

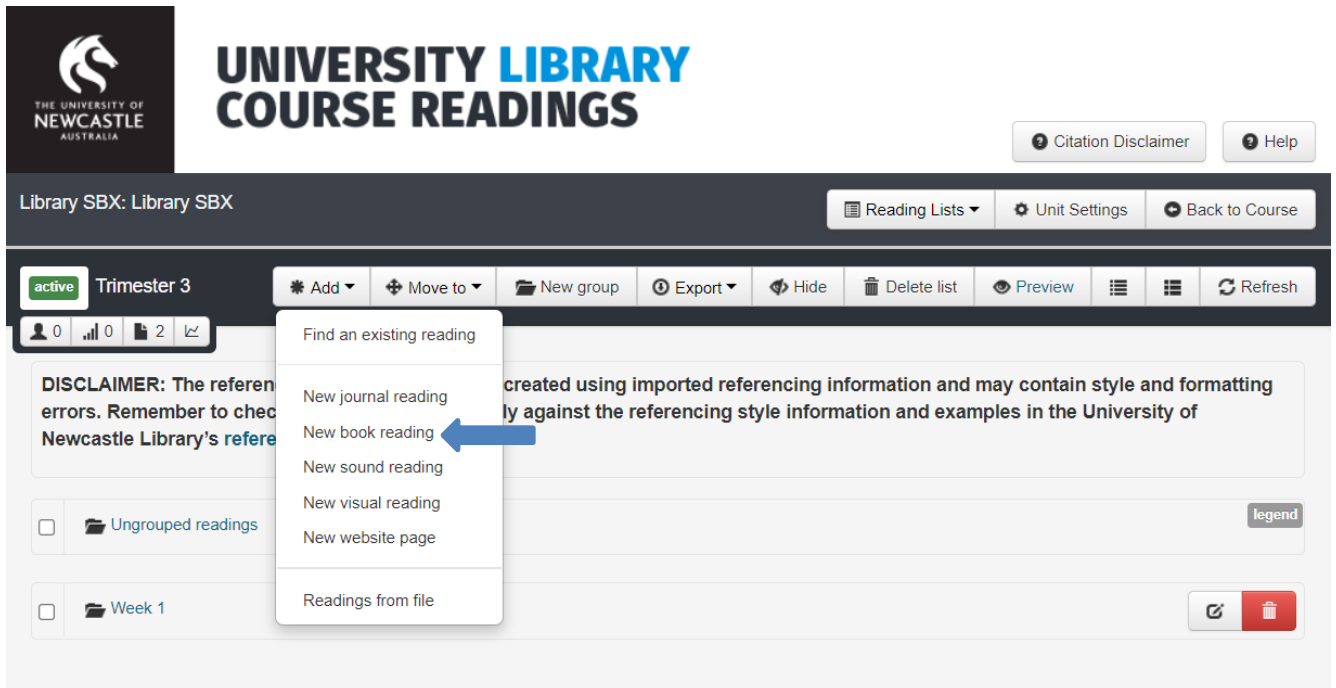
# Adding readings

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



Fill in the **New reading from a Book 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 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 notes for students to see (e.g. *This is the required text for this course*).

A screenshot of the 'New reading from a Book form' in the University Library Course Readings system. The form is divided into two main sections: 'Instructions' and 'Details'. The 'Instructions' section contains text explaining the purpose of the form and providing important notes, such as '(NB: if you choose to provide a file then it will need to be reviewed by Copyright Staff prior to release to your students.)'. The 'Details' section contains several input fields: 'Reading importance' with radio buttons for 'Required' and 'Recommended', 'Notes for library' with a text area, and 'Notes for students' with another text area. The 'Reading importance' field has a red asterisk indicating it is mandatory.

## Source Document

Enter as much detail as possible about the book, all mandatory fields are marked with \*  
Enter the Book title, 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' from the Library catalogue (right click, copy the link).  
**Ebook** – use either the 'Permanent link' from the catalogue, or link to the ebook itself.  
**Note: links to ebooks should be taken from the Library catalogue/databases to ensure the UON network login is in the link. Google Scholar won't usually provide working links – see the following example:**

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 (from Google, 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 for you.
- **Pages** - select **N/A**

