**ReadingLists@UCL: Getting started guide for MAPS**

<http://readinglists.ucl.ac.uk> – **N.B. a Firefox browser works best!**

ReadingLists@UCL is a great online service that ensures students have easy access to key resources and materials to support their study wherever they are and gives academic staff the freedom to create and update their lists whenever they need.

### How to set up a list: 3 steps

1. Request new lists to be set up via email or online form
2. You will be emailed an invitation and instructions and offered an orientation
3. Turn on the ‘Library Resources’ block in **Moodle** (see the FAQs at [www.ucl.ac.uk/library/teaching-support/reading-lists/staff](http://www.ucl.ac.uk/library/teaching-support/reading-lists/staff))

* Build and manage your lists at your own pace
* The library will provide on-going support –
* **Email:** [readinglists@ucl.ac.uk](mailto:readinglists@ucl.ac.uk)
* **Webpages**: [www.ucl.ac.uk/library/teaching-support/reading-lists](http://www.ucl.ac.uk/library/teaching-support/reading-lists)

##### You will also need to add a [bookmarking button](http://www.ucl.ac.uk/library/docs/tlss/Bookmarking_button_03.2015.docx) into your web browser.  This is like saving a ‘favourite’ bookmark, but is easier to access.

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**1.** From the ReadingLists@UCL homepage <http://readinglists.ucl.ac.uk>

**2. Sign in** (top right)

**3.** Click on ‘My Bookmarks’

**4.** Click on ‘Install Bookmark button’

**5.** Follow the instructions

**6.** Click ‘Next’ to move to the next instruction

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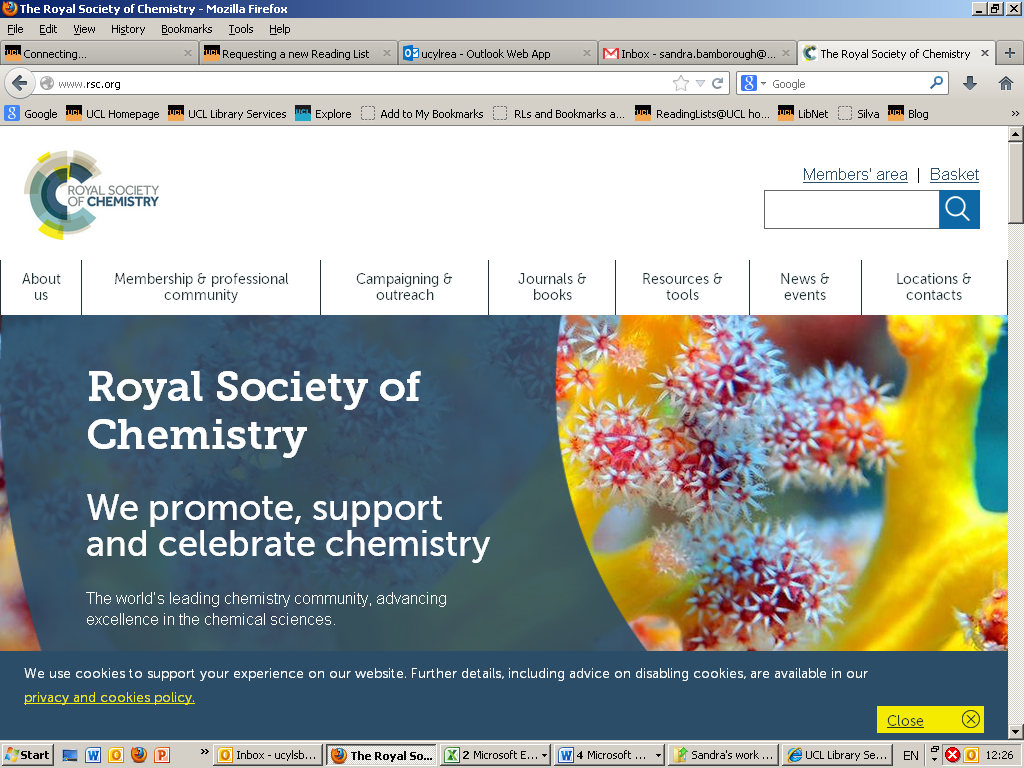
**7.** Drag and drop the blue ‘Add to My Bookmarks’ button into the bookmarks toolbar on your browser. This creates a bookmark button.

