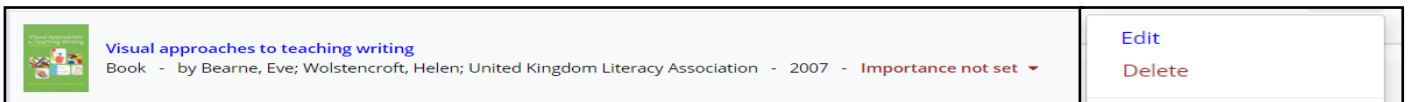


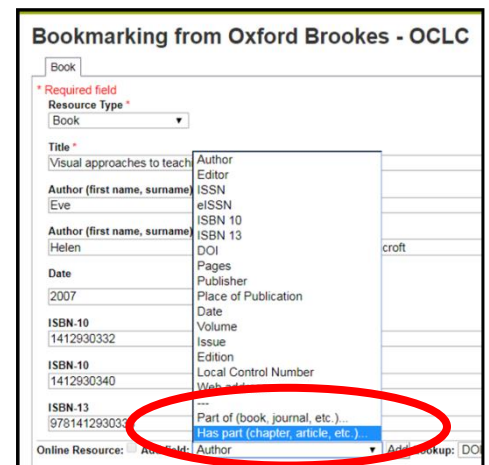
## Bookmarking book chapters in Aspire

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. First add the book from which you want a chapter to your reading list, using the *Bookmarking books and e-books in Aspire* instructions.
3. Quick chapter add method; just add the chapter information to the book in a **Note for Students** (from the 3-dots menu). However, if you do this, the Harvard Bibliography reference will be for the book, not the chapter. If you want a full chapter reference, follow the rest of these instructions:
4. Find the book in the list and select **Edit** from the 3-dots menu on the right. This will open up the bookmark.



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. Then **Save**.

12. **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!

