

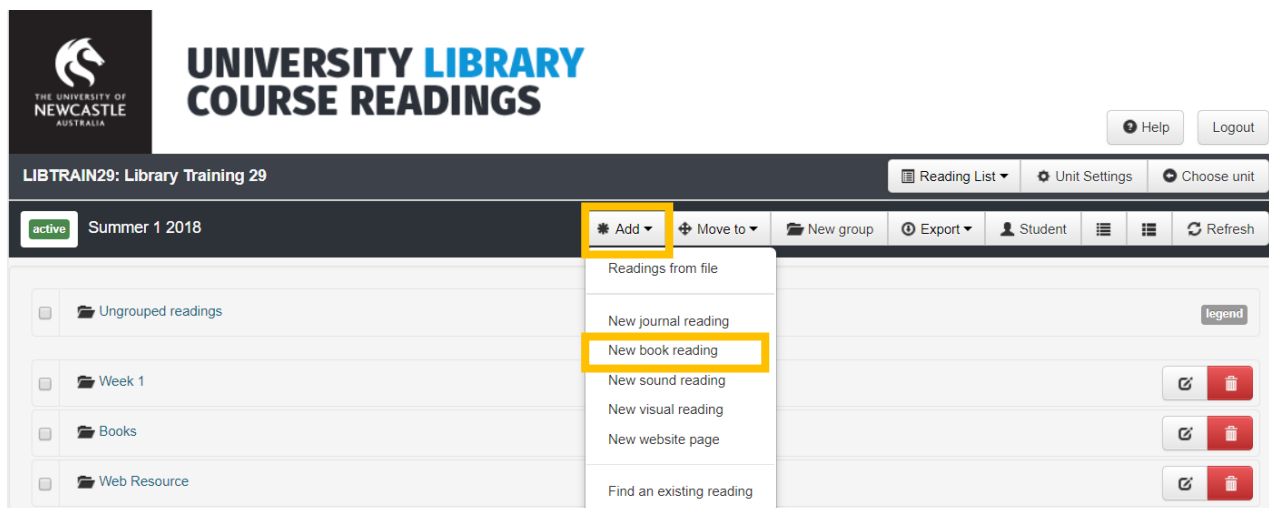
Adding readings

The following pages cover adding the following types of material to your course readings list:

1. [Books and related resources](#)
2. [Journal articles](#)
3. [Websites](#)
4. [Legal Case](#)
5. [From a file](#)
6. [Find an existing reading](#)

Add a new reading – Books and related resources

To add a book, ebook, chapter, or report, paper or document select **Add** from the top menu, then select **New book reading**



Fill in the **New reading form**.

Once citation details are inserted and submitted the details cannot be changed. Please check capitalization and spelling as the information entered will display in the citation.

Mandatory fields are marked with an asterisk * in red. All other fields are optional but the more you complete the better. *Hover the mouse over the boxes for more instructions.*

Details

Reading importance* - indicated by required or recommended. *Hover over each icon for more detail.*

Notes for library – enter any notes for library staff, this will not be visible to students (e.g. *Please put 1 copy in Auchmuty & 1 copy in Central Coast Course Readings collections*).

Notes for students – enter any notes you would like students to see (e.g. *This is the required text for this course*).

Instructions	Details
You've chosen to request the creation of a reading from a Journal. This is intended for excerpts from journals which can be a couple of pages, a whole article or a whole journal. All you need do to complete the form is to fill in the required fields with the most accurate information available then click on the submit button and your request will be created. (NB: if you choose to provide a file then it will be reviewed by Copyright Staff prior to release to your students.)	Reading importance * required recommended Notes for library Core text. Add library location(s) the textbook needs to be added to the course readings collection. Notes for students

Source Document

Enter as much detail as possible about the book, all mandatory fields are marked with *

Enter the Book title.

Enter the Publisher, Author(s), Year published, Edition and ISBN if applicable.

Reading

Select a Genre from the drop down menu, e.g. Whole book

Reading title when requesting a Whole book leave this field blank

Author(s) can be entered as **people** or **organisations**, select the appropriate option. When entering people's names enter surname, first name and a comma and space in between subsequent authors.

Kind

- **File:** select to upload a PDF, this will then be sent to Library staff for approval.
- **Link:** select to insert a web link (URL) to a book. This will automatically be made available.
Print book – use the 'Permanent link for this record' option from the Library catalogue (right click and copy the link).
Ebook – You can use either 'Permanent link for this record' from the Library catalogue, or add the direct access link to the ebook itself.

Note that links to ebooks should only be taken from the Library catalogue/databases to ensure that the UON network login is included in the link. Links from Google Scholar will usually not provide working links – see the following example for details:

Preferred link (includes university proxy – students will be able to login and get free access):

<https://link-springer-com.ezproxy.newcastle.edu.au/book/10.1007%2F978-2-8178-0169-8>

Incorrect link (taken from Google, so has no university proxy – students will be asked to pay for access): <https://link.springer.com/book/10.1007%2F978-2-8178-0169-8>

- **Locate:** select this for Library staff to locate a copy of the book on the shelf for you. If you are not sure which option to choose, this is also a good choice.

