

## **Adding items from the library catalogue**

Click '+add' button and select 'search the library'

For books, type the title and author into the search bar

Click search

For journal articles, type just the title into the search bar

Click search

You can use the 'Everything' menu to select resource type before searching

Where a book has 'additional version available', select dropdown menu

This will give access to previous editions and electronic and print options.

Select the '+' button and select section to add the item

click 'add and edit' and select 'item actions'

For both students and the Library, it is important to correctly tag your item as essential, recommended or background reading

Essential reading: students will require regular access to the item while taking the unit.

Recommended reading: students will require some access to the item while taking the unit.

Background reading: students may use the item for additional breadth/interest.

At this point you can also add a student note

Click save

You can also drag and drop items into the reading list

Remember to add your tags if you add items this way

Remember to tag every item with the reading preference; essential, recommended or background