Quick Start Guide

University of Salford MANCHESTER | THE LIBRARY
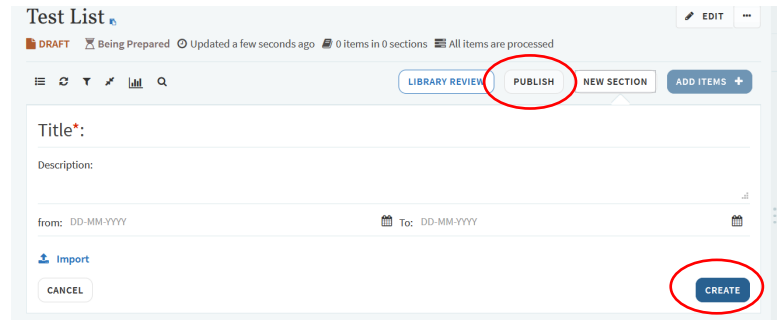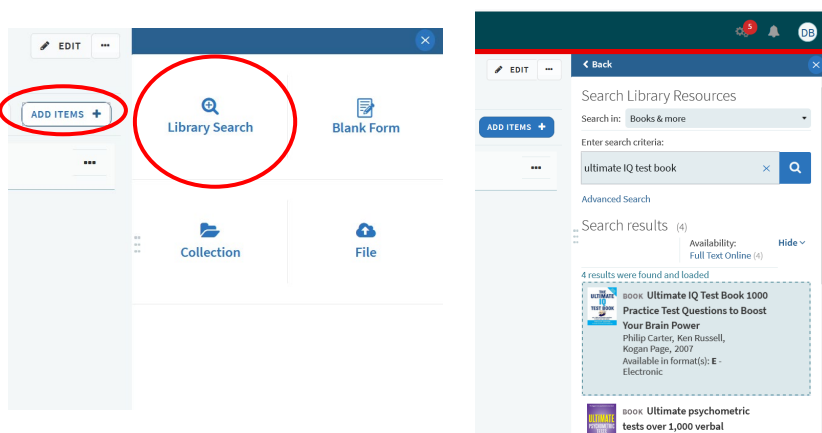
1 – Add Sections

Before you can add items to your list, you must first create a section. This can be done by clicking the "New Section" button, naming your section and clicking "Create".
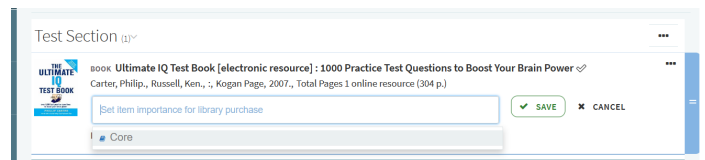
2 – Add Items

Click the "Add Items" button and this will bring up a choice of options. Clicking "Library Search" allows you to search our catalogue for any resources you require. When you've found something you want, simply drag and drop onto your list.
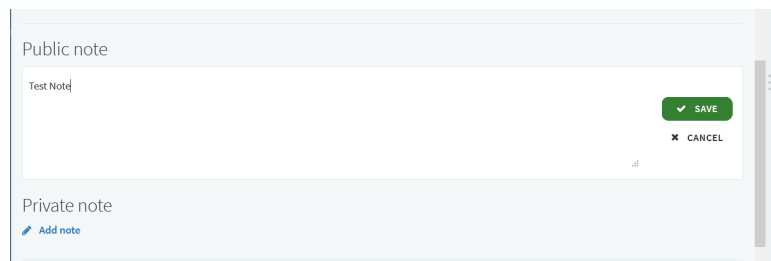
3 – Editing Items

To mark an item as 'Core', click "Set item importance" and then click inside the box to bring up the core tag. Apply this, and then click "Save".

To add a note to an item, click on the item title to expand the detail. Scroll down and click on "Add Note" under the 'Public Note' heading. Ensure to click "save" once completed.

4 – Send To Library

Once your list has been completed, make sure you click "Library Review". This ensures that the Reading List Team receive an alert, and will work through your list to ensure we have access to all resources included on the list.