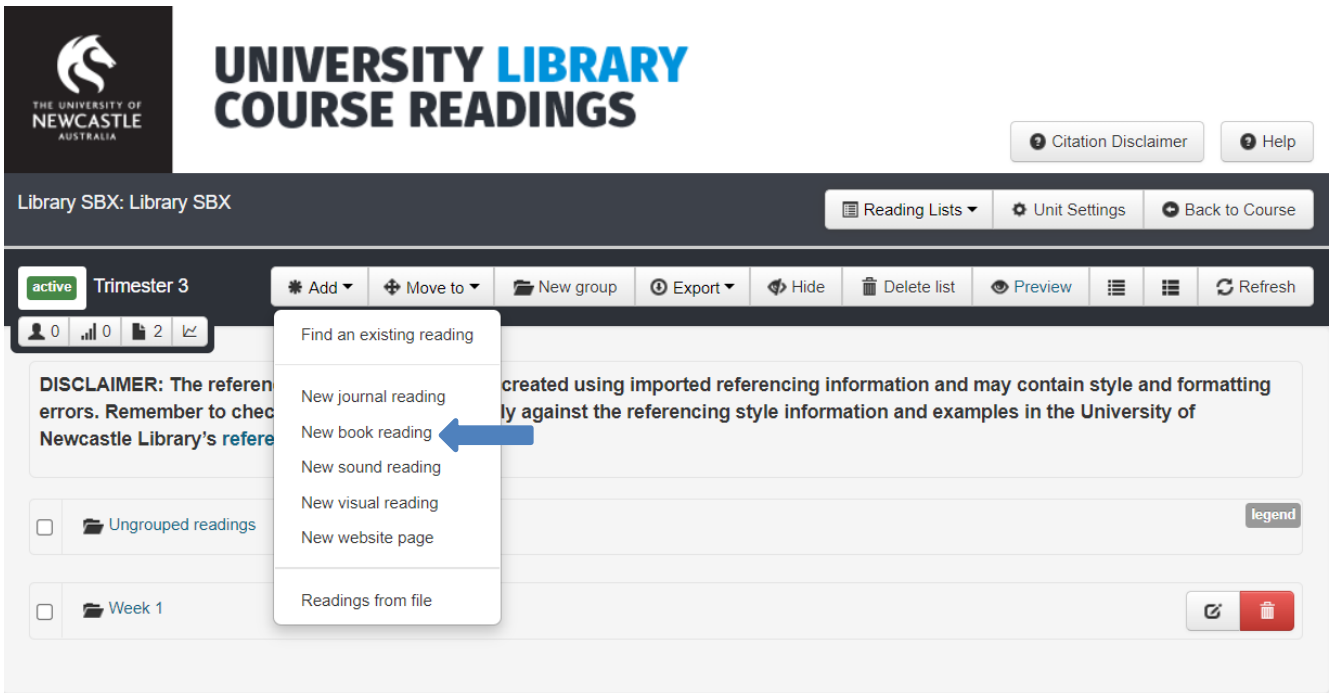
Adding readings

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.