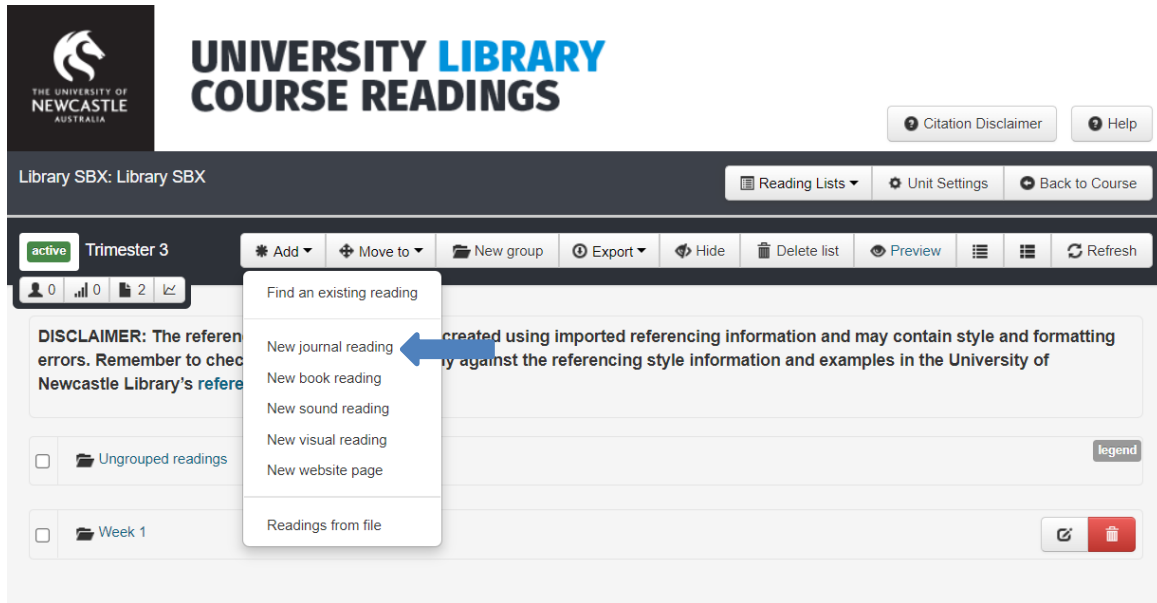
The screenshot shows two side-by-side form sections: 'Source Document' and 'Reading'.  
**Source Document section:**  
- Book title: Essential study skills: The complete guide to success at university  
- Publisher: SAGE  
- Author(s): Burns, Tom, Sinfield, Sandra (with 'people' selected)  
- Year published: 2012  
- Edition: 3rd  
- Identifier: ISBN 9781446203255  
**Reading section:**  
- Genre: Whole Book  
- Reading title: required (except for Whole Books)  
- Kind: File, Link, Locate (with 'Locate' selected)  
- Pages: N/A, Unknown, Paginated, Not Paginated, Graphic (with 'N/A' selected)  
- DOI: (empty field)

Once details are entered click  and your request will be placed into the *Ungrouped readings* folder.

The screenshot shows a folder named 'Ungrouped readings'. Below the folder name, there is a legend with three items: 'submitted' (blue), 'location' (orange), and 'required' (green). Below the legend, a single reading entry is visible: '(Burns & Sinfield, 2012) Essential study skills: The complete guide to success at university'. To the right of the entry is a red trash icon and a plus sign.

# 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 capitalisation 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 of this journal article if required*).

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

A screenshot of the 'Details' form in the reading creation interface. The form is divided into two main sections: 'Instructions' and 'Details'. The 'Instructions' section contains text explaining the purpose of the form and the review process. The 'Details' section includes a 'Reading importance' field with 'required' and 'recommended' radio buttons, a 'Notes for library' text area, and a 'Notes for students' text area 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

