LIBRARY

OXFORD BROOKES UNIVERSITY

Bookmarking scanned book chapters from the Library scanning service in Aspire

(To bookmark scans of journal articles, see over the page.)

1. Start by going to Aspire (via Reading Lists on the Library home page, or direct to https://brookes.rl.talis.com/index.html) and signing in as usual with your Brookes staff number and password (see *Getting started with Aspire*).

2. In a new browser tab, go to LibrarySearch and search for the **book** from which you want to bookmark a chapter. Click on the **book title** to take you into the detail screen for that book. (If you are still in a list of titles, you haven't gone far enough.) **NB** - if the Library does not hold the book, change LibrarySearch to Worldwide to find it.

3. Now click the blue bookmarking icon on your bookmarks toolbar. (If you don't have this installed yet, go back to the *Getting started with Aspire* guide for instructions.)

4. Aspire will start by bookmarking the book. Check you're happy with the book information first. In particular, if it is an edited book and the editors are showing up as Authors, remove them and re-add them as Editors (otherwise the Harvard reference will be incorrect).

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. Select **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 if from an edited book.

10. Use **Add field - Web address** to add the Web address for your scan which you were given by the Library Scanning Service.

11. Tick the **Online Resource** box, and make sure it is linking to the Web address you just added.

12. Finally, click **Create**.

13. When you've bookmarked everything you want, go into your list and use ADD RESOURCE to add the items where you want them. Don't forget to **Publish**!

Bookmarking scanned journal articles from the Library Scanning Service in Aspire

1. Find the print journal title via the **Journal Titles** tab on LibrarySearch. (**NB** - if the Library does not hold the journal, change LibrarySearch to Worldwide to find it.)

2. Click on the journal title to go to the title details screen.

3. Now click the blue bookmarking icon on your bookmarks toolbar. (If you don't have this installed yet, go back to the *Getting started with Aspire* guide for instructions.)
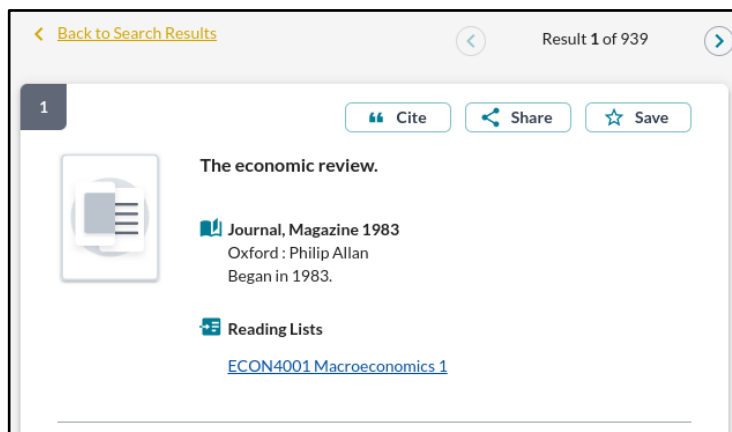
4. A bookmarking screen comes up with the basic journal details.

5. In the "Add field" box, pull up the menu and select "Has part (chapter, article, etc)". Click **Add.**

6. A second tab will appear in your bookmark screen. Select **Resource Type** "Article".

7. In the **Title** field, enter the correct article title.

8. Use **Add field - Author** as many times as necessary to add all the article authors.

9. Use **Add field - Date** to add the publication year.

10. Use **Add field - Volume** to add the volume number.

11. Use **Add field - Issue** to add the issue.

12. Use **Add field - Pages** to add the pages.

13. Use **Add field - Web address** to add the Web address for your scan which you were given by the Library Scanning Service.

14. Tick the **Online Resource** box, and make sure it is linking to the Web address you just added.

15. When you are happy, click **Create**.

16. When you've bookmarked everything you want, go into your list and use ADD RESOURCE to add the items where you want them. Don't forget to **Publish**!

Aspire home page: brookes.rl.talis.com/index.html   Aspire help guides: bit.ly/aspirehelp   Moodle course: bit.ly/aspiremoodle