

# Reading Lists in Minerva

## Quick guide

Use the Reading Lists Tool in Minerva to submit your reading list to the Library, and we will provide the items you recommend.

We base purchase decisions on the number of students on a module and the priority that the item has on the reading list. The sooner you submit your list, the more likely it is that all the items will be available for students when the module starts.

### Open your reading list in Minerva

Log in to Minerva at: [minerva.leeds.ac.uk](https://minerva.leeds.ac.uk) with your university username and password.

Open your module.

Check you have the correct session.

Before 31 August “This year” defaults to the current academic year until resits are complete. From 1 September, “This year” defaults to the next academic year. You might need to select the middle drop-down menu and switch from “This year” to “Everything” so you are sure you’re editing the right list.

Go to the area in which your list is to appear, eg Learning Resources.

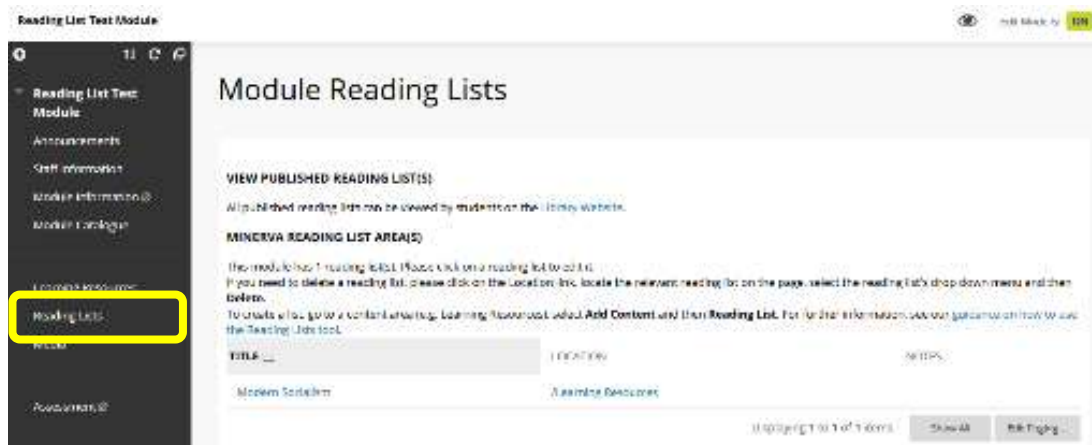
In the appropriate area in your module make sure **Edit Mode is ON** as well as **Help Mode**.

Edit Mode is: **ON** 



# Reading Lists Menu Item

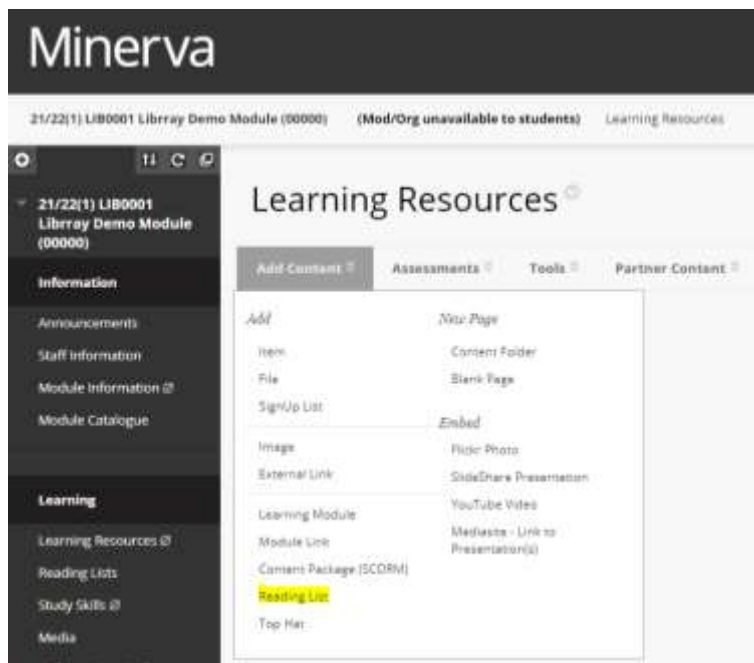
Select **Reading Lists** from the menu to see a list of all module reading lists created with the Reading Lists tool. Click on the module title to go straight into the editing tool. There are also instructions on how to delete lists – but please edit the existing list if there are changes to some items and don't delete a list and start again, so that links are retained.



If there is no reading list for the module, let us know by **ticking** “There will **not** be a reading list for this module”.

# Create a new reading list

To create a new reading list, go to a content area such as Learning Resources. Select **Add Content** and then **Reading List**.