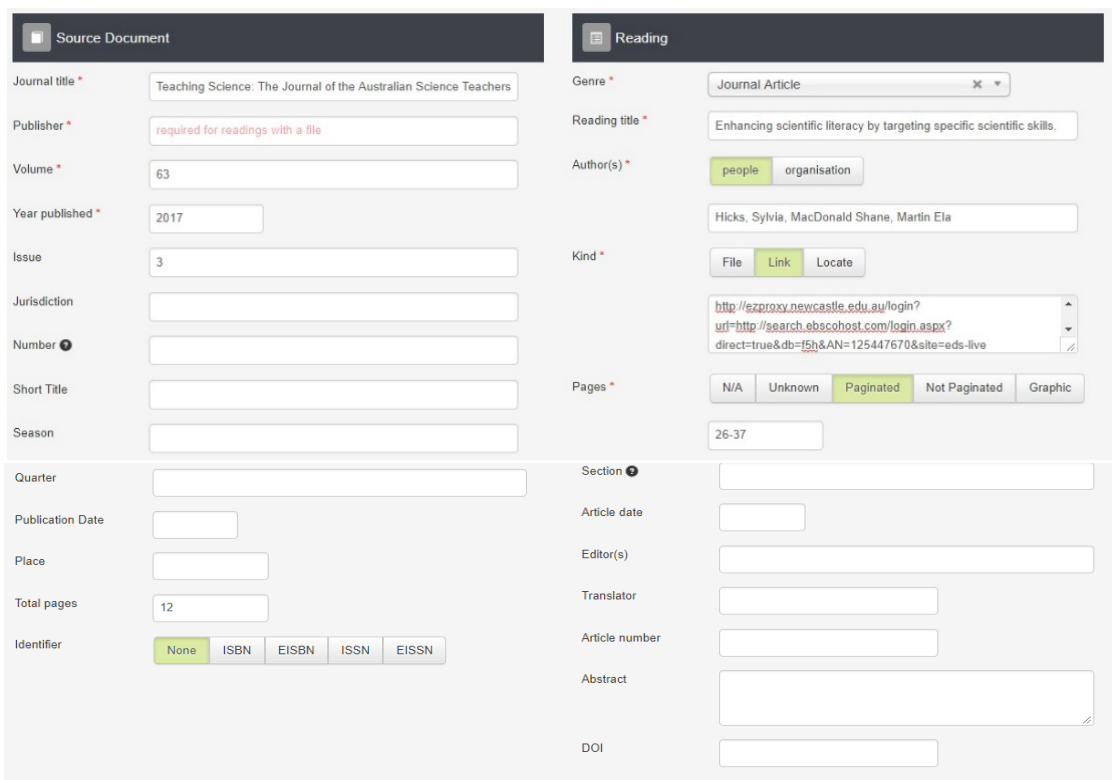
- **File:** select this to upload a PDF, this will then be sent to Library staff for approval.
- **Link:** select to link to an article in a database. This will automatically be made available. **Note: links to articles should be taken from the Library Search or databases to include the UON network login. Google Scholar may not provide working links – see these examples:**

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>

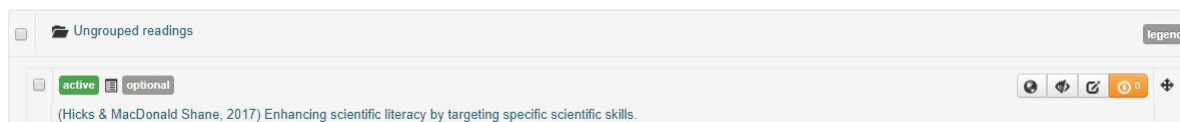
When linking to PDFs/full-text articles from the Library Search, look for the  Permalink icon on the right – this will provide a suitable link for use in Course Readings.

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



The image shows two side-by-side forms. The left form is titled 'Source Document' and contains fields for: Journal title (Teaching Science: The Journal of the Australian Science Teachers), Publisher (required for readings with a file), Volume (63), Year published (2017), Issue (3), Jurisdiction, Number, Short Title, Season, Quarter, Publication Date, Place, Total pages (12), and Identifier (None, ISBN, EISBN, ISSN, EISSN). The right form is titled 'Reading' and contains fields for: Genre (Journal Article), Reading title (Enhancing scientific literacy by targeting specific scientific skills), Author(s) (people, organisation), Author(s) text (Hicks, Sylvia, MacDonald Shane, Martin Ela), Kind (File, Link, Locate), Pages (N/A, Unknown, Paginated, Not Paginated, Graphic), Section, Article date, Editor(s), Translator, Article number, Abstract, and DOI (26-37).

Once details are entered click  and the reading will added to the *Ungrouped readings*.

