

**When?**

* To book a session – **NOW EXTENDED UNTIL END OF OCTOBER**
* To request a list

**Email:** readinglists@ucl.ac.uk

**Phone:** 020 3549 5729 (x65729)

**How?**

* Bring along your laptop
* Or use the PCs in the room

**Interested but unsure?**

* **Look** at current reading lists:<http://readinglists.ucl.ac.uk>

**Need some help?**

* **Ask** your Subject or Site Librarian for help

http://www.ucl.ac.uk/library/subject-support/guides

**Why?**

* get reading lists ready for 2015/16
* make key resources easily accessible to students
* save time and effort - add items to multiple lists
* edit and update your lists at any time

**What?**

**The TLSS** **can:**

* set up reading lists for new courses
* send editing access to courses run by one or more staff
* show new academics, administrators and technologists how to use ReadingLists@UCL
* offer refresher sessions for staff who would like:
* a quick reminder of the system
* some tips on how to manage readings
* answers to their questions

**Where?**

**Drop-in or pre-booked sessions:**

* Room 317, 3rd Floor UCL Senate House Wednesdays 2.30-4.30p.m. **till end of October**
* in your department – **choose from**
* getting started
* going further: tips and tricks
* refresher in 20 minutes

ReadingLists@UCL

this autumn

**We can’t guarantee the sun, but we can brighten up your autumn**

**For more information and a selection of FAQs, visit:**

## [**www.ucl.ac.uk/library/teaching-support/reading-lists/staff**](http://www.ucl.ac.uk/library/teaching-support/reading-lists/staff)

**UCL LIBRARY SERVICES**