**8.** To bookmark resources go to the [library catalogue](http://ucl-primo.hosted.exlibrisgroup.com/primo_library/libweb/) or any web page and click the ‘Add to My Bookmarks’ button in your toolbar.

That's all you need to do to start collecting resources.

# We’ve set up a [MAPS Resource list](http://readinglists.ucl.ac.uk/modules/rlatucl.html), which contains some [suggestions of resources](http://readinglists.ucl.ac.uk/modules/rlatucl.html) you might like to add to your online list, particularly if you don’t usually refer students to books or journal articles.

**How to add a website**

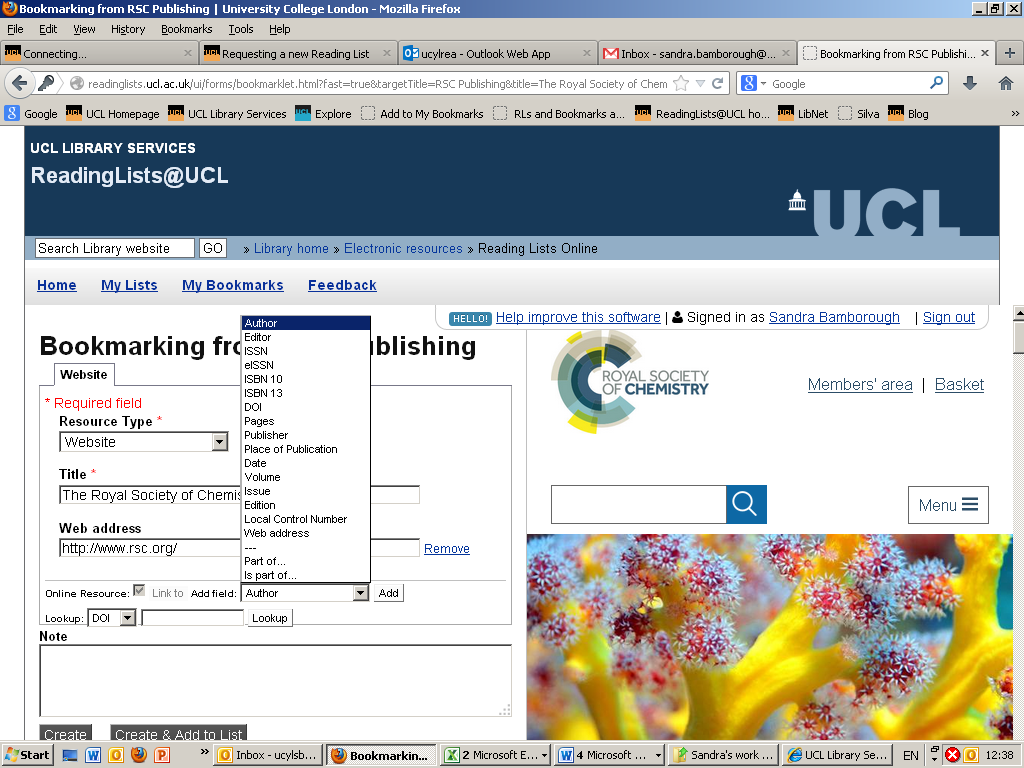


4. A**4.** Add new fields to enrienrich the data e.g. thorauthor and publisher

**3**. The website details will be pulled into the reading list system

**1.** Navigate to website or web page

**2.** Click the toolbar button ‘Add to My Bookmarks’



**5** Click ‘Create & Add to List’ to add the reading to a particular list (a copy is also saved to your bookmarks area).