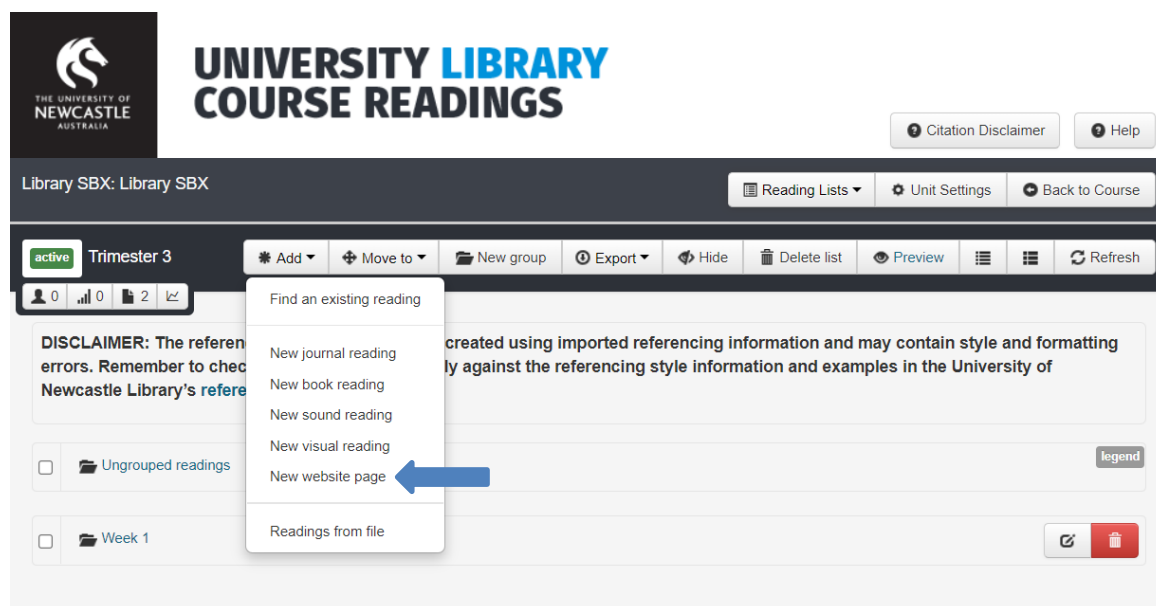


The image shows a list of 'Ungrouped readings'. The first entry is '(Hicks & MacDonald Shane, 2017) Enhancing scientific literacy by targeting specific scientific skills'. The entry is marked as 'active' and 'optional'. There are icons for 'active' and 'optional' at the top left, and a 'legend' button at the top right. At the bottom right, there are icons for 'refresh', 'undo', 'redo', 'delete', and 'add'.

# 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 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 notes for students to see (e.g. *This site will be useful for Assignment 3*)

A screenshot of the 'Details' form in the University Library Course Readings application. The form is divided into two sections: 'Instructions' and 'Details'. The 'Instructions' section contains text: '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 to 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.)'. The 'Details' section contains three fields: 'Reading importance\*' with radio buttons for 'required' and 'recommended'; 'Notes for library' with an empty text box; and 'Notes for students' with a text box 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 and Publisher.

## 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.

Date issued: enter the date the web page was created.

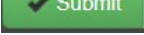
Date accessed: enter the date you accessed the website

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

Pages – select **Unknown**

Source Document	Reading
Website title *	Reading title *
Publisher *	Author(s) *
Short title	Kind *
Series title	Pages *
Place	Date issued *
	Date accessed *
	Editor(s)


The form contains various input fields and buttons. The 'Reading title' field is marked 'required'. The 'Author(s)' field has buttons for 'People' and 'Organisation'. The 'Kind' field has buttons for 'File', 'Link', and 'Locate'. The 'Pages' field has buttons for 'N/A', 'Unknown', 'Paginated', and 'Not Paginated'. The 'Date issued' field has buttons for 'known' and 'unknown'. The 'Date accessed' field contains the date '26/11/2021'. The 'Editor(s)' field is empty.

Once the details have been entered click  and the request moves to the *Ungrouped readings* folder.

