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.

**Bookmarking book chapter scans:** These instructions take you through the process of creating bookmarks to book chapters. At the end of the process, you can add the link to the scanned book chapter.

1. **Go to Aspire (via Reading Lists on the Library home page) and log in as usual (see Getting Started).**

2. **In the Library Catalogue (the Books and E-books tab on Library Search), find the book or e-book from which you want to bookmark a chapter (make sure you have the edition you want). If the Library doesn’t have the book, you can bookmark it from a publisher’s catalogue, another Library catalogue or Amazon.**

3. **Click your Add to my Bookmarks button on your browser toolbar. (Tip: use CTRL-click if you want to get the bookmark screen in a separate tab and still have the book/chapter information in the original tab.)**

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. **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.**

11. **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.**

12. **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.**

13. **Click Create (or if you are currently working on a specific list, Create & Add to List).**
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. Click your **Add to my Bookmarks** button on your browser toolbar. (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.

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.

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

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 drag the bookmark into any list you are editing, or move it up or down in the list you have already added it to.

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.