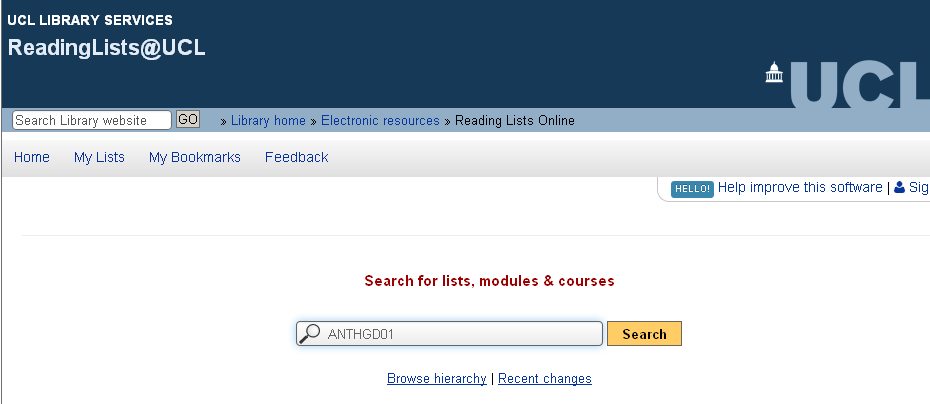
**OR** ‘Create’ to just save the resource in your bookmarks to add to a list in future.

**5a.** Click ‘create’ to just save the resource in your bookmarks to add to your list at a future date

**How to find and edit your list**

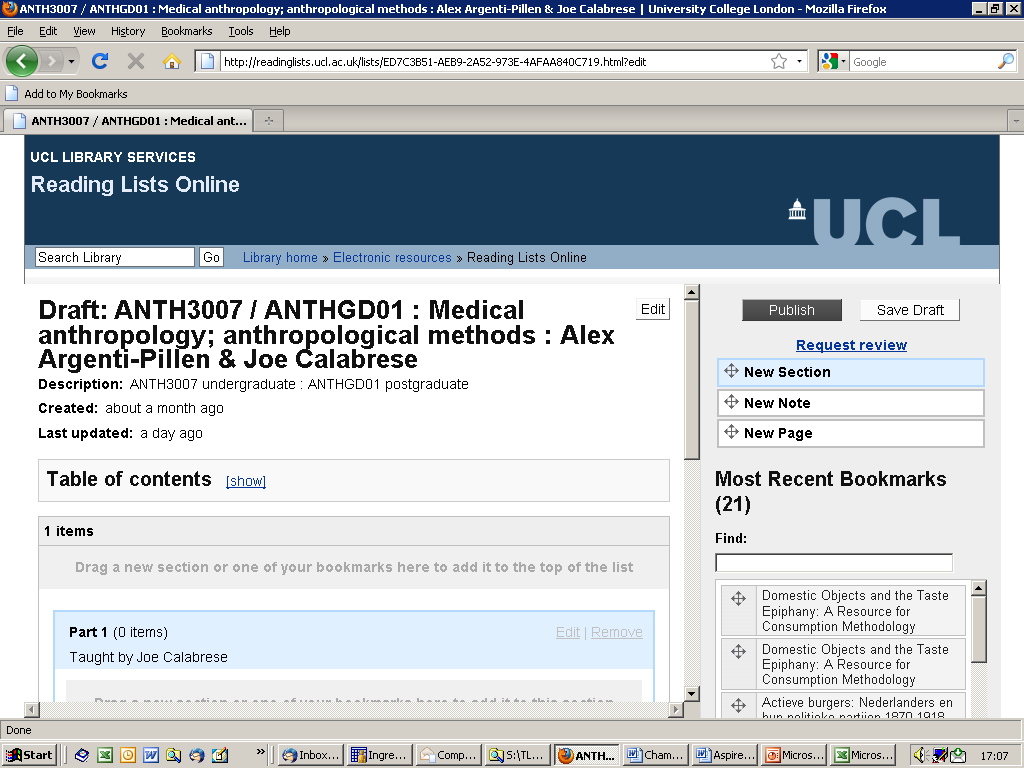
**1.** Use blue navigation links at top to visit ‘My lists’.

**1.** Use blue navigation links at top to visit ‘My lists’, also ‘My Bookmarks’.

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**OR** search for list by course code, title etc.

**2. 2.** Find your list then click ‘Edit’ and ‘Edit list’



**4.** ‘Publish’ changes to your reading list to enable students to see the updates.

This makes the changes available immediately.