Pages - select N/A

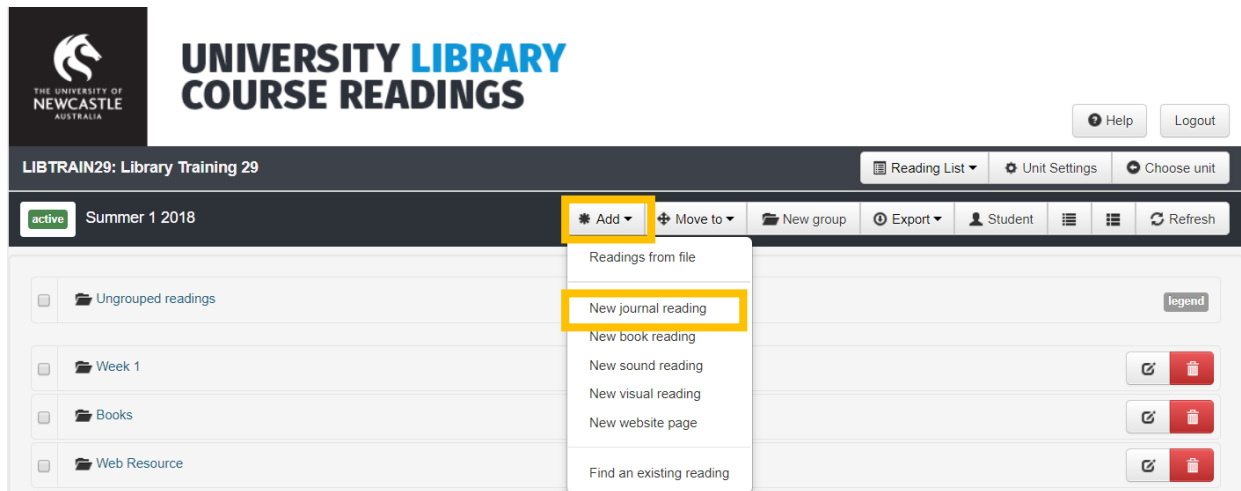
Source Document	Reading
Book title * Essential study skills: The complete guide to success at university	Genre * Whole Book
Publisher SAGE	Reading title * required (except for Whole Books)
Author(s) * Burns, Tom, Sinfield, Sandra people organisation	Kind * File Link Locate
Year published * 2012	Pages * N/A Unknown Paginated Not Paginated Graphic
Publication Date	Section
Series	Chapter number
Series title	Illustrator
Editor(s)	Translator
Place	Abstract
Volume	DOI
Edition 3rd	
Total pages	
Identifier None ISBN EISBN ISSN EISSN	
9781446203255	

Once all details have been entered click . Your request will then be placed into the *Ungrouped readings* folder.

☐	Ungrouped readings	legend
☐	submitted location required	 
(Burns & Sinfield, 2012) Essential study skills: The complete guide to success at university		

Add a new reading – Journal articles

To add a journal article select **Add** from the top menu, then select **New journal reading**



Fill in the **New reading form**.

Once citation details are inserted and submitted the details cannot be changed. Please check capitalization and spelling as the information entered will display in the citation.

Mandatory fields are marked with an asterisk * in red. All other fields are optional but the more you complete the better. *Hover the mouse over the boxes for more instruction.*

Details

Reading importance* - indicated by required or recommended. *Hover over each icon for more detail.*

Notes for Library – enter any notes for library staff, this will not be visible to students (e.g. *I have a print copy if required*).

Notes for students – enter any notes you would like students to see (e.g. *Read this article before the lecture in Week 4*).

The screenshot shows the 'Details' form for adding a new reading. It has two tabs: 'Instructions' and 'Details'. The 'Details' tab is active. The form contains the following fields:

- Reading importance ***: A dropdown menu with 'required' and 'recommended' options.
- Notes for library**: A text area for notes for library staff.
- Notes for students**: A text area for notes for students, containing the text 'Please read before week 4'.

Source Document

Enter as much detail as possible about the journal, all mandatory fields are marked with *

Enter the Journal title.

The Publisher field is required if adding a file, if entering a link put NA in this field.

Enter the Volume, Year published and Issue.

Reading

Select a Genre from the drop down menu

Reading title enter the article name here, *remember that information entered here will determine how the citation is displayed*.

Author(s) can be entered as **people** or **organisations**, select the appropriate option. When entering people's names enter surname, first name and a comma and space in between subsequent authors.

Kind

- **File:** select this to upload a PDF, this will then be sent to Library staff for approval.
- **Link:** select this to insert a direct link to an article in a database. This will automatically be made available.

