

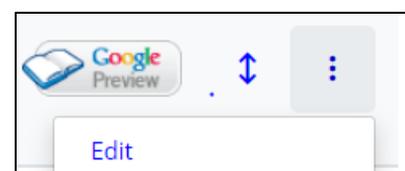
Bookmarking book chapters or journal articles supplied by the [Library scanning service](#) in Aspire

Are you set up for Aspire bookmarking? If not, follow the instructions in *Getting started with Aspire*.

Book chapters

1. Go to Aspire (via Reading Lists on the Library home page) and log in as usual (see *Getting Started*).
2. Go in to the list where you want to add the book chapter, move the blue Edit bar to the right place, and click Add Resource.
3. In the Add Resource pop-up window, find the book or e-book from which you want to bookmark a chapter, either from your existing bookmarks or from LibrarySearch (make sure you have the edition you want – you may need to “Show More”). If the Library doesn’t have the book, you can bookmark it from a publisher’s catalogue, another Library catalogue or Amazon.
4. Add the edition you want to your list.

5. Once the book is added, click the three-dots menu on its right and select Edit. This will allow you to add the chapter information to the bookmark.



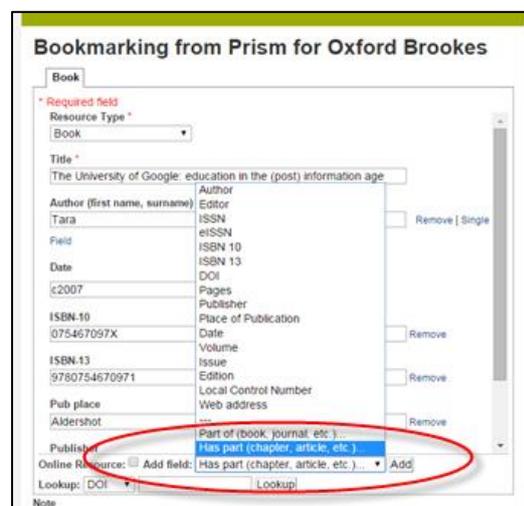
6. To add the chapter information, go to the **Add field** box (towards the bottom of the screen). Pull up the fields menu and select **Has part (chapter, article, etc)**. Click **Add**.

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

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

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

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



11. 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.

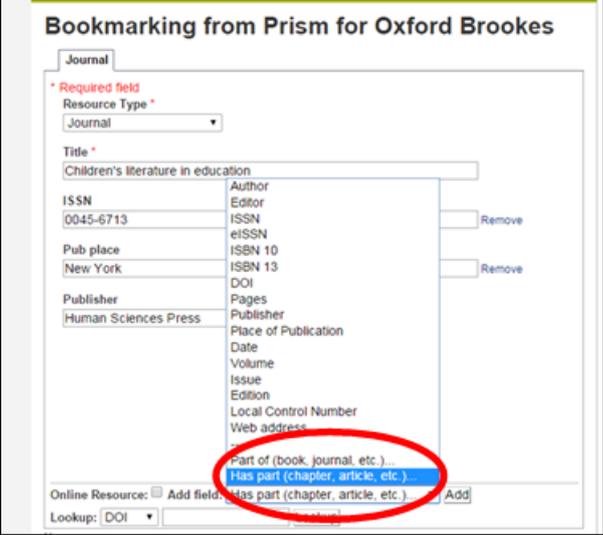
12. When you requested your book chapter scan from the [Library scanning service](#), you were sent an email with a URL link to the scan of the item. To add the URL, go to the **Add field** box (towards the bottom of the screen). Pull up the fields menu and select **Web address**. Put the URL link into the Web address box.

13. Tick the **Online Resource** box. This will bring up a dialogue box asking where you want the Online Resource Link to go to. Make sure the “Web address” option is ticked. Then **Save**.

14. Don’t forget to **Publish** when you have made all your changes!

Bookmarking journal article scans

1. When you request a scan of a journal article from the [Library scanning service](#), you will be sent an email with a URL link to the scan of the item. Use this URL to access the item.
2. Double-click the bookmarking tool  in your browser (to the right of the Web address box). (Are you set up for Aspire bookmarking? If not, follow the instructions in *Getting started with Aspire*.)
3. A bookmarking screen comes up with the Web address.
4. Change the **Resource Type** to Journal.
5. In the “Title” box, enter the journal title.
6. In the “Add field” box, pull up the menu and select “Has part (chapter, article, etc)”. Click Add.



Bookmarking from Prism for Oxford Brookes

Journal

* Required field
Resource Type *
Journal

Title *
Children's literature in education

ISSN 0045-6713
Pub place New York
Publisher Human Sciences Press

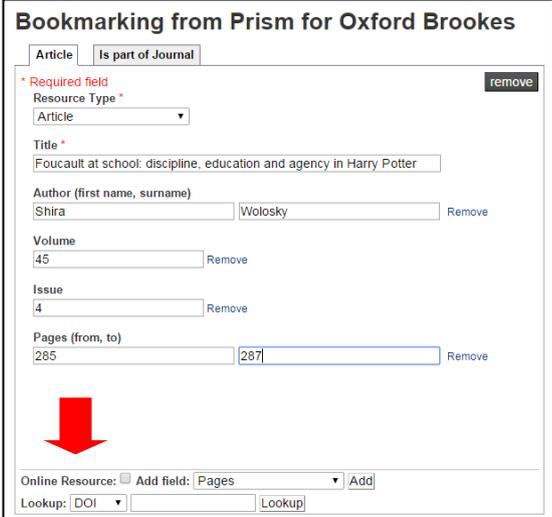
Author
Editor
ISSN
eISSN
ISBN 10
ISBN 13
DOI
Pages
Publisher
Place of Publication
Date
Volume
Issue
Edition
Local Control Number
Web address

Part of (book, journal, etc.)
Has part (chapter, article, etc.)

Online Resource: Add field: Has part (chapter, article, etc.) Add

Lookup: DOI

7. This brings up a new Article tab where you can manually add the article details. Use the “Add field” menu again to add boxes for Author, Date, Volume, Issue and Pages, and fill in the details. You will also need to edit the article Title field.
8. Tick the **Online Resource** box. This will bring up a dialogue box asking where you want the Online Resource Link to go to. Make sure the “Web address” option is ticked.



Bookmarking from Prism for Oxford Brookes

Article Is part of Journal

* Required field
Resource Type *
Article

Title *
Foucault at school: discipline, education and agency in Harry Potter

Author (first name, surname)
Shira Wolosky

Volume
45

Issue
4

Pages (from, to)
285 287

Online Resource: Add field: Pages Add

Lookup: DOI

9. When you are happy, click **Create** (or if you are currently working on a specific list, **Create & Add to List**)



Create Create & Add to List Cancel

10. That's it! 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. You can then add the bookmark to any list you are editing, using “Add Resource” on the blue Editing bar.
11. **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.