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. Using the Books and E-books tab on LibrarySearch, find the book or e-book from which you want to bookmark a chapter (make sure the one you choose says Held by: Oxford Brookes University). Click on the book title to take you into the detail screen for that book.

3. Click your Add to my Bookmarks button on your browser toolbar.

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 & then position your bookmark)

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!