Ungrouped readings legend

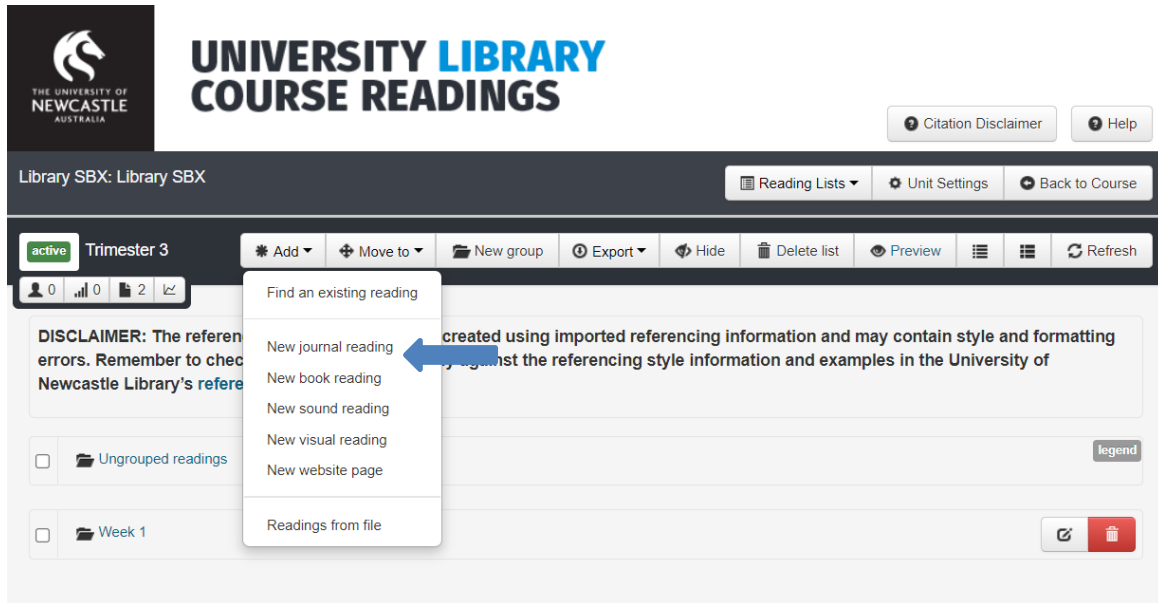
active  optional

(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 capitalisation 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 of this case if required*).

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

A screenshot of the 'Details' form for adding a new reading. The form is divided into two sections: 'Instructions' and 'Details'. The 'Instructions' section contains text explaining the purpose of the form and the submission process. The 'Details' section contains three fields: 'Reading importance' with radio buttons for 'required' and 'recommended', 'Notes for library' with a text area, and 'Notes for students' with a text area containing the text 'Please read before week 4'.

## 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 Organisation 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 to upload a PDF, this will then be sent to Library staff for approval.
- **Link:** select to insert a link to a case from a database. This will automatically be made available.

**Note: case links should be taken from databases so they include the UON network login, in Lexis Advance choose the permanent link as the proxy is not included in the URL\*\*. Free websites may not provide authorised versions of cases – see the following examples:**

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](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 – authorised version may not be included on the site or students may be asked to pay for access): <https://ie.vlex.com/vid/dobbyn-v-somers-802519153>

\*\*Lexis Advance does not include the university proxy in the URL, only in the permanent link:

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

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

Source Document

Reading title \* Industrial Reports

Organisation \* Law Book

Volume \* 210

Year published \* 2011

Publication date

Short title

Issue

Jurisdiction

Number ?

Season

Reading title \* Allied Express Transport Pty Ltd v Owens

Genre \* Legal Case

Author(s) \* People Organisation

Kind \* File Link Locate

Pages ? \* 17

Section ?

Article date

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/app/se archfromlink/run?stid=std-anz-

N/A Unknown Paginated Not Paginated

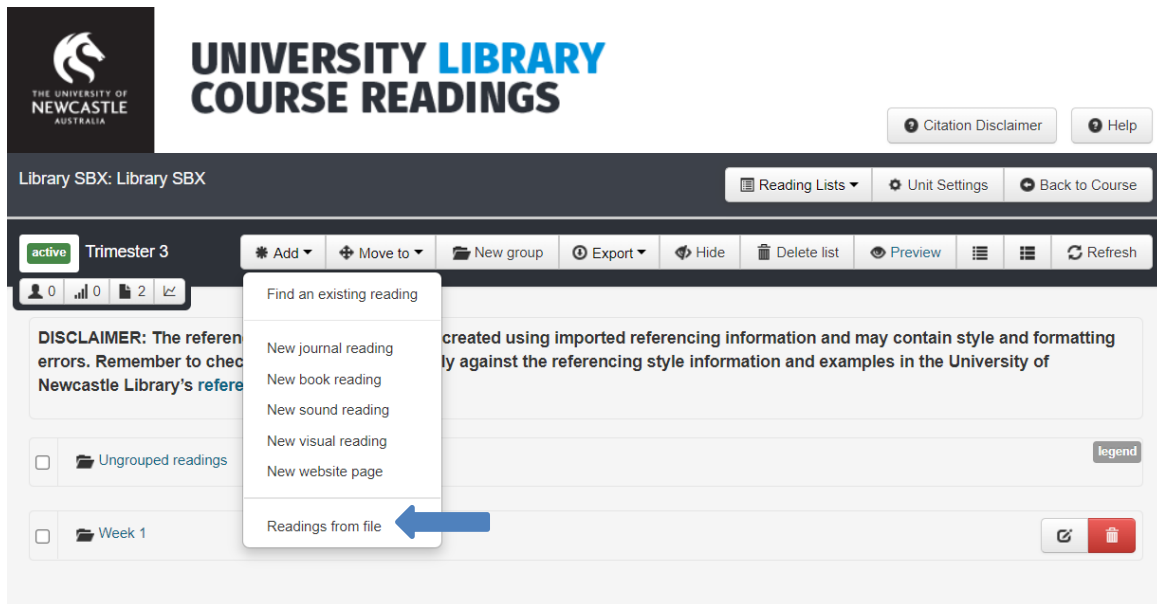
Graphic

Submit

Once all of the details of the case have been entered click  and your request will be placed into the *Ungrouped readings* folder.