**OR**

‘Save draft’ - no one but you can see the changes.

**3.** To add previously bookmarked readings, use the star-icon buttons to drag and drop into the list

**Suggested resources for MAPS online lists**

**A reading list that includes references to books and journal articles may not be relevant for all modules. The lists can be used to link to any online resource – from a video clip in YouTube to a Learned Society web page. We have therefore put together a list of a few key resources that students should find helpful to give some ideas of what the system could be used for. These have all been added to an online list:** <http://readinglists.ucl.ac.uk/lists/EA04BB82-B580-35A6-DB73-E81E30DC495B.html>

**All subject areas**

**Database** - *Web of Science:* <https://apps.webofknowledge.com/>

**E-book or E-chapter** - *The Complete Guide to Referencing and Avoiding Plagiarism*

<http://readinglists.ucl.ac.uk/items/1DBA2196-0299-D521-ADC4-FE013C432A83.html?referrer=%2Flists%2FB97BAF79-7A1A-19DE-3499-A7892C0D72EA.html%23item-1DBA2196-0299-D521-ADC4-FE013C432A83>

**Encyclopedia -** [*Encyclopædia Britannica Online*](http://ucl-primo.hosted.exlibrisgroup.com/primo_library/libweb/action/display.do?tabs=detailsTab&ct=display&fn=search&doc=UCL_ML_DSUCL00330&indx=2&recIds=UCL_ML_DSUCL00330&recIdxs=1&elementId=1&renderMode=poppedOut&displayMode=full&frbrVersion=&dscnt=0&frbg=&scp.scps=scope%3A%28UCL%29%2Cprimo_central_multiple_fe&tab=local&dstmp=1424966744553&srt=rank&mode=Basic&&dum=true&tb=t&vl(freeText0)=encyclopedia%20britannica&vid=UCL_VU1)*:* <http://www.britannica.com/>

**Library induction:** <http://www.slideshare.net/librxt/library-inductionwelcome>

**Past exams**: <http://digitool-b.lib.ucl.ac.uk:8881/R&?local_base=EXAMPAPERS>

**Chemistry**

**BoB Programme** - [*Chemistry: A Volatile History*](http://readinglists.ucl.ac.uk/items/6CFB0EDE-10A5-BFAB-B8B5-61C4A290FAC7.html?referrer=%2Flists%2FEA04BB82-B580-35A6-DB73-E81E30DC495B.html%23item-6CFB0EDE-10A5-BFAB-B8B5-61C4A290FAC7):

<http://bobnational.net/record/21983>

**Handbook** - *CRC handbook of chemistry and physics: a ready-reference book of chemical and physical data:* <http://www.hbcpnetbase.com/>

**Earth Sciences**

**Book -** *The solid earth: an introduction to global geophysics*

<http://ucl-primo.hosted.exlibrisgroup.com/UCL_VU1:UCL_LMS_DS001129882>

**Departmental webpage**: <http://www.ucl.ac.uk/earth-sciences>

**Maps geospatial data**: <http://digimap.edina.ac.uk/digimap/home>

**Mathematics and Statistical Science**

**Learned Society** - *London Mathematical Society (LMS):* <http://www.lms.ac.uk/>

**Instructors’ webpage**: <http://www.ucl.ac.uk/statistics/research/researchers>

**Physics and Astronomy**

**Digitised reading of a chapter** - *The solid earth: an introduction to global geophysics by C.M.R. Fowler:* <http://readinglists.ucl.ac.uk/items/2000D503-7E23-B15B-16D8-F714E1222AD3.html?referrer=%2Flists%2F63ED10F1-C245-EB1A-FA50-64B68BEB5DA4.html%23item-2000D503-7E23-B15B-16D8-F714E1222AD3>

**Seminars and events**: <http://www.ucl.ac.uk/phys/news/eventsgoogle>

**Science and Technology Studies**

**Link to course syllabus/ classroom slides or VID:** <http://www.ucl.ac.uk/sts/study/hpsc>

**Subject Support Guide**

<http://www.ucl.ac.uk/library/subject-support/guides/science-tech>