 Bookmarking books and e-books 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. Find your printed book in the Library Catalogue (the Books and E-books tab on Library Search.) See over for e-books; for books not in the Library, see the end of this guide.

   If there are multiple editions, make sure you’ve got the most recent one unless there’s a specific reason you want an older edition on your list.

3. Click on the book title so you only see the details of the book you want, not the whole results list.

4. Click your Add to my Bookmarks button on your browser toolbar. (If you haven’t put it on yet, you can’t start bookmarking – follow the instructions in the Getting started with Aspire guide.)

5. The bookmarking screen appears – all the information (author/s, title, date, edition etc) loads automatically from the Catalogue and should be correct, but check to make sure you are happy with it.

6. Click Create (or if you are currently working on a specific list, Create & Add to List) Your bookmark has now been added.

7. If you just chose Create, add bookmarked books to your reading list by dragging and dropping them from the bookmarks section into your list (Make sure you are logged into your list and have selected ‘Edit 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!
Bookmarking e-books:

1. This works in exactly the same way as bookmarking printed books – first, go to the Catalogue and find your e-book.

2. Click on the book title so you only see the details of the book you want, not the whole results list.

3. Click your Add to my Bookmarks button on your browser toolbar. (If you haven’t put it on yet, you can’t start bookmarking – follow the instructions in the Getting started with Aspire guide.)

4. The bookmarking screen appears – check you are happy with the information. Some EBA (trial) e-books don’t load book titles into the bookmarking screen – if the title is blank, you can fill it in.

5. Make sure the Online Resource box is ticked – it should link to the Web address for the e-book in the Catalogue.

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

7. Your bookmark has now been added. (See previous page for how to drag bookmarks into a list and add notes for students)

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!

E-book or print book?

Where we have both print copies and an e-book of a particular title available through the Library, we recommend that you bookmark both print and e-book and add both bookmarks to your list. This ensures students are aware of both options and are more likely to be able to access the reading.

Book not in the Library Catalogue?

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