows students to find reading lists created by you. You will know you have 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.

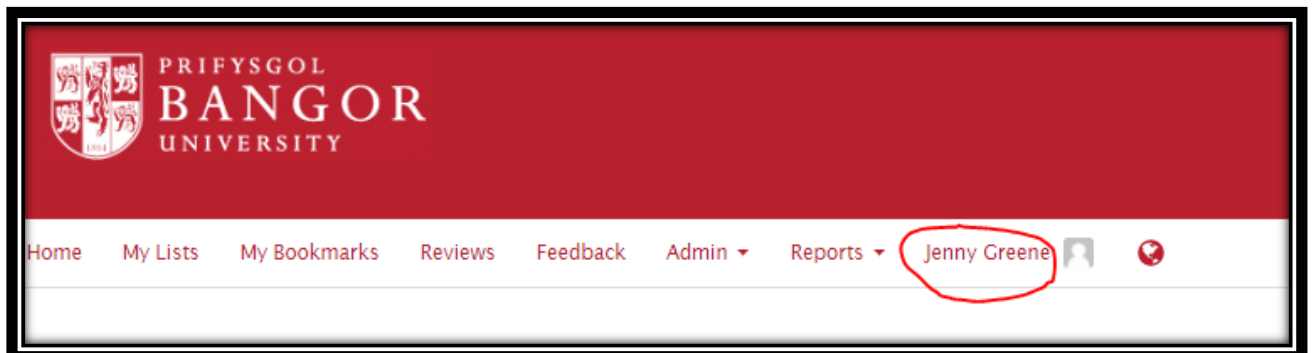
TALIS QUICK GUIDE WITH SCREENSHOTS

First time users – Log in and create a profile

- Login to Talis [Bangor Reading Lists](https://bangor.rl.talis.com/index.html) (https://bangor.rl.talis.com/index.html)
Use your Bangor Shibboleth id/password. eg: iss074 (you do not need iss074@bangor.ac.uk)

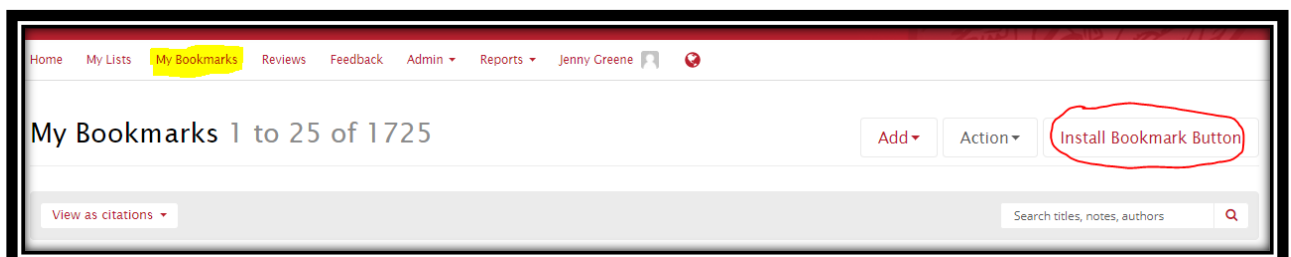


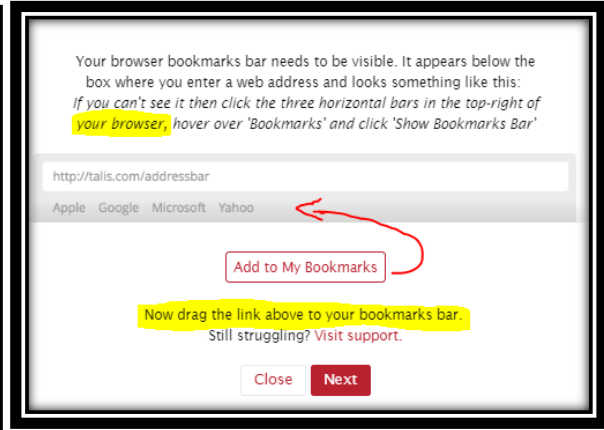
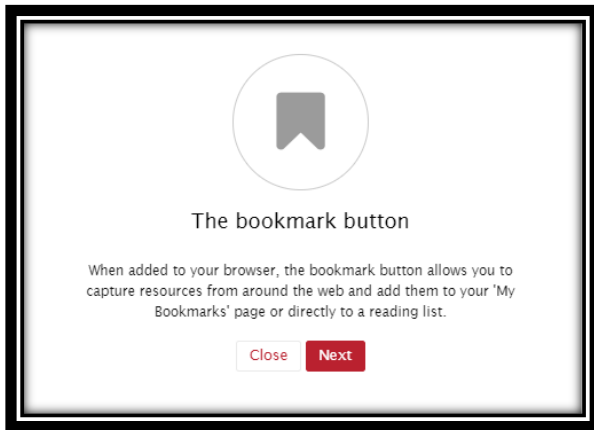
- If it is your first visit, follow instructions to **set up your profile**. Making your profile public allows students to find reading lists created by you. You will know you have signed-in when your name appears.