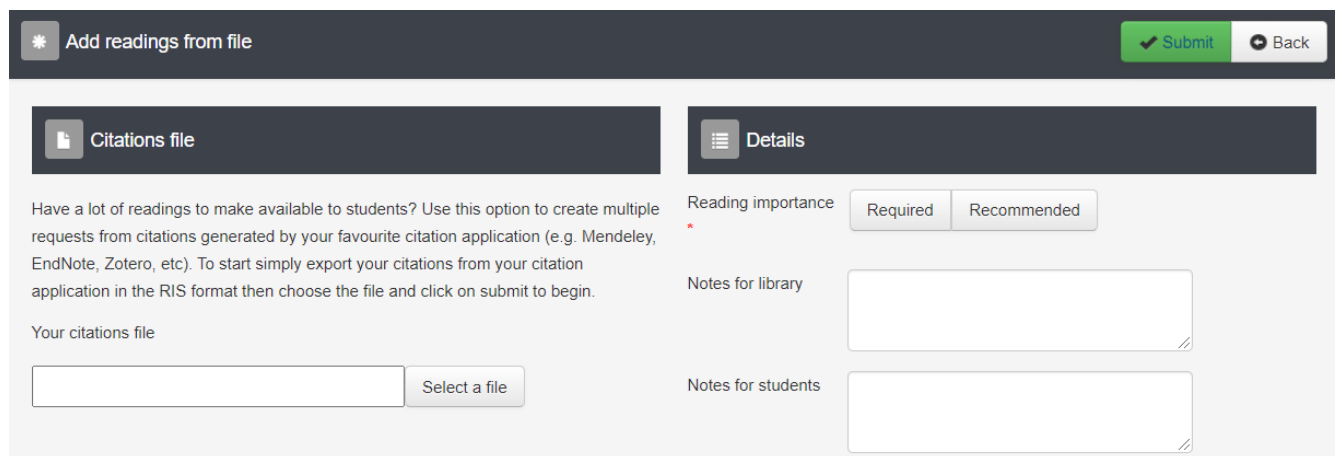
# Add new readings from a file

Import reading lists using a RIS file from citation software e.g. EndNote, Mendeley or Zotero. To upload a RIS file select **Add** and then **Readings from file**.



The screenshot shows the University Library Course Readings interface. At the top, there is a navigation bar with 'Library SBX: Library SBX', 'Reading Lists', 'Unit Settings', and 'Back to Course'. Below this is a toolbar with 'Add', 'Move to', 'New group', 'Export', 'Hide', 'Delete list', 'Preview', and 'Refresh'. The 'Add' dropdown menu is open, showing options: 'Find an existing reading', 'New journal reading', 'New book reading', 'New sound reading', 'New visual reading', 'New website page', and 'Readings from file'. A blue arrow points to 'Readings from file'. The main content area shows a disclaimer and a list of readings, including 'Ungrouped readings' and 'Week 1'.

Select a file to upload.



The screenshot shows the 'Add readings from file' form. The form has a 'Submit' button and a 'Back' button. It is divided into two sections: 'Citations file' and 'Details'. The 'Citations file' section has a text area for 'Your citations file' and a 'Select a file' button. The 'Details' section has a 'Reading importance' dropdown (set to 'Required'), a 'Notes for library' text area, and a 'Notes for students' text area.

## Details

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


Notes to Library – enter notes for library staff to read here, notes may be edited after upload.

Notes to students – enter notes for students to read here, notes may be edited after upload.

Click **Submit**, the readings will be uploaded and a confirmation email will be sent to your UON email address.