Note that links to articles should only be taken from the Library catalogue/databases to include the UON network login. Links from Google Scholar will usually not provide working links – see the following example for details:

Preferred link (includes university proxy – students will be able to login and get free access):

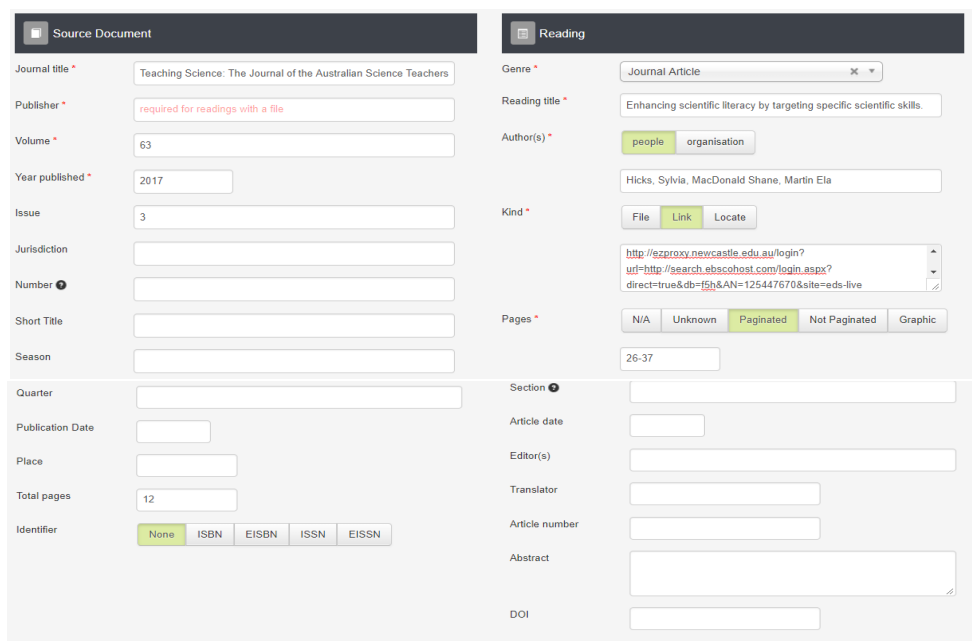
<https://link-springer-com.ezproxy.newcastle.edu.au/article/10.1186/1742-4690-10-108>

Incorrect link (no university proxy – students will be asked to pay for access):

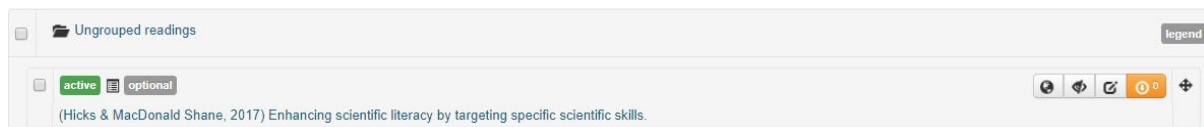
<https://link.springer.com/article/10.1186/1742-4690-10-108>

When linking to PDFs/full-text articles from the Library catalogue, look for the  Permalink icon on the RHS menu – this will provide a suitable link for use in Course Readings.

- **Locate:** select this if you do not have a copy or link and would like Library staff to find the article.



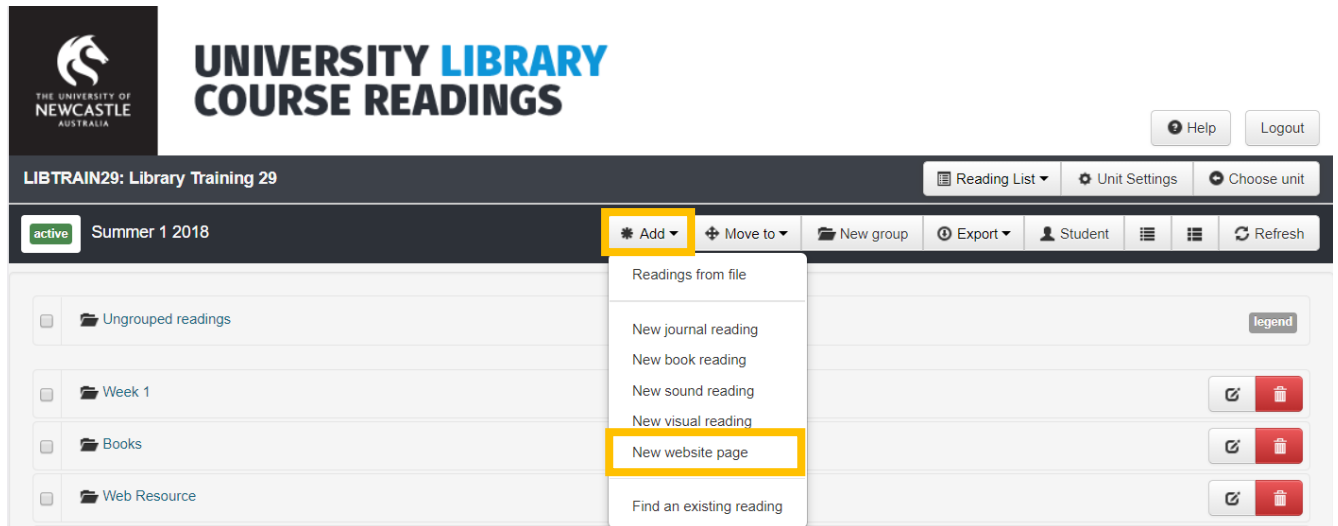
Once all details have been entered click . Your reading will then be placed into the *Ungrouped readings* folder.