Add the Bookmark Tool

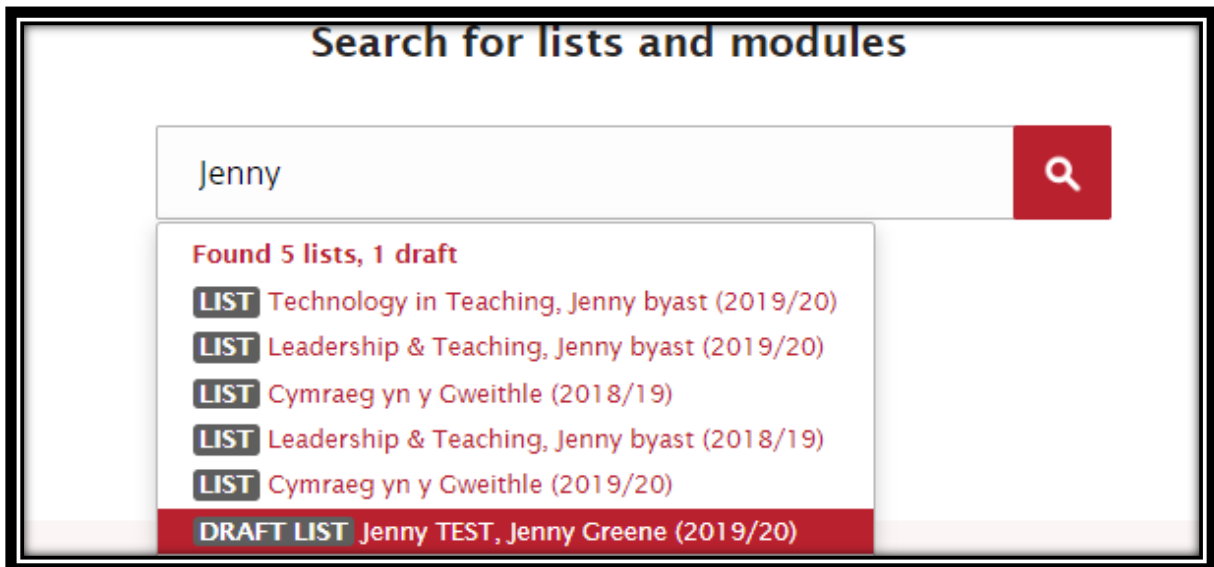
- Go to the 'My Bookmarks' tab and Install the 'bookmark button'. Drag and drop the tool onto your browser toolbar. This is an ESSENTIAL part of the reading list software. A quick guide for this is available [here](#).





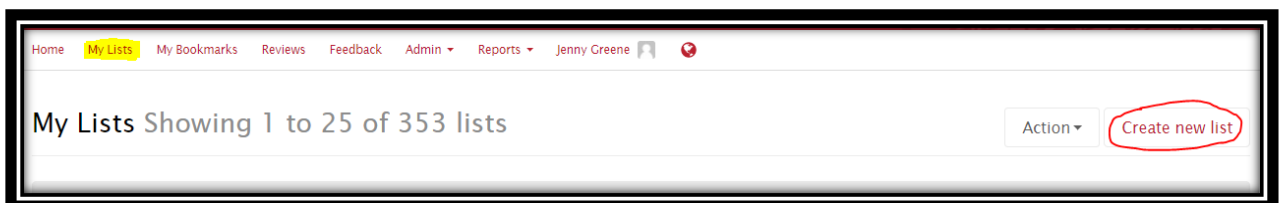
Creating a List

Go to the 'Home' tab in Talis, search for your list. You can search by Module Title or Module Code. (You will need to include the hyphen abc-1234 not abc1234).