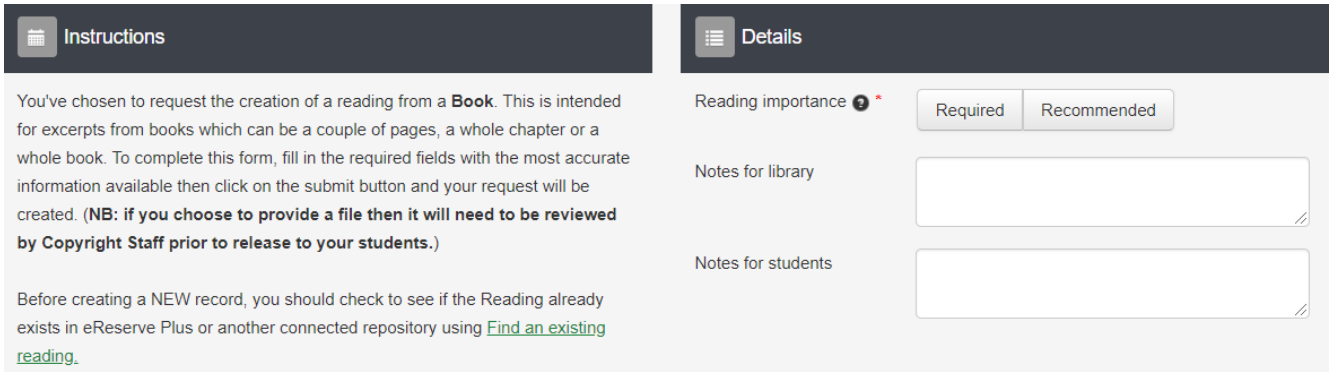
Mandatory fields are marked with an asterisk * in red. All other fields are optional but the more you complete the better. *Hover the mouse over the boxes for more instructions.*

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*).



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

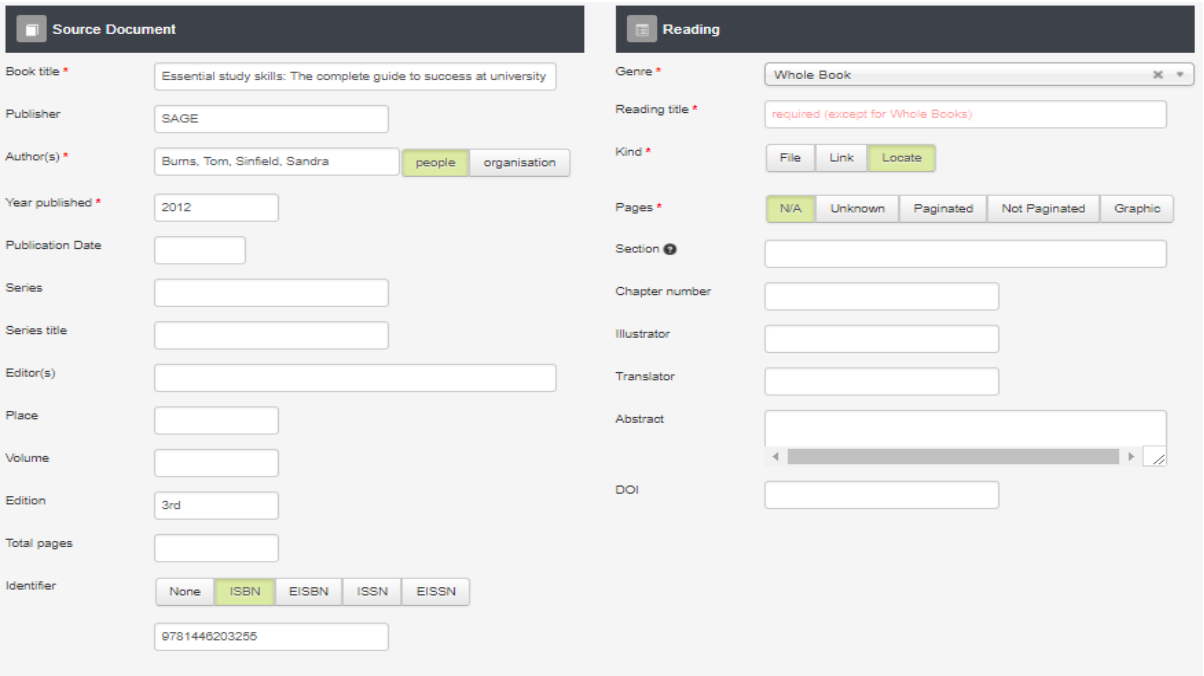
Author(s) can be entered as **people** or **organisations**, select the appropriate option. When entering people's names enter surname, first name and a comma and space in between subsequent authors.

