# LIBRARY

OXFORD BROOKES UNIVERSITY

Bookmarking Web pages, online audio/video, and other online materials in Aspire

Are you set up for Aspire bookmarking? If not, follow the instructions in *Getting started with Aspire*.

1. Go to Aspire (via Reading Lists on the Library home page) and log in as usual (see *Getting Started*)

2. On the Web, find the page or document you want. (For online video and audio, see over the page.) Then double-click the bookmarking tool [tals] in your browser (to the right of the Web addres box).

3. Many Web pages create bookmarks that have almost no information in them (no author, title, date etc). This causes problems for students knowing what the page is and being able to reference it correctly, and for you if you want to generate a Harvard bibliography from your Aspire list later.

4. The solution to this is to add and amend as much of the information as you can. (You should see a preview of the Web document on the right of your bookmark screen; if not, open it again in a new tab.)

5. The example below comes from a Government department Web site:
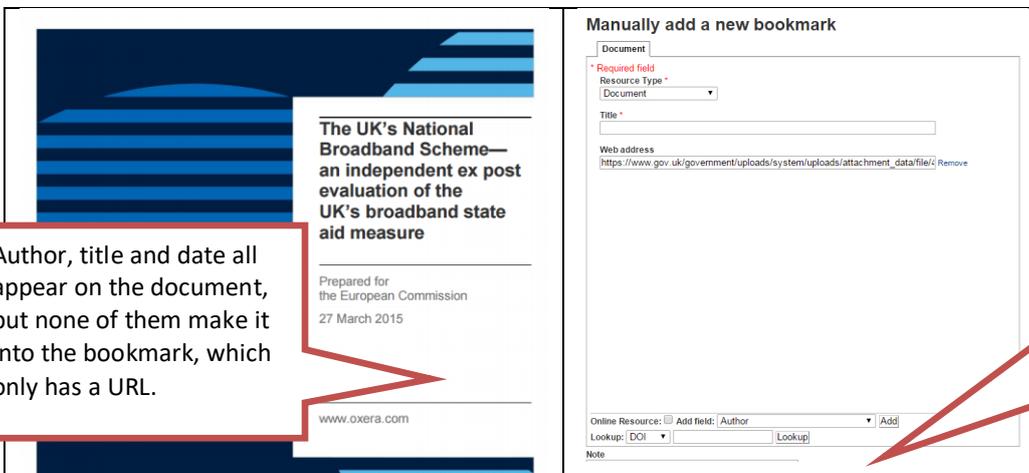
Author, title and date all appear on the document, but none of them make it into the bookmark, which only has a URL.

Select the information you want to add from the "Add field" menu (eg Author), click Add, and then fill the information in. Repeat this for each piece of information you want to add.
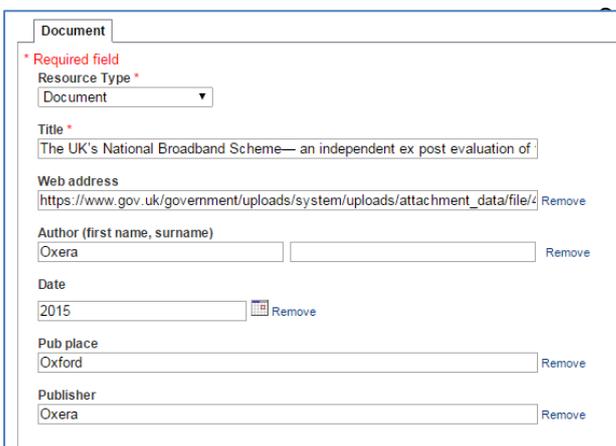
You now have a much more complete bookmark which will give students better information on your list.
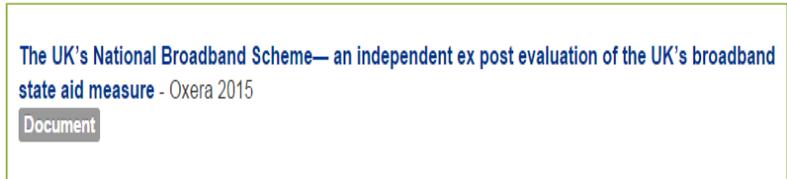
WWW.BROOKES.AC.UK/LIBRARY

Bookmarking videos and audio from Box of Broadcasts

9. If you want students to view a programme (or a clip) from a UK broadcaster, the Library recommends that you do so through our Box of Broadcasts (BoB) service.

10. This provides legal, licensed access to UK TV and radio programmes and the links are guaranteed to remain – if you find clips from UK TV programmes on YouTube, they have usually been illegally uploaded and as well as infringing copyright, your links may well break if the broadcaster asks YouTube to take the clip down.

11. You can find BoB under "Databases" on the Library Web site.

12. Once you've identified a programme or clip on Box of Broadcasts, or created a playlist, it's easy to bookmark its link in the usual way in Aspire, and then add information in the Student Notes field about what the clip shows or how long it is.

13. Ask your Academic Liaison Librarian if you need more information about using Box of Broadcasts: you can find their contact details at http://www.brookes.ac.uk/library/subject-help/

Bookmarking from Bob National

You may need to change the **Resource Type** to **Audio-visual document**

You can add the date of broadcast if the bookmark doesn't show it

Make sure the **Online Resource** button is ticked

14. Don't forget to click **Create** or **Create and Add to List**. You can then drag the bookmark into whichever lists you want.

Bookmarking videos from YouTube

15. Check that the YouTube video is legitimate, ie that it was uploaded by its creator and isn't an illegal copy of a broadcast or commercial video. If you're unsure, ask your Academic Liaison Librarian.

16. Bookmark the YouTube link.

17. Make sure the **Resource Type** showing is "Audiovisual Document".

18. Add any fields which are missing for which you have the information, such as Author and Date.

19. Click either **Create** or **Create & Add to List**

20. When you add the bookmark to lists, in the **Note for Student** field it may be helpful to add extra information about the video's length and/or content.

21. **Remember to Publish** your list once you've finished making all your changes to it – otherwise your students won't see your updates and the Library won't know that you have updated the list!

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Hazel Rothera, August 2019