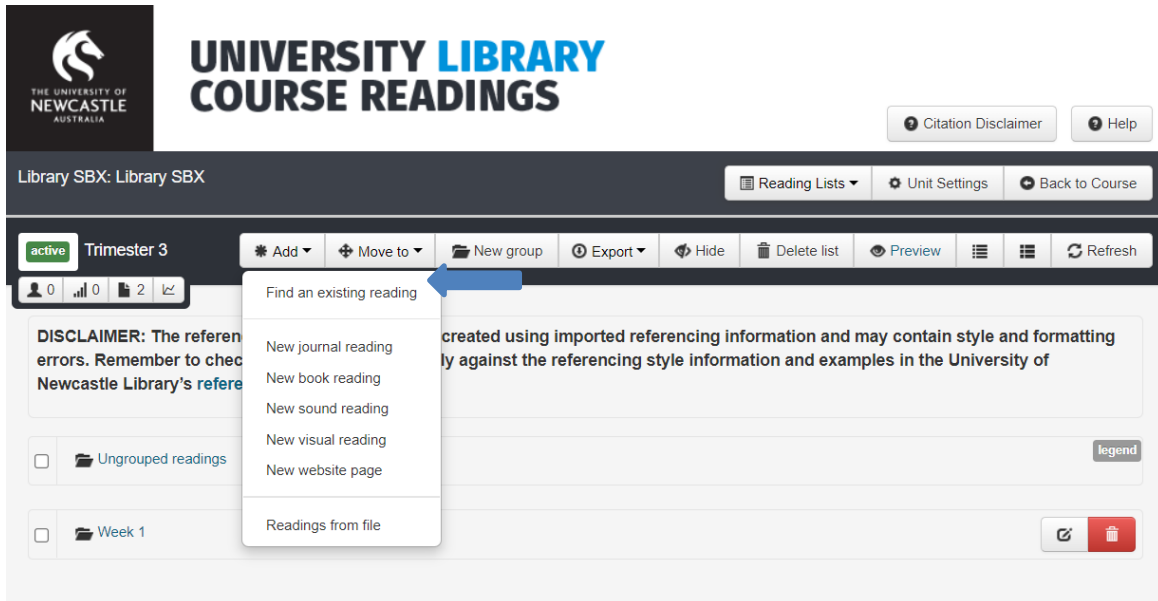
All imported readings will appear in your *Ungrouped readings* folder.

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.

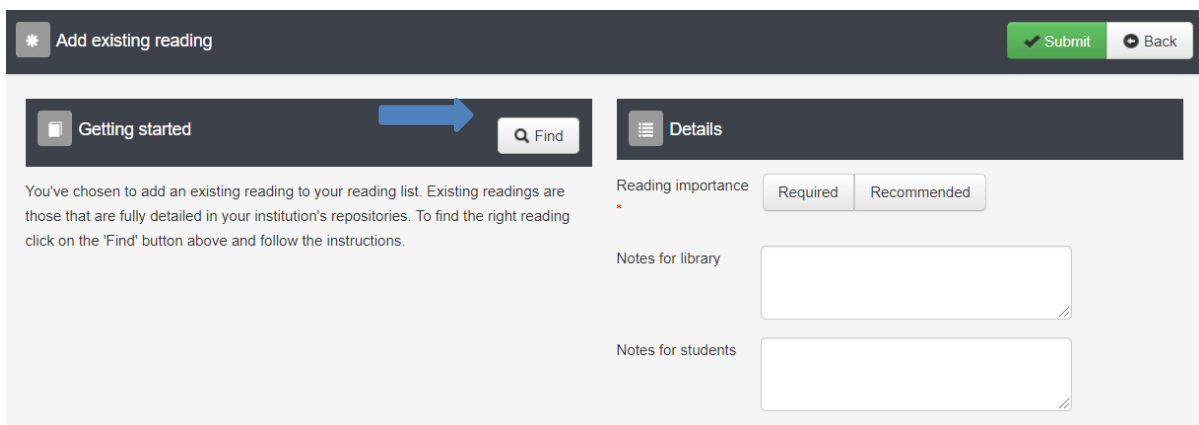
You may choose to either edit or delete the entry using the icons to the right 