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:

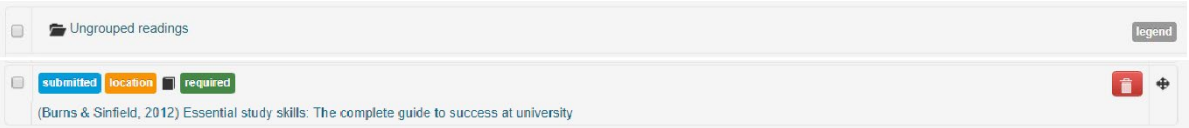
  Preferred link (includes university proxy – students will be able to login and get free access):
  https://**link-springer-com.ezproxy.newcastle.edu.au**/book/10.1007%2F978-2-8178-0169-8

  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**



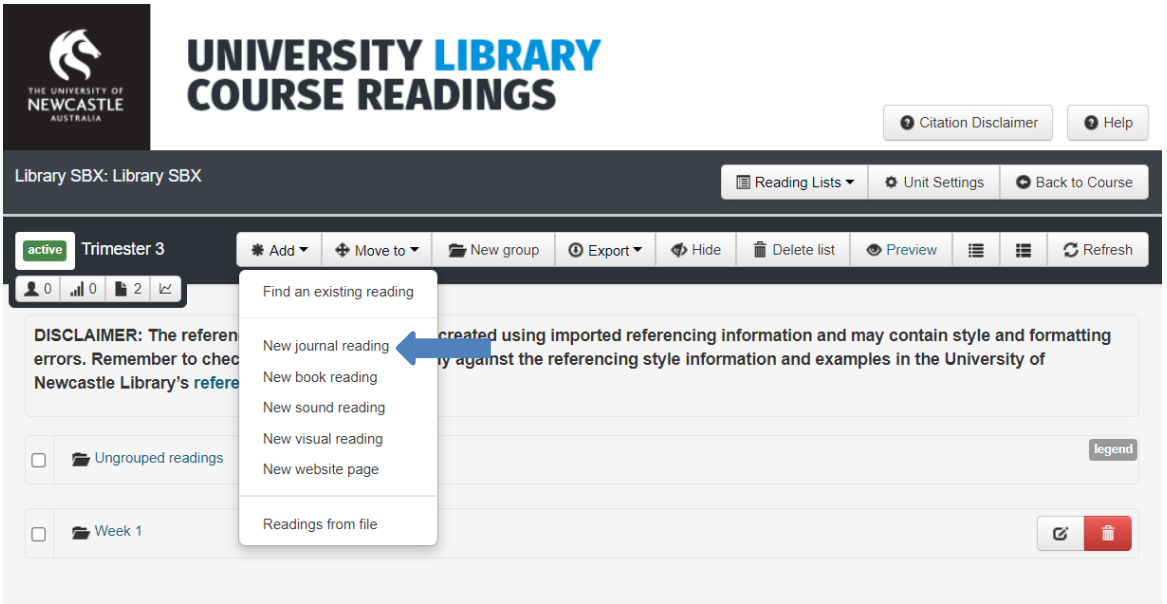
Once details are entered click

and your request will be placed into the *Ungrouped readings* folder.



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.