Add a new reading – Websites

To add a website select **Add** from the top menu, then select **New website page**

Note that for YouTube videos, online images, etc., you should choose ‘New visual reading’. The website template is set up for ‘standard’ web pages.



Fill in the **New reading form**.

Once citation details are inserted and submitted the details cannot be changed. Please check capitalization and spelling as the information entered will display in the citation.

Mandatory fields are marked with an asterisk * in red. All other fields are optional but the more you complete the better. *Hover the mouse over the boxes for more instruction.*

Details

Reading importance* - indicated by required or recommended. *Hover over each icon for more detail.*

Notes for Library – enter any notes for library staff, this will not be visible to students (e.g. *I have checked the terms and conditions of this site and it is able to be communicated*).

Notes for students – enter any notes you would like students to see (e.g. *This site will be useful when completing Assignment 3*).

A screenshot of the 'Details' form for adding a new reading. The form is divided into two main sections: 'Instructions' and 'Details'. The 'Instructions' section contains text explaining the purpose of the form and the required fields. The 'Details' section contains three fields: 'Reading importance*' with 'required' and 'recommended' buttons, 'Notes for library' with a text area, and 'Notes for students' with a text area containing the text 'This will be useful when completing assignment 3'.

Source Document

Enter as much detail as possible about the site, all mandatory fields are marked with *

Enter the Website title, Publisher and Year.

Reading

Reading title: enter the site or page name here

Author(s) can be entered as **people** or **organisations**, select the appropriate option. When entering people's names enter surname, first name and a comma and space in between subsequent authors.

Release date enter the date the web page was created.

Kind: select **Link** to insert a web link (URL).

Pages – select **Unknown**

Source Document	Reading
Website title * HealthTimes	Reading title * Nutrition for the modern aged care resident
Publisher * HealthTimes	Author(s) * Keast, Karen people organisation
Publication date 24/05/2017	Release date * 24/05/2017
Short Title 	Kind * File Link Locate
Series Title 	https://healthtimes.com.au/hub/nutrition-and-hydration/42/research/kk1/nutrition-for-the-modern-aged-care-resident/2587/
Place 	Pages * N/A Unknown Paginated Not Paginated Graphic
Volume 	Editor(s)
Edition 	Article number
Year published 2017	Abstract
Total pages 	DOI
Identifier None ISBN EISBN ISSN EISSN 	



Once all details have been entered click . Your request will then be placed into the *Ungrouped readings* folder.

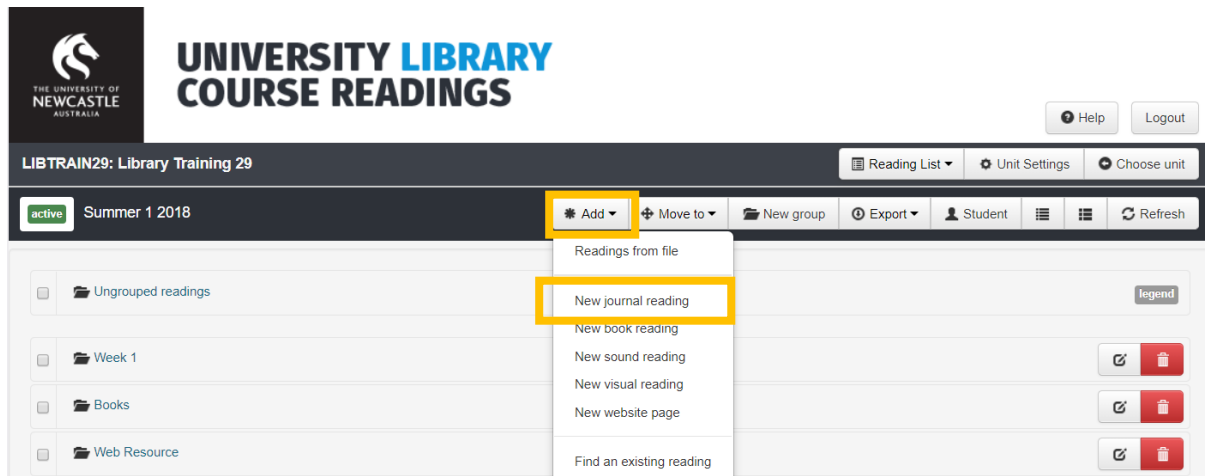
Ungrouped readings

active optional

(Keast, 2017) Nutrition for the modern aged care resident

Add a new reading – Legal case

To add a reported judgment select **Add** from the top menu, then select **New journal reading**.



Fill in the **New reading form**.