# Find an existing reading

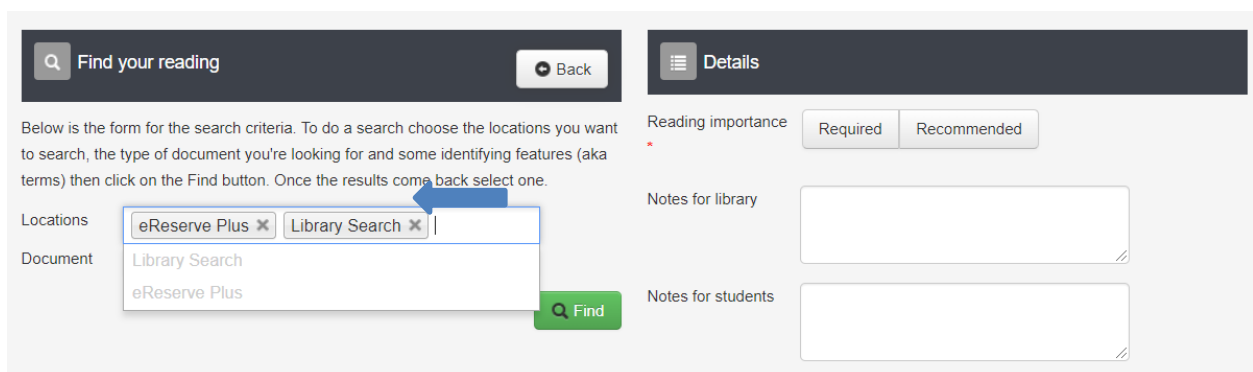
To add a reading already in the system (on Library Search, databases or Course Readings) select **Add** from the top menu, then select **Find an existing reading**



At the next screen, click **Find**



This will load the search locations ('eReserve Plus' is the platform name for Course Readings). Click for more and select Library Search as well (this is the platform name of the library catalogue).



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

The screenshot shows a search interface with a dark header containing a search icon and the text "Find your reading" and a "Back" button. Below the header, there is a "Details" section with a menu icon. The main content area contains instructions: "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." The form includes: "Locations" with two tags: "eReserve Plus" and "Library Search"; "Document" with a dropdown menu showing "Journal Article" and a blue arrow pointing to it; "Terms" with a text input field containing "Choose your search terms for the journal article" and a "Find" button. On the right, there are "Reading importance" buttons for "Required" and "Recommended", and two text input fields for "Notes for library" and "Notes for students".

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

This screenshot is similar to the previous one, but the "Terms" field now contains "ARTICLE TITLE:" followed by "it's all about time" in green text. A blue arrow points to the "it's all about time" text. The "Document" dropdown still shows "Journal Article". The "Find" button is visible at the bottom right.

Click **Find**. If there are insufficient details, you will be prompted to provide more information:

The screenshot shows a dark grey error message box with a white background. At the top left is an exclamation mark icon and the text "Insufficient details in search result". The main text reads: "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 border) and "Choose another result".

Click on **Provide missing detail** to continue and a list of options will be retrieved.

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: eReserve Plus x Library Search x

Document: Journal Article x

Terms: ARTICLE TITLE: it's all about time

Find

**Library Search** It's All About Time": Time as Contested Terrain in the Management and Experience of Domiciliary Care Work in England DOI 🔍 📄



Rubery, J., Grimshaw, D., Hebson, G., & Ugarte, S. M. (2015). 'It's All About Time': Time as Contested Terrain in the Management and Experience of Domiciliary Care Work in England [Article,Feature]. *Human Resource Management*, 54(5), 753–772. <https://doi.org/10.1002/hrm.21685>

**ONLINE** location: Summon

**Library Search** 'It's all about time': Temporal effects of cancer pathway introduction in treatment and care DOI 🔍 📄

Pedersen, K. Z., & Roelsgaard Obling, A. (2020). 'It's all about time': Temporal effects of cancer pathway introduction in treatment and care [Research Support, Non-U.S. Gov't,Journal Article]. *Social Science & Medicine* (1982), 246, 112786–112786. <https://doi.org/10.1016/j.socscimed.2020.112786>

**ONLINE** location: Summon

Some records won't lead to the full-text resource, only to an abstract. Click the **View the reading**  icon, to check your students will be linked to the full-text reading then click on the **Select this reading**  icon.

View the reading

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

Notes to Library – enter notes for library staff to read here, notes may be edited after upload.

Notes to students – enter notes for students to read here, notes may be edited after upload.

\* Add existing reading Submit Back

**Selected reading** Find

**Library Search** "It's All About Time": Time as Contested Terrain in the Management and Experience of Domiciliary Care Work in England DOI 🔍 📄

Rubery, J., Grimshaw, D., Hebson, G., & Ugarte, S. M. (2015). 'It's All About Time': Time as Contested Terrain in the Management and Experience of Domiciliary Care Work in England [Article,Feature]. *Human Resource Management*, 54(5), 753–772. <https://doi.org/10.1002/hrm.21685>

**ONLINE** location: Summon

**Details**

Reading importance\* Required Recommended

Notes for library

Notes for students

Click **Submit**. If you have issues locating a full-text record, contact [course readings@newcastle.edu.au](mailto:course readings@newcastle.edu.au)