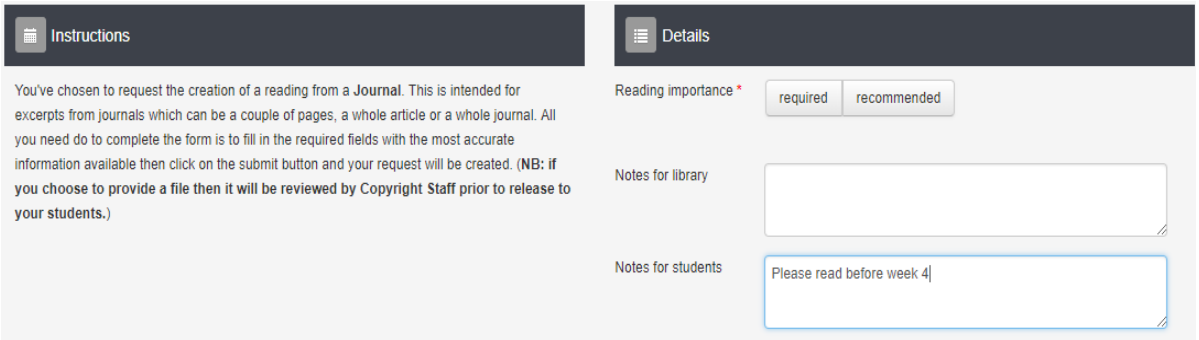
Mandatory fields are marked with an asterisk * in red. All other fields are optional but the more you complete the better. *Hover the mouse over the boxes for more instruction.*

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*).



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.

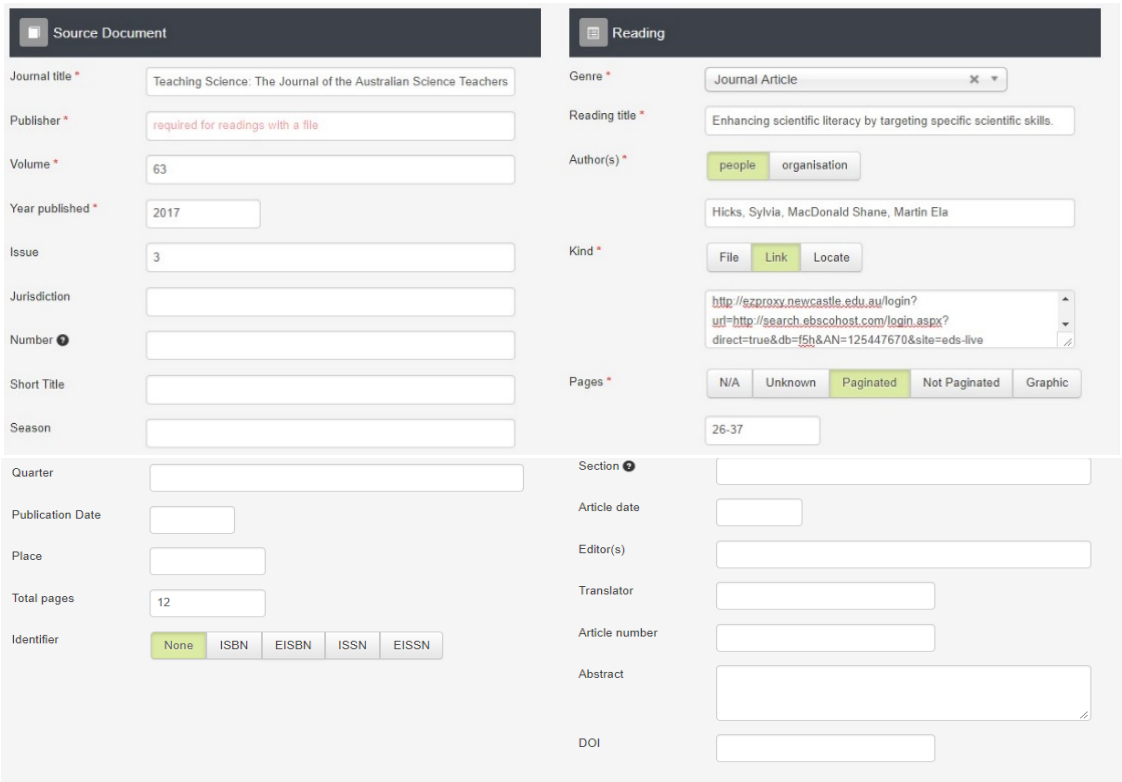
Kind

- ***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.