Once citation details are inserted and submitted the details cannot be changed. Please check capitalization and spelling as the information entered will display in the citation.

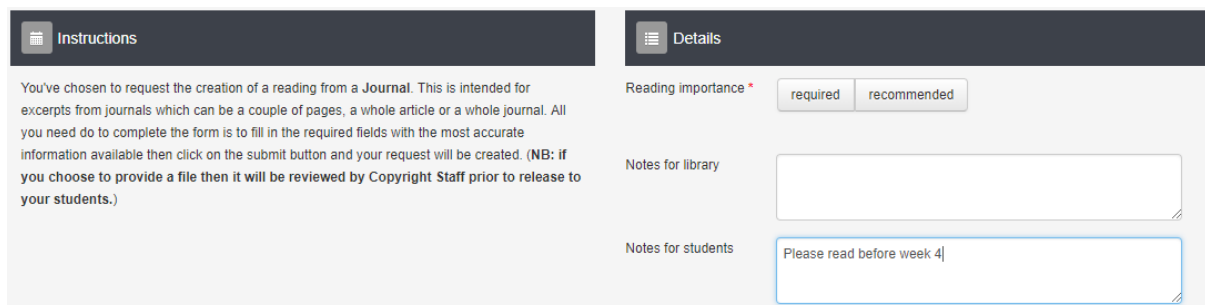
Mandatory fields are marked with an asterisk * in red. All other fields are optional but the more you complete the better. *Hover the mouse over the boxes for more instruction.*

Details

Reading importance* - indicated by required or recommended. *Hover over each icon for more detail.*

Notes for Library – enter any notes for library staff, this will not be visible to students (e.g. *I have a print copy if required*).

Notes for students – enter any notes you would like students to see (e.g. *Please read before week 4 lecture*).



Source Document

Enter as much detail as possible about the case, all mandatory fields are marked with *

Enter the full title of the law report series in the Journal title field.

The Publisher field is required if adding a file, if entering a link put NA in this field.

Enter the Volume of the law report (**ignore the warning in the orange box**) and the Year published.

Enter the law report abbreviation in the Short Title field.

Reading

Select Legal Case from the Genre drop down menu

Reading title enter the party names of the case.

Author(s) select the people option.

Kind

- **File:** select this to upload a PDF, this will then be sent to Library staff for approval.
- **Link:** select this to insert a direct link to an article in a database. This will automatically be made available.

Note that links to cases should only be taken from the source databases so that they include the UON network login. Links from Google Scholar will usually not provide working links – see the following example for details:**

Preferred link (includes university proxy – students will be able to login and get free access):
https://www-westlaw-com-au.ezproxy.newcastle.edu.au/maf/wlau/app/document?docguid=I390ec62087b711e18eefa443f89988a0&tocDs=AUNZ_CASES_TOC&isTocNav=true&startChunk=1&endChunk=1

Incorrect link (no university proxy – students will be asked to pay for access):

<https://link.springer.com/article/10.1186/1742-4690-10-108>

**The exception to this is Lexis Advance Pacific which will not include the university proxy in the URL; however it will include a permanent link – see following example for details:

<https://advance.lexis.com/api/permalink/615bc331-697a-4680-bfa6-ca761fe36433/?context=1201008&federationidp=MVXHCK52123>

- **Locate:** select this if you do not have a copy or link and would like Library staff to find the case.

Source Document	Reading
Journal title * Industrial Reports	Genre * Legal Case
Publisher * Law Book	Reading title * Allied Express Transport Pty Ltd v Owens
Volume * 210	Author(s) * ☒ people ☐ organisation
WARNING: You have provided a volume and publication year for a Legal Case. If the source document is annual and this is one of many releases (aka volumes) then please record the volume in the "Number" field. This aids more precise citations and correct document matching.	https://www-westlaw-com-au.ezproxy.newcastle.edu.au/maf/wlau/
Year published * 2011	Kind * ☐ File ☒ Link ☐ Locate
Issue 	
Jurisdiction 	Pages * ☐ N/A ☐ Unknown ☒ Paginated ☐ Not Paginated ☐ Graphic
Number * 	17
Short Title IR	Section *
Season 	Article date
Quarter 	Editor(s)

