

**When?**

* To book a session – **SENATE HOUSE** **SESSIONS RUN UP TO AND INCLUDING 24TH FEBRUARY**
* To request a list

**Email:** [**readinglists@ucl.ac.uk**](mailto: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**](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**](http://www.ucl.ac.uk/library/subject-support/guides)



**ReadingLists@UCL**

**We can’t guarantee snow, but we can brighten up your winter**



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

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

**Why?**

* get reading lists ready for Term 2
* 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, South Block,

UCL Senate House

Wednesdays 2.30-4.30p.m.

Up to and including 24th February

* in your department – **choose from**
* getting started
* going further: tips and tricks
* refresher in 20 minutes



**UCL LIBRARY SERVICES**