

Bookmarking print books and ebooks in Aspire

1. Start by going to Aspire (via Reading Lists on the Library home page) and signing in as usual with your Brookes staff number and password (see *Getting Started With Aspire*)
2. Go into the list you want to add a book to, and move the rolling blue edit bar to the right place. Click **ADD RESOURCE**.
3. You'll be offered a pop-up of your most recent bookmarks. If the book you want is already there, click on its title to add it.
4. To find a new book, use the *Search by title, author or ISBN* box at the top of the pop-up, which automatically searches Brookes Library first.

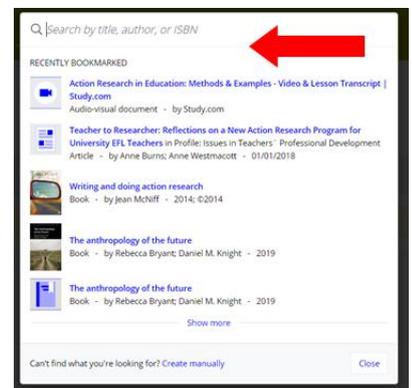
Q primary science teaching

BOOKS SEARCH

Teaching Primary Science
Book - by Peter Loxley; Lyn Dawes; Linda Nicholls; Babs Dore; Linda Nicolls

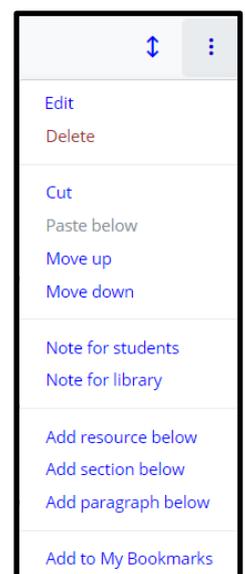
Edition	ISBN	Published	Format	In library
3rd New edition	9781138651821	2017	Hardback	✓
3rd New edition	9781138651838	2017	Paperback / softback	✓
	9781315624594	2017	Electronic book text	✗
	9780415735803	2014	Paperback / softback	✓
	9781317863977	2014	Electronic book text	✗

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5. If the book isn't already in your bookmarks, when you click on its title you'll be offered different editions and formats to choose from and shown which are already in the Library. (Make sure you **"Show more"** to see all available versions.) Click the blue plus to add the chosen edition/format to your list.

6. You can use the 3-dots menu on the right of your new item to add **Note for students** (to guide students on why you have put a book on the list, why they might choose to read it, whether you want them to focus on a particular aspect, etc) or **Note for Library** (which students won't see but Library staff will – eg if you want to ask the Library about more copies).
7. The up-down blue arrow can be used to move items in the list. You can also cut and paste items or whole sections or move them up or down the list.
8. **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!



Unpublished changes! Your changes have been saved, but not published.

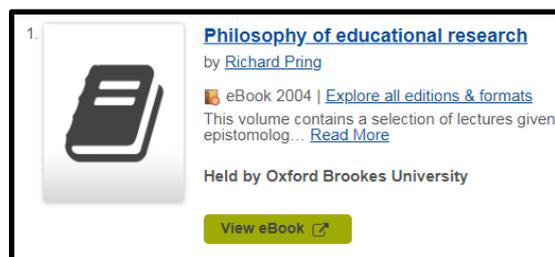
Publish

Combining print books and e-books in Aspire:

Very often print book and e-book holdings are combined in Brookes LibrarySearch, and bookmarking one in Aspire will automatically include the other if we have both. If this doesn't happen, it's easy to bookmark the print book first (see previous page) and then add a link to the e-book:

1. Bookmark the print book as usual
2. In a separate browser tab, open Brookes LibrarySearch and find the e-book you want (you can narrow your search to just e-books using the filter menu on the left)

3. Click the green **View eBook** button. A new tab will open with the e-book in it.



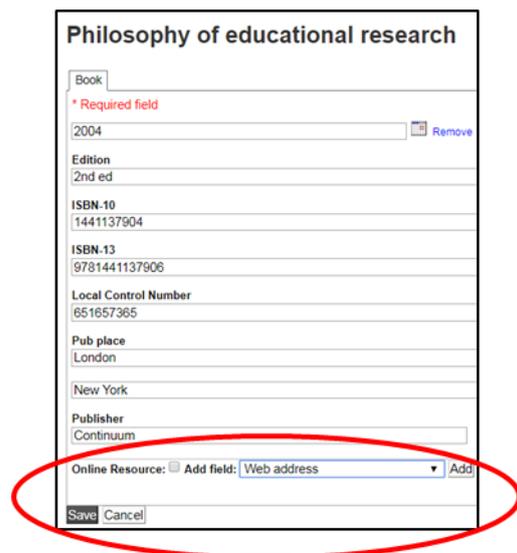
4. Copy the complete URL (web address) of the new tab.

<https://www-dawsonera-com.oxfordbrookes.idm.oclc.org/abstract/9781441137906>

5. Go back to Aspire and find the print book on your list. Click the 3-dots menu on the right and choose **Edit**.



6. You now need to add the e-book's web address. From the **Add field** menu at the bottom, choose 'Web address' and click Add.
7. In the Web address field that appears, paste in the URL you copied from the e-book.
8. Tick the **Online Resource** box underneath it and make sure 'Web address' is the selected option to link to. Then **Save**.
9. Back on the list, make sure the blue **VIEW ONLINE** button goes to the e-book. If not, contact the Library for help.
10. When you have made all your changes, remember to **Publish** !



Book not held by Oxford Brookes Library?

If the Library doesn't have the book at all, you can bookmark it from a publisher's catalogue, another Library, Amazon or Blackwells, etc. When creating or updating your lists, you can then add a **Note for Library** on the item (under Edit) to give us any messages you want about purchasing it.