**Bookmarking book chapters 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. In the Library Catalogue (the Books and E-books tab on Library Search), find the book or e-book from which you want to bookmark a chapter (make sure you have the edition you want).

3. Click your **Add to my Bookmarks** button on your browser toolbar. (Tip: use CTRL-click if you want to get the bookmark screen in a separate tab and still have the book/chapter information in the original tab.)

4. Check you’re happy with the book information first.

5. To add the chapter information, go to the **Add field** box (towards the bottom of the screen). Pull up the fields menu and select **Has part (chapter, article, etc)**. Click **Add**.

6. A second tab will appear in your bookmark screen. Make its **Resource Type** “Chapter”.

7. Change the chapter’s **Title** field to the correct chapter title (or “Chapter 2” etc if the chapters are numbered but not titled).

8. Use **Add field - Pages** to add the page numbers.

9. Use **Add field - Author** to add the chapter author (whether the same as the book’s author/editor, or different).

10. If the chapter is from an e-book, tick the **Online Resource** box so Aspire will link to the e-book.

11. Click **Create** (or if you are currently working on a specific list, **Create & Add to List**)

12. Your bookmark has now been added. To see it, go to either the list you are working on, or “My Bookmarks” if you didn’t add it to a list, and refresh the page.

13. Quick alternative: just bookmark the book and add the chapter information in a **Note for Student** on the list. However, if you do this, the Harvard Bibliography reference will be for the book, not the chapter.

14. **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, May 2016