

# Reading Lists in Minerva: Quick guide

Using Minerva to submit your reading list to the Library improves the student experience, as the Library 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 (whether it is core reading or not). 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

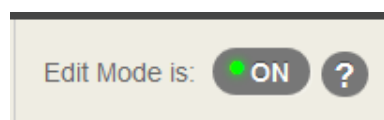
Log in to Minerva at: <https://minerva.leeds.ac.uk/> with your ISS username and password.

Open your module (check you have the correct session).

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.

Make sure the 'Help' mode is on: select the question mark

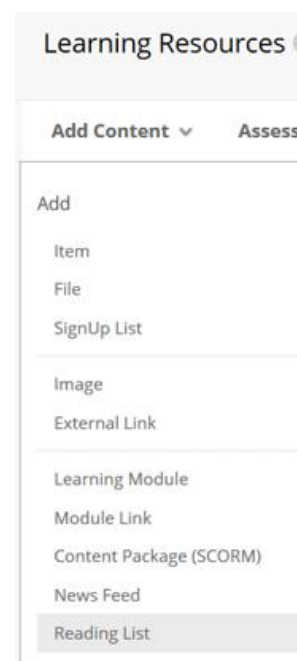


## Create a new reading list

To create a new reading list, select **Add Content** and then **Reading List**.

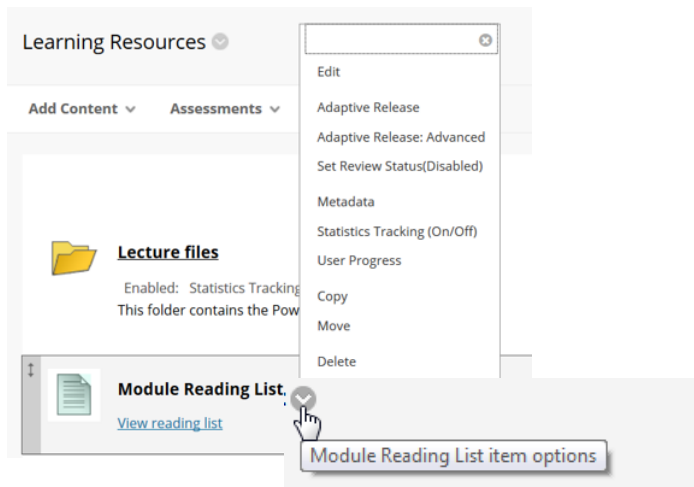
Create a new blank reading list by typing, or paste citations from Word.

Give the Reading List a meaningful title (required).



## Update an existing reading list

To update or change a list already in Minerva, select the **arrow** to see the **Module Reading List item options** and then **Edit**.



**Tick** if it is a 'Distance learning module'.

Click in the edit pane to start editing.

## Edit your reading list

When updating a list, please do not delete or paste over the entire contents of your list. Please add, remove and move individual references as required. This preserves links to Library Catalogue records.

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

You may 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.



You can increase the size of the editing area by selecting the **maximise icon**, which is the four outwards arrows in the toolbar.

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.

# Give instructions to students and the Library

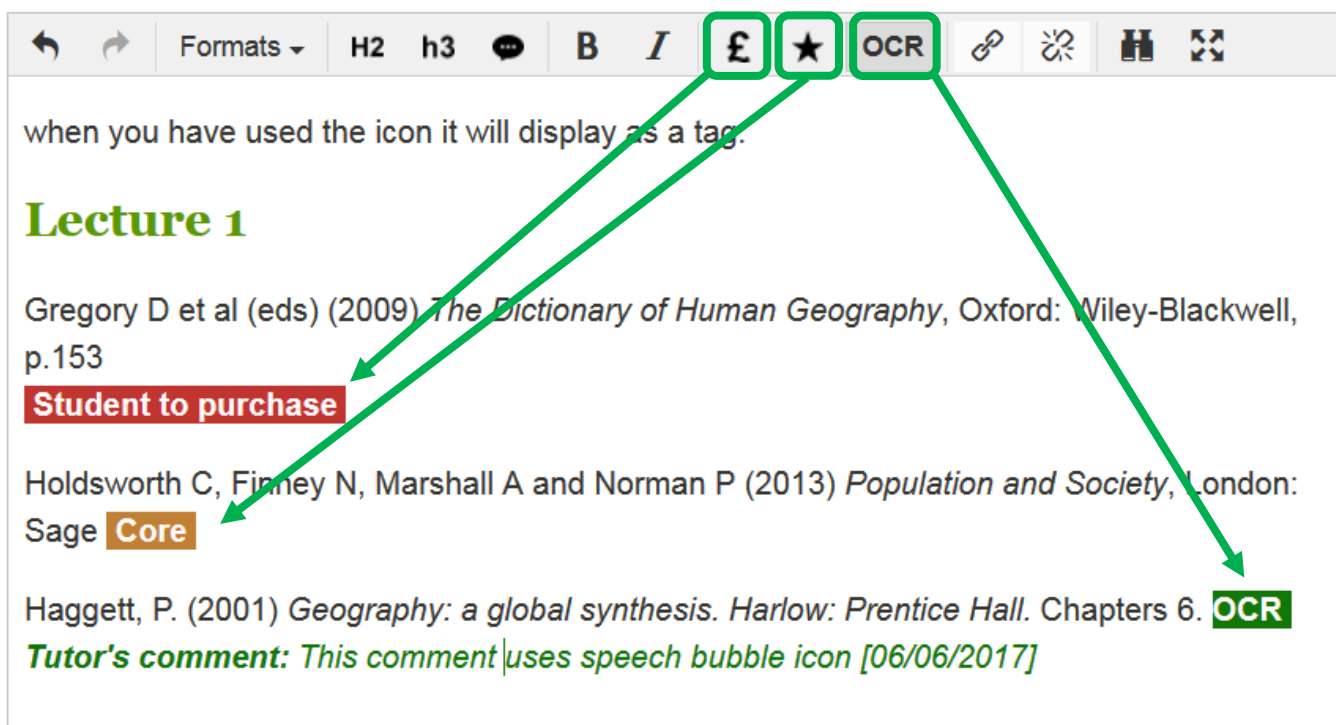
## Core Reading and digitising items

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'.

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.**



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, p.153

**Student to purchase**

Holdsworth 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. Chapters 6. **OCR**

*Tutor's comment: This comment uses speech bubble icon [06/06/2017]*

## Add comments

You can add a comment for the Library and the bookshop using the speech bubble with ellipsis in the toolbar. Students will not see the 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:

Choose whether to send the list to Blackwell's bookshop and add comments.

## 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 at a later date. 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 and can be more responsive in placing new orders than if we receive the list by email.

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 your IT 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.

# Further help

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

For digitisation queries, email [onlinecourse readings@leeds.ac.uk](mailto:onlinecourse readings@leeds.ac.uk)