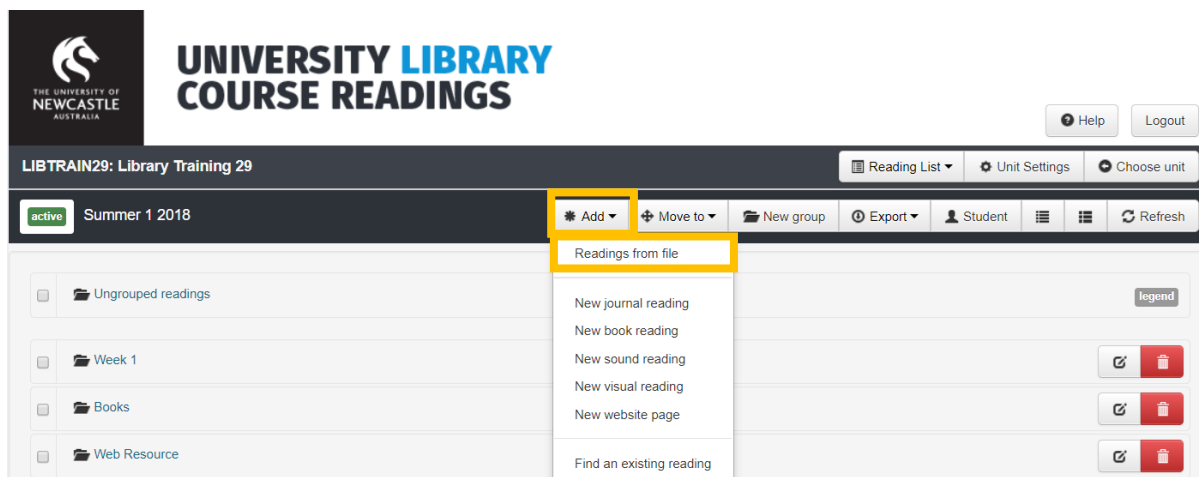


Once all details have been entered click . Your request will then be placed into the *Ungrouped readings* folder.

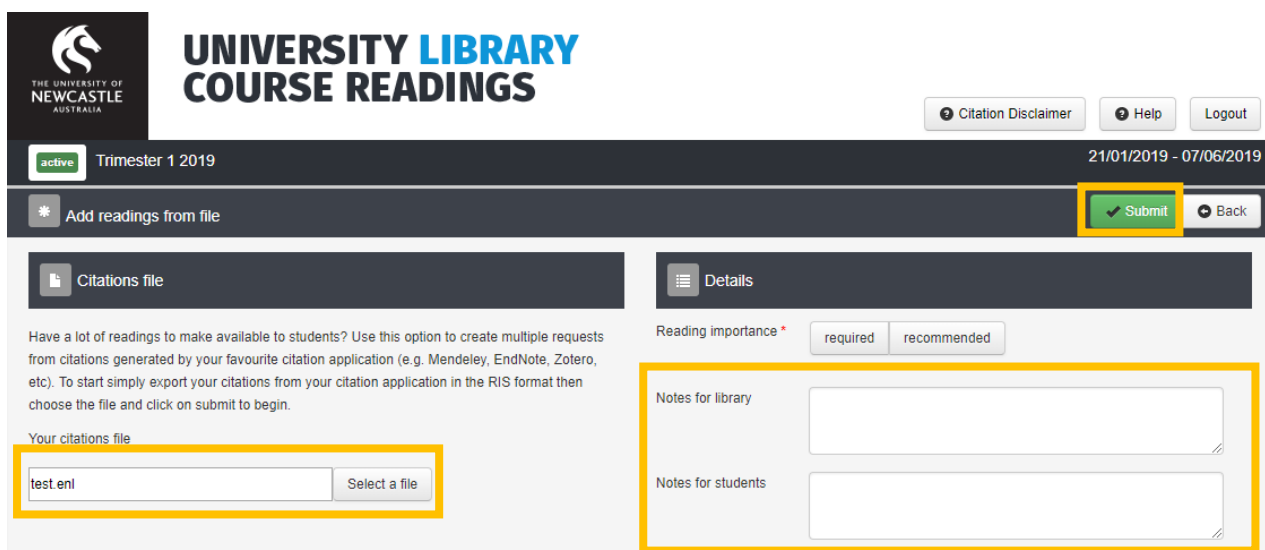
Add new readings from a file

Reading lists can be imported from a RIS file created from citation management software such as EndNote, Mendeley or Zotero.

To upload a RIS file select **Add** and **Readings from file**.



Select a file to upload.



Details

Reading importance* - indicated by required or recommended. *Hover over each icon for more detail.* These can be edited later for individual readings after upload is completed.

Notes to Library – Add any notes to library staff here. These can be edited later for individual readings after upload is completed.