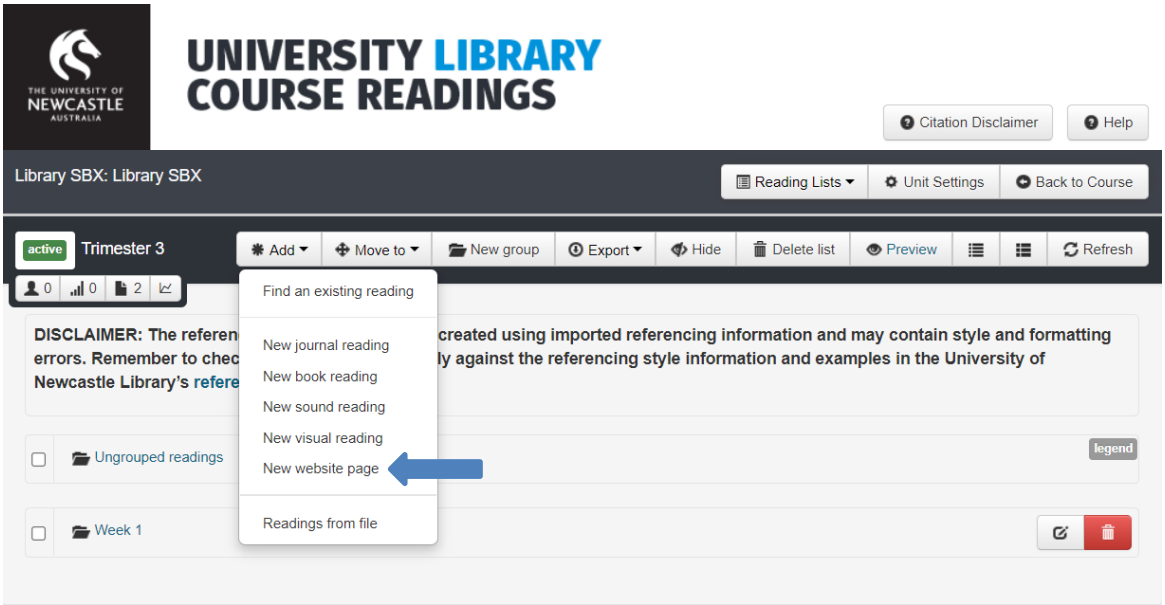


Once details are entered click Submit and the reading will added to the *Ungrouped readings*.

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.

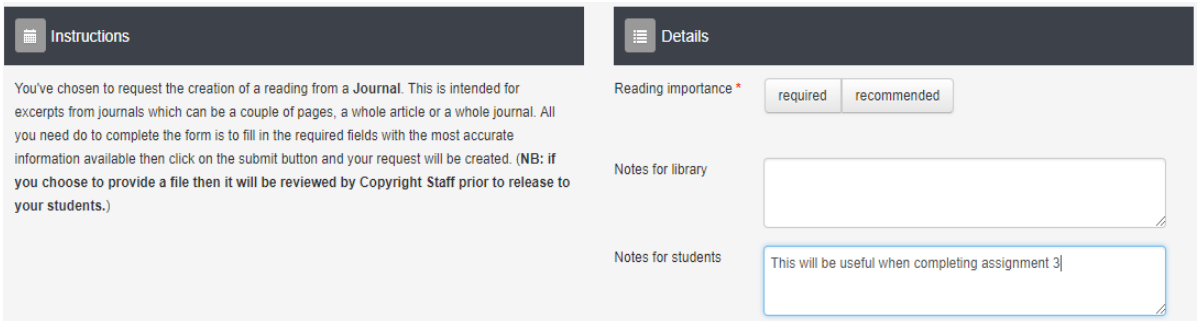
Mandatory fields are marked with an asterisk * in red. All other fields are optional but the more you complete the better. *Hover the mouse over the boxes for more instruction.*

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*)



