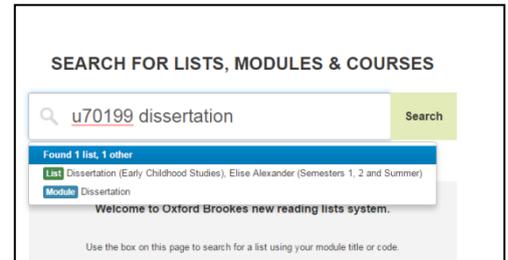# LIBRARY

OXFORD BROOKES UNIVERSITY

Creating a new reading list in Aspire

Before you start, **make absolutely sure your module doesn't already have a list in Aspire!** Use the search box on the Aspire home page (or the Reading Lists tab in LibrarySearch on the Library home page) and double-check by both module number and module title.

- If there already is a list and you just need to update it, use the *Updating a reading list in Aspire* guide.

- If your new list is completely different from the module's old one, contact your Academic Liaison Librarian and ask them to get the old list Archived. You can carry on creating the new one in the meantime.

    To start creating a new list:
    If you don't already have an Aspire account, see the *Getting started with Aspire* guide.

1. Log in to Aspire with your staff number and password. Click **My Lists** in the green menu at the top.

2. Click the blue **Create New List** link on the right.

3. Fill in as many of the boxes as you can – only the **List name** is compulsory at this stage. **List name** should be your module title. **Semester** can contain any combination of semesters or terms.
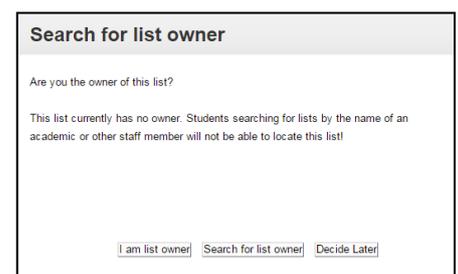

4. Then click the blue **Create List** button.
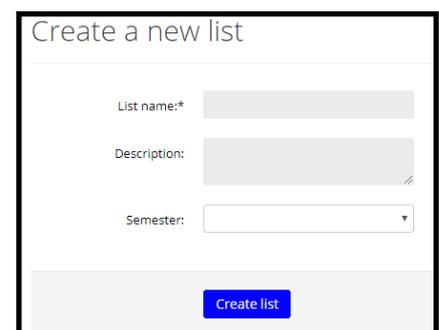
5. You'll be asked who the List Owner is:
    - If you're the module leader, select **I am list owner**
    - If someone else is the module leader and they also have an Aspire account, select **Search for list owner** and add them
    - If you can't find the right person, or aren't sure, select **Decide Later**

6. If you start with a new, empty list, you will be prompted to start adding things. Think first about how you want to organise your list. It's usually most effective to mirror the organisation of your module (by topics, or by weeks. See Dan Croft's guide *What is a reading list for?* in RADAR for more help with this.

7. First add at least one **section**. You can add introductory **paragraphs** of text between sections, or as headers at the top of sections, if you want. Repeat this till you have your overall list structure.

8. Once you have a **section** you can start adding **resources**. You'll need to have bookmarked these already – unless they are books, in which case you can search LibrarySearch from within the list.

    In your new section, mouse up/down to put the blue **Add bar** where you want to add a new item.
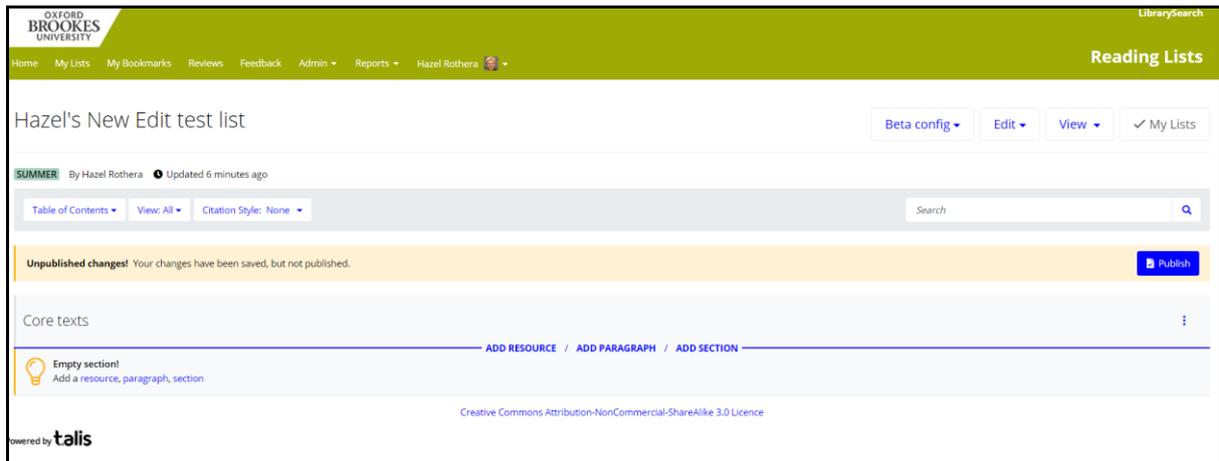
9. Once you click to **Add Resource**, you'll be offered a pop-up of your most recent bookmarks. You can search for items you've bookmarked and also search LibrarySearch (for books only)

10. If a book isn't already in your bookmarks, when you click on its title you'll be offered different editions and formats to choose from and shown which are already in the Library. (Make sure you "Show more" to see all available versions.) Click the blue plus to add the chosen edition/format to your list.

Once you've got a few items on your list, you can do lots more, such as marking items as Essential/Recommended/Optional, adding Notes to Student or Notes to Library, and moving items up or down the list as required (see over the page…)

Hazel Rothera, August 2019

SUMMER   By Hazel Rothera   Updated an hour ago

Table of Contents ▾   View: All ▾   Citation Style: None ▾

Mark each item as **Essential, Recommended** or **Optional**

Don't forget to **Publish** when you've finished!

Unpublished changes! Your changes have been saved, but not published.

Publish

Core texts

Reading at university: a guide for students
Book - by Gavin Fairbairn; Susan Fairbairn - 2001 - Importance not set ▾

Google Preview

Use the little blue arrows to drag items up or down the list

Background reading

What is a reading list for? A guide for module leaders on aligning reading with learning outcomes
Document - by Croft, Dan - Importance not set ▾

VIEW ONLINE

Implications of Student and Lecturer Qualitative Views on Reading Lists: A Case Study at Loughborough University, UK in New Review of Academic Librarianship
Article - by Gary Brewerton - 2014 - Importance not set ▾

VIEW ONLINE

Embedding constructive alignment of reading lists in course design in Journal of Librarianship and Information Science
Article - by Dan Croft - 08/10/2018 - Importance not set ▾

VIEW ONLINE

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VIEW ONLINE

Edit
Delete

Cut
Paste below
Move up
Move down

Note for students
Note for library

Add resource below
Add section below
Add paragraph below

Use the three-dots menu to get these extra options, such as Note for Students and Note for Library.

You can cut and paste to move items or whole sections (as well as drag-and-dropping individual items)

11. **Don't forget to Publish when you've finished!** Your list will then be visible to students, and will be sent for the Library to Review in the usual way.

12. You may also want to look at the separate guide to *Linking your Aspire reading list to your module in Moodle*.

13. If you need any help, contact your Academic Liaison Librarian (find their contact details on the Library Web site at http://www.brookes.ac.uk/library/subject.html)