If there is no list for your module – you will need to create one.

- Click on the tab **My Lists** – then click on **Create new list**



- A new window will appear (screenshot *below left*). Complete each section.
- When you click on the Hierarchy another window will appear (see screenshot *below right*).
- Type in the module code – remember to use the hyphen. This will also indicate student numbers. Clicking on the red **Save** button will take you back to the main form for you to select the Time period.
- When you have finished the form, click on the red button to Create list.

| Type | Name | Student no. |
|----------|-----------------------------|-------------|
| Unlinked | Not linked to the hierarchy | 0 |

Creating the list structure

- Create a structure for your reading list, by adding Sections (eg Core Reading, Recommended Reading, Journals to browse, OR Week One, Week Two etc).
- Scroll your cursor over the list and a red line will appear.

- Select **Add Section**. A new window will appear. Type in a Section Title and (if you want) you can add additional descriptive notes for your students. Then Click on **Save**.

- Start adding content into the list. This can include Books, Journals, Audio visual material, Articles, cores, 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.*

Adding items – using QuickAdd


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

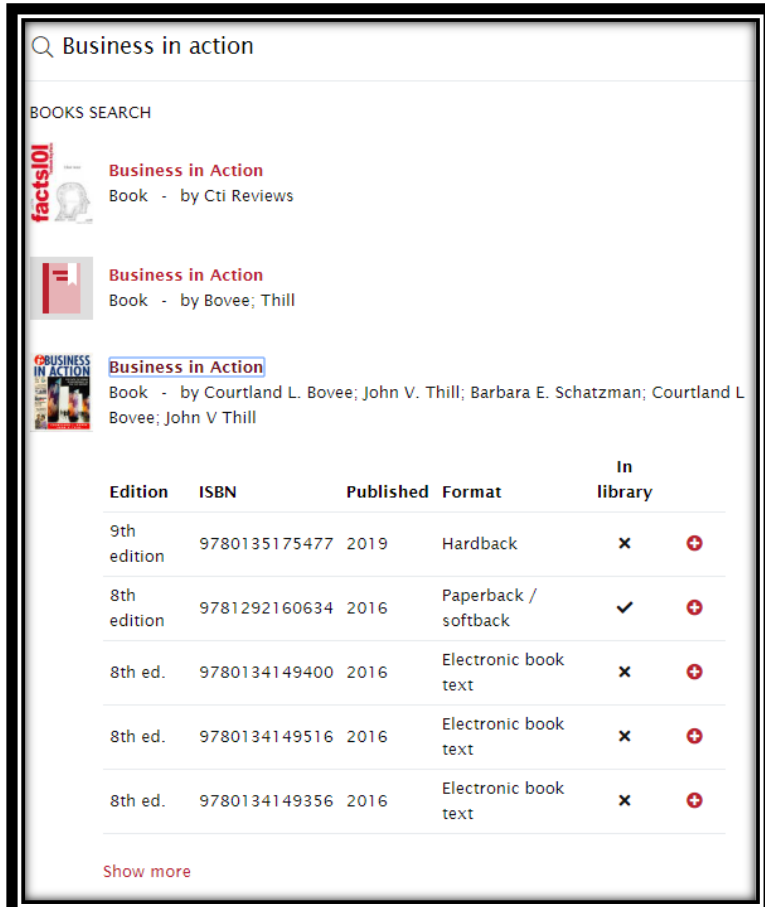
Where possible, please make use of existing library stock. However, if a more recent edition has been published, or the library does not stock the items you need, then it would be appropriate to request purchase.

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

- After logging into Talis, go to 'My Lists' and open the reading list you want to work on.
- Scroll your cursor down over the list. When you see the red line appear – select 'Add Resource'.