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

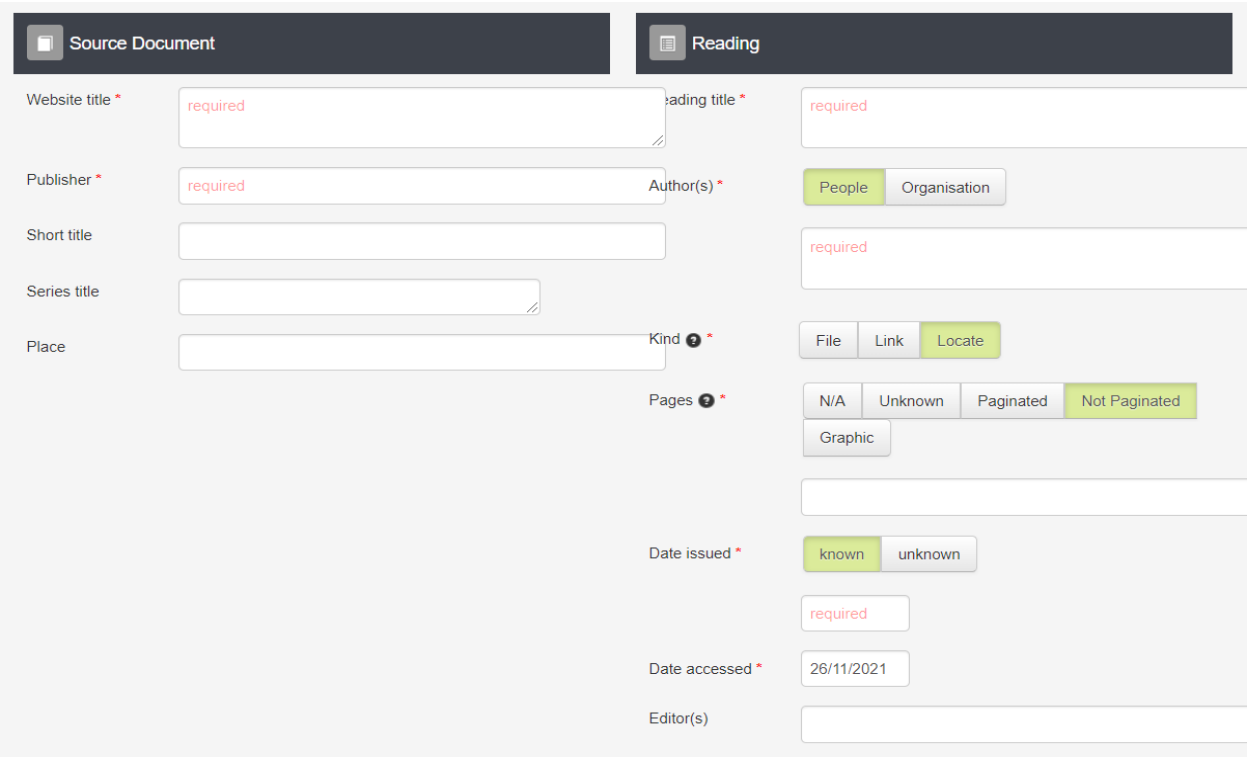
Author(s) can be entered as **people** or **organisations**, select the appropriate option. When entering people's names enter surname, first name and a comma and space in between subsequent authors.

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

Date accessed: enter the date you accessed the website

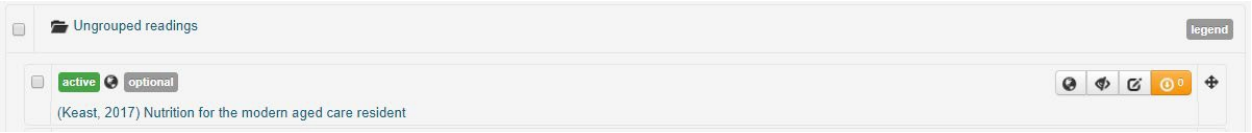
Kind: select ***Link*** to insert a web link (URL).