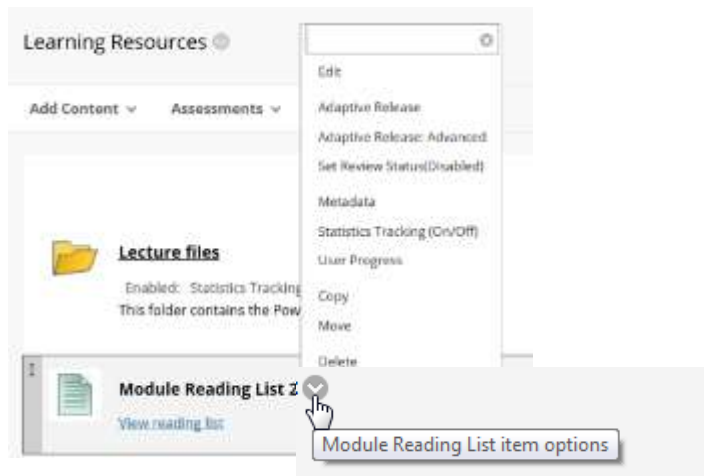
Create a new blank reading list. You can paste citations from Word.

Give the Reading List a meaningful title (required).

**Tick** if it is a “Distance learning module”.

## Update an existing reading list

To update or change a list already in Minerva, go to the **Module Reading** List in the Learning Resources section and select the arrow to see a menu of options. Choose **Edit** at the top of the list of options.



Click in the edit pane to start editing.

## Edit your reading list

Please do not delete or paste over the entire contents of your list. Add, remove and move individual references as required. This preserves the links to Library records and saves a lot of time.

You should **save your list regularly** as Minerva times out periodically.

You might be locked out of your list if the Library is working on it. You will soon be able to resume editing, or, if you cannot wait, contact [readinglists@library.leeds.ac.uk](mailto:readinglists@library.leeds.ac.uk)

You can go back and edit your list at any time and as often as you like. If you want to suggest a new item for your teaching, just add it to your reading list.

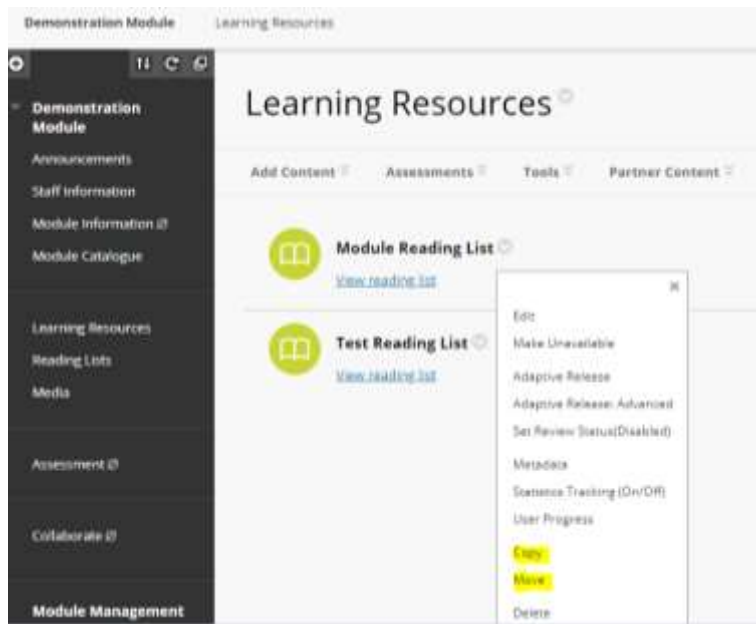
Click in the edit pane to start editing.



The H2 or h3 icons in the toolbar makes a long list easier to navigate. The headings will create a table of contents which allows students to jump straight to the relevant part of the list.

For example, you can order your list by importance of the items: recommended for purchase, core and further reading. Or you can group items by weekly seminar topic or according to type, eg all books together and all journals together in their own sections. Or any combination of the above that will be helpful to students.

# Copy/move your reading list from another module



You can move or copy a reading list to another module where you are the instructor.

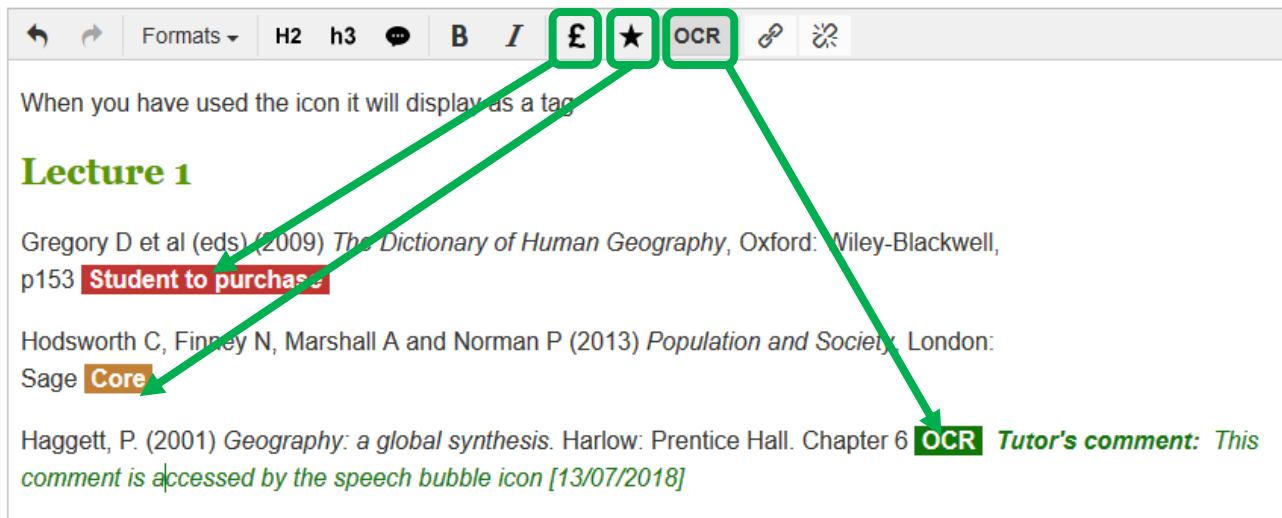
Go to the **Module Reading** List in the Learning Resources section and select the arrow to see a menu of options

