

Script for bitesize video on: tcr edit 23/09/2020

Saving books and journals to 'My Favourites' in the Library Catalogue

This short video shows how to save books and journals to 'My Favourites' in the Library Catalogue.

You begin by using the library catalogue to find the book or journal or article that you'd like to read.

I'm going to search for the Chronicle of Higher Education, so I type that in and click search, and now I have a list of search results.

When searching for a journal, it's best to select journals from the drop down menu on the right hand side of the search box as this means you have a fewer number of results to look through.

You can see that the Chronicle of Higher Education is now at the top of my list. To read it straight away, I would click 'Online access' but if I'd like to store it in 'My Favourites' for quick access in the future then I need to click on the pin icon, here.

However, in order to add it permanently to 'My Favourites' I need to be logged in to my library account, so that's the first thing I'm going to do. I click 'sign in' at the top right hand side of the page and choose to sign in with my university username and password. You can see that I'm logged in as my name – [Tamsin Reilly] – appears at the top right hand side of the screen where previously it said 'sign in'.

Now I can add that journal to 'My Favourites' simply by clicking here on this pin. The pin then goes up to the pin icon on the top menu to signal that the chosen item has been added to 'My Favourites'.

If I want to add another item, for example, a book, I can remove the search I've just done so that I can enter in a new search. This time I'm going to select 'books' from the drop down menu and search for a book by Philip Kotler called Marketing Management. So I'm going to put in 'Kotler' and 'marketing management'. I now have a list of results and can see that the top one is the one I want. I need to expand all the versions available so I can find the one I want.

The one I'd like to store for reading another time is the third one in the results list because it's available as an e-book, as indicated by it saying 'Online access'. So I'm going to click on the pin and add that one to my collection of favoured items.

Now, if I go to the top menu, and click on the pin icon there, you can see I've got the two items I have pinned in 'My Favourites': both the Chronicle and Marketing Management. If I want to read either of these another time I simply log in to my library account and access 'My Favourites' by clicking on the pin icon on the top menu.

I can then click on 'Online access', which very quickly and simply brings me to a platform on which I can read the book or journal.

That's the end of this short video tutorial, thanks for watching.