Pages – select **Unknown**



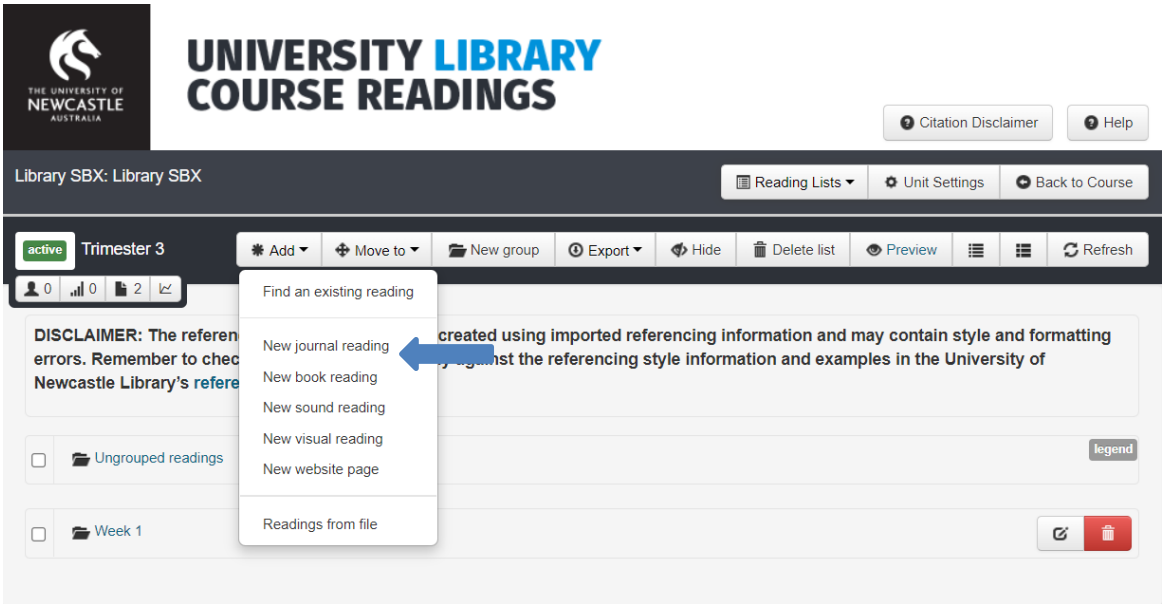
Once the details have been entered click

and the request moves to the *Ungrouped readings* folder.



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.

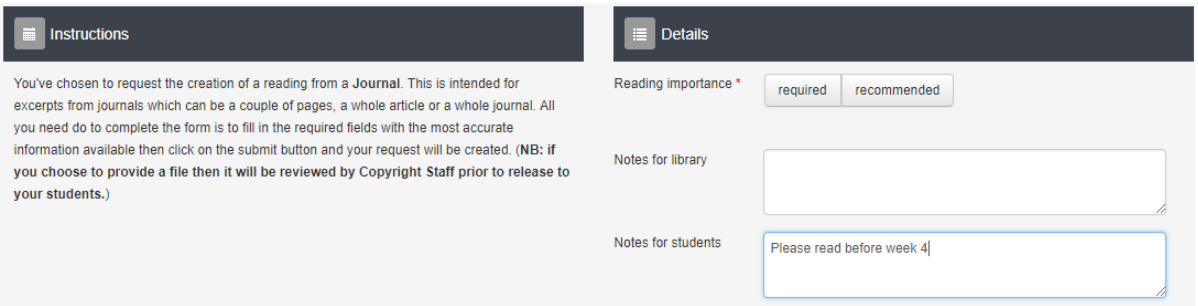
Mandatory fields are marked with an asterisk * in red. All other fields are optional but the more you complete the better. *Hover the mouse over the boxes for more instruction.*

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*).



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.