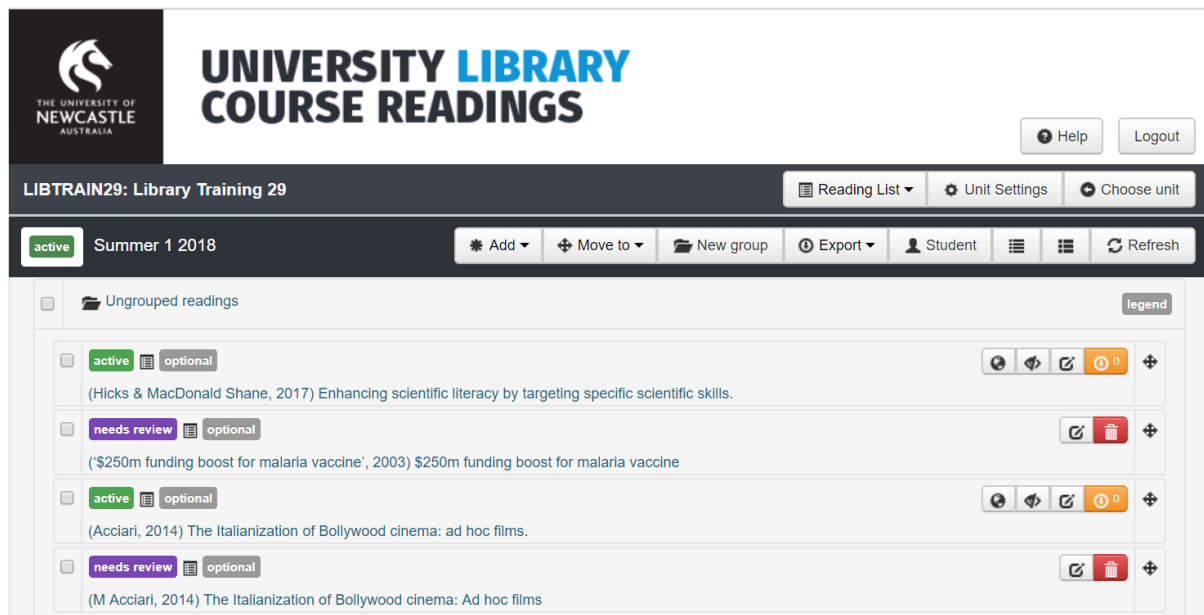
Notes to students – enter any notes you would like students to see. These can be edited later for individual readings after upload is completed.

Once complete, click **Submit**.

Your readings will be uploaded and a confirmation email will be sent to your UON email address.

Uploading readings from file may take a few minutes, depending on the size of your file. If you do not see your readings, try using the **Refresh button** on the Course Readings screen (do not use the browser refresh).

All imported readings will appear in *Ungrouped readings*.



The screenshot shows the University Library Course Readings interface for LIBTRAIN29: Library Training 29. The interface includes a header with the University of Newcastle Australia logo and the title 'UNIVERSITY LIBRARY COURSE READINGS'. Below the header, there are tabs for 'active', 'Summer 1 2018', and a toolbar with buttons for 'Add', 'Move to', 'New group', 'Export', 'Student', and 'Refresh'. The main content area displays a list of readings under the 'Ungrouped readings' tab. The readings are listed with their status (active or needs review) and a list of actions (edit, delete, etc.).

Status	Reading Title	Actions
active	(Hicks & MacDonald Shane, 2017) Enhancing scientific literacy by targeting specific scientific skills.	edit, delete, share, etc.
needs review	(' \$250m funding boost for malaria vaccine', 2003) \$250m funding boost for malaria vaccine	edit, delete, share, etc.
active	(Acciari, 2014) The Italianization of Bollywood cinema: ad hoc films.	edit, delete, share, etc.
needs review	(M Acciari, 2014) The Italianization of Bollywood cinema: Ad hoc films	edit, delete, share, etc.

The **needs review** icon indicates that essential information about the reading is missing. Please review the record and provide additional information in fields marked with a red asterisk.

You may choose to either edit or delete the entry using the icons to the right 

Find an existing reading

To add a reading that you know is already in the system (either the Library catalogue/databases or in Course Readings) select **Add** from the top menu, then select **Find an existing reading**

The screenshot shows the 'UNIVERSITY LIBRARY COURSE READINGS' interface. At the top, there's a header with the university logo and navigation links like 'Citation Disclaimer', 'Help', and 'Logout'. Below this, a dark bar contains 'LIBTRAIN3: Library Training 3' and a menu with 'Reading Lists', 'Unit Settings', and 'Choose unit'. The main area is titled 'Migrated Reading List' and has a toolbar with 'Add', 'Move to', 'New group', 'Export', 'Hide list', 'Student', and 'Refresh'. The 'Add' button is highlighted with a yellow box, and its dropdown menu is open, showing options like 'Readings from file', 'New journal reading', 'New book reading', 'New sound reading', 'New visual reading', 'New website page', and 'Find an existing reading'. The 'Find an existing reading' option is also highlighted with a yellow box. A disclaimer box is visible on the left, and a 'legend' button is on the right.

At the next screen, click on **Find**

The screenshot shows the 'UNIVERSITY LIBRARY COURSE READINGS' interface for 'Trimester 1 2019'. The top bar includes the university logo, navigation links, and a date range '21/01/2019 - 07/06/2019'. The main area has a 'Add existing reading' button and a 'Submit' button. Below this, there's a 'Getting started' section with a 'Find' button highlighted by a yellow box. The 'Find' button is a small square with a magnifying glass icon and the word 'Find'. To the right of the 'Find' button is a 'Details' section with 'Reading importance' (required/recommended), 'Notes for library', and 'Notes for students'.

This will load the search locations ('eReserve Plus' is the platform name for Course Readings)

The screenshot shows the 'UNIVERSITY LIBRARY COURSE READINGS' interface for 'Trimester 1 2019'. The top bar includes the university logo, navigation links, and a date range '21/01/2019 - 07/06/2019'. The main area has a 'Add existing reading' button and a 'Submit' button. Below this, there's a 'Find your reading' section with a 'Back' button. The 'Find your reading' section contains a form with 'Locations' (NEWCAT+ Articles, eReserve Plus), 'Document' (Choose a publication kind), and 'Notes for library' and 'Notes for students'.