- A new window will open – with a search bar at the top.
- Type the title of the book you want to add (you could also search by author or isbn).
- The system will search through items you have previously bookmarked – then expands the search.
- Click on the individual titles to check for formats and availability in our library.
- Add the version you want onto your list by clicking on the white cross in the red circle ✓ 



Adding items – using the bookmark tool

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, or the library does not stock the items you need, 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

- Open a new tab on your web browser and go to the library's online catalogue [Library Search](#)
- Use the [Library Search](#) to see if the item is already in stock.
- If it is in stock - click on the TITLE of the item, to open the **individual record**.
- Then - scroll your cursor up to your browser toolbar and CLICK on your new bookmark tool 'Add to my bookmarks'.
- A new window (or tab) will open. This screen will contain the metadata of the chosen item.

The screenshot shows the 'Bookmarking from Primo Explore' interface. The main form on the left contains the following fields:

- Resource Type: Book
- Title: King Arthur
- Author (first name, surname): Michael Ashley
- Date: 1996
- ISBN-10: 0752515969
- ISBN-13: 9780752515960
- Pub place: Bristol, England
- Publisher: Parragon

At the bottom left of the form, the 'Create & Add to List' button is circled in red. The right sidebar displays the book details for 'King Arthur' by Michael Ashley, published by Parragon in Bristol, England. It includes a 'Send to' section with options for EXPORT BIBTEX, EXPORT RIS, and REWORKS, and a 'Get It' section with a 'Select Sign-in to place a hold on item' button.

- 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'. This will then prompt you for the additional information you need to supply.

Create & Add to List

Add to list

at the top of
 at the bottom of

The list

Note for student

Importance

Note for library

WARNING: Items will not appear publicly until the list is published.

OK Cancel

Items in red are ESSENTIAL

- Check the right list is showing.
- Select - Add at the bottom of
- Select which section of the list
- Add a note for students (optional) eg Read chapter one/Read pages 47-53.
- Setting the 'importance' (indicating whether the item is core or recommended).
- Add a note for library staff (eg 12th edition needed/short loan/digitise chapter one).

Adding articles

Follow the same process to add articles – Remember that you should only use the bookmarking tool when you reach the 'landing page' (where students can see the article but still need to click to download the pdf. This ensures that students realise this is a Journal Article (not a book chapter).

View It

Full text available at: [SciTech Premium Collection](#)

Available from 1990.

Most recent 1 year(s) not available.

This is NOT where you would use the browser tool 'Add to Bookmarks'

You should follow the link to open the Item

A man for all seasons
 Nature; London Vol. 392, Iss. 6677, (Apr 16, 1998): 669. DOI:10.1038/33586

Full text - PDF Details

book reviews

Bright light comes around again

Edmond Halley: Charting the Heavens and the Seas some basic materials for a Halley memoir, but Cook has been far more diligent in his cartographer of Mediterranean ports. Occasional pieces of 'Halleviana' have

Then – when you see the article and the option to access the PDF – that's when you use the bookmarking tool.

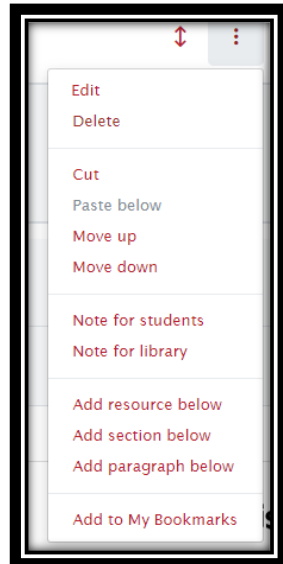
Changing the layout

You may decide that you want to reposition some items on your list.

- Use the small double arrows (on the right side of the screen) to drag the item to the new position.



Clicking on the vertical column of three dots opens up a menu – which offers more ways to edit your list.




Publishing your list

When you have finished editing your list you need to ensure that students can ‘see’ the contents.

- Click on the red **Publish** button (found near the top – on the right of your screen).
- This will automatically trigger an alert to ask the library to review your list, to ensure that there are sufficient copies in stock.

Unpublished changes! Your changes have been saved, but not published.

 **Publish**

Checking that your list is visible in Blackboard

Log into Blackboard and open the relevant module.

In the menu on the left you should see an entry for ‘Reading Lists’

Clicking this link should take you into the Talis Reading list for that module.

Trouble Shooting – Blackboard.

If there is no button for Reading Lists in your Blackboard – you can easily add one:

[How do I make my Talis Reading List appear in Blackboard?](#)