Copying a list means it stays in the original module area and is recreated in the new module area. Moving a list means it disappears from the original and re-appears in the new module area in Learning Resources.

Once you click on either move or copy, the following screen will ask you for a “destination module” as a dropdown menu, from where you can select any of the existing modules for which you are listed as an instructor.

You can also select a destination folder – we recommend you use Learning Resources.

# Give instructions to students and the Library



When you have used the icon it will display as a tag

**Lecture 1**

Gregory D et al (eds) (2009) *The Dictionary of Human Geography*, Oxford: Wiley-Blackwell, p153 **Student to purchase**

Hodsworth C, Finney N, Marshall A and Norman P (2013) *Population and Society*, London: Sage **Core**

Haggett, P. (2001) *Geography: a global synthesis*. Harlow: Prentice Hall. Chapter 6 **OCR** *Tutor's comment: This comment is accessed by the speech bubble icon [13/07/2018]*

## Core Reading and digitising items

If an item is core reading, highlight the item(s) in the edit window, and use the star icon in the toolbar to indicate “core reading”. These will need to be prioritised (see “Add comments” section below).

The Library will digitise all eligible chapters and articles indicated as “core reading”, subject to the Copyright Licensing Agency (CLA) licence. This is part of our Online Course Readings (OCR) service.

You may also select specific chapters or articles for digitisation. Highlight the item(s) in the edit window and use the OCR icon in the toolbar to make the request.

**This is the only way to request digitisation of key items.**

## Add comments

You can add a comment for the Library using the speech bubble in the toolbar. Students will not see the comment.

If you select multiple titles as “core”, please prioritise these numerically (eg Priority 1 – Priority 7). If any one of several possible “core” texts will suffice, please indicate with a comment on the first “core” reference.

If you would like to move a physical copy of a text to the High Demand Collection, please indicate this using a comment.

## Recommend items for students to buy

If you expect students to buy their own copy of an item, use the pound sign icon in the editor toolbar. When you have used the icon it will display as a tag which is visible to the students.

You can use more than one icon eg “Core” and “Student to purchase” together.

To remove icons, highlight the item(s) in the edit window, and select the appropriate icon again.

# Options available to set your preferences

Follow the on-screen instructions to set your preferences.

## Italicise titles

You can opt to italicise titles. Italicisation appears once the Library has linked titles to the Library Catalogue.

## Restrict to University of Leeds members

The lists in Minerva appear on the Library's website and in the module catalogue. You can opt to restrict access to these lists.

# Publish your reading list in Minerva

Click **Publish** to send the list to the Library and make the list visible to students.

Or select **Save as draft** to return to the list to continue editing later. Students will not see changes in a draft until you publish them.

# What happens to your list after you publish

When you publish a list, library staff start to review it and order any items. When the review is complete you will receive an email to let you know if there are any problems with any items on your list.

When you submit your reading list the Library can easily see what's new or changed. We focus on those edits so we can be more responsive in placing new orders.

We base purchase decisions on the number of students on a module and the priority that the item has on the reading list (whether it is core reading or not).

We buy electronic copies of essential books whenever we can. This improves access to books for large groups of students, or those based off campus.

The Online Course Readings service digitises all eligible chapters and articles indicated as "core reading", subject to the Copyright Licensing Agency (CLA) licence.

We create links to journal titles the Library subscribes to. Unfortunately we cannot link directly to a journal article due to authentication issues; these need to be accessed with a University username and password.

The Library receives weekly reports from our suppliers on the status of orders. If an item is out of print, we search for second hand copies from alternative suppliers. We also move books and journals from the main and core text collections to the High Demand Collection on 4-hour loan.

Your reading list in [Minerva](#) will automatically appear in the [module catalogue](#), and on the Library website.

If you have confirmed there is no reading list for the module, students will see a message directing them to Library resources instead.

## Further help

For Minerva reading list queries, email [readinglists@library.leeds.ac.uk](mailto:readinglists@library.leeds.ac.uk)