Select the type of Document (e.g. Journal Article)

The screenshot shows the 'University Library Course Readings' interface. At the top, there's a header with the university logo and navigation links like 'Citation Disclaimer', 'Help', and 'Logout'. Below the header, a dark bar indicates 'active Trimester 1 2019' and the date range '21/01/2019 - 07/06/2019'. The main content area is divided into two panels. The left panel, titled 'Find your reading', contains instructions and a form with fields for 'Locations' (NEWCAT+ Articles, eReserve Plus), 'Document' (Journal Article), and 'Terms' (Choose your search terms for the journal article). A yellow box highlights the 'Document' dropdown menu. The right panel, titled 'Details', has sections for 'Reading importance' (required, recommended), 'Notes for library', and 'Notes for students'. A 'Find' button is at the bottom of the left panel.

Choose where to search from the drop-down menu (e.g. Article Title) and then add your search terms

This screenshot shows the same interface as the previous one, but with the 'Document' dropdown menu set to 'Article Title'. The 'Terms' field now contains the text 'ARTICLE TITLE: it's all about time', which is highlighted by a yellow box. The 'Find' button at the bottom right is also highlighted by a yellow box.

Click **Find**.

The search will try to locate a match.

If there are insufficient details, you will be prompted to provide more information:

The screenshot shows an error message box titled 'Insufficient details in search result'. The text inside says: 'We were unable to create a new reading based on the search result you've selected. You can choose another result or provide the missing details.' At the bottom, there are two buttons: 'Provide missing detail' (highlighted with a yellow box) and 'Choose another result'.

Click on **Provide missing detail** to continue.

Where no exact match can be found, the search will show the best matches it can find (shown over the page).

UNIVERSITY LIBRARY
COURSE READINGS

active Trimester 1 2019 21/01/2019 - 07/06/2019

* Add existing reading Submit Back

Find your reading Back

Below is the form for the search criteria. To do a search choose the locations you want to search, the type of document you're looking for and some identifying features (aka terms) then click on the Find button. Once the results come back select one.

Locations: NEWCAT+ Articles x eReserve Plus x

Document: Journal Article x

Terms: ARTICLE TITLE: it's all about time

Find

Details

Reading importance * required recommended

Notes for library

Notes for students

NEWCAT+ Articles Perspective: It's All About Time DOI [icon] [icon]

Valenza, G., & Vasilakos, A. V. (2017a). Perspective: It's All About Time. *IEEE Transactions on NanoBioscience, NanoBioscience, IEEE Transactions on, IEEE Trans. on Nanobioscience*, 16(4), 309–309. doi:10.1109/TNB.2017.2703843

ONLINE location: EBSCO

NEWCAT+ Articles It's not (all) about the money — supporting IPBES through challenging times DOI [icon] [icon]

Hof, C., Winter, M., Hotes, S., & Opgenoorth, L. (2017). It's not (all) about the money — supporting IPBES through challenging times, 9(1). doi:10.21425/F59134700.

ONLINE location: EBSCO

It is important to note that not all records retrieved this way will necessarily lead to a full-text resource. **You will need to open the reading to ensure that students can access the full-text (and not just an abstract).**

View the reading

NEWCAT+ Articles It's not (all) about the money — supporting IPBES through challenging times DOI [icon] [icon]

Hof, C., Winter, M., Hotes, S., & Opgenoorth, L. (2017). It's not (all) about the money — supporting IPBES through challenging times, 9(1). doi:10.21425/F59134700.

ONLINE location: EBSCO

Click on the **View the reading**  icon to check the reading for full-text access.

Once you are happy that students will be able to access the reading, click on the **Select this reading**  icon.

UNIVERSITY LIBRARY
COURSE READINGS

Citation Disclaimer Help Logout

active Trimester 1 2019 21/01/2019 - 07/06/2019

* Add existing reading **Submit** Back

Selected reading Find

NEWCAT+ Articles It's not (all) about the money — supporting IPBES through challenging times DOI

Hof, C., Winter, M., Hotes, S., & Opgenoorth, L. (2017). It's not (all) about the money — supporting IPBES through challenging times, 9(1). doi:10.21425/F59134700.

ONLINE location: EBSCO

Details

Reading importance * required recommended

Notes for library

Notes for students

Fill in the:

Details

Reading importance* - indicated by required or recommended. *Hover over each icon for more detail.* These can be edited later for individual readings after upload is completed.

Notes to Library – Add any notes to library staff here. These can be edited later for individual readings after upload is completed.

Notes to students – enter any notes you would like students to see. These can be edited later for individual readings after upload is completed.

Click **Submit** to finalise your selection, and repeat as required.

If you have issues locating a full-text record, contact coursereadings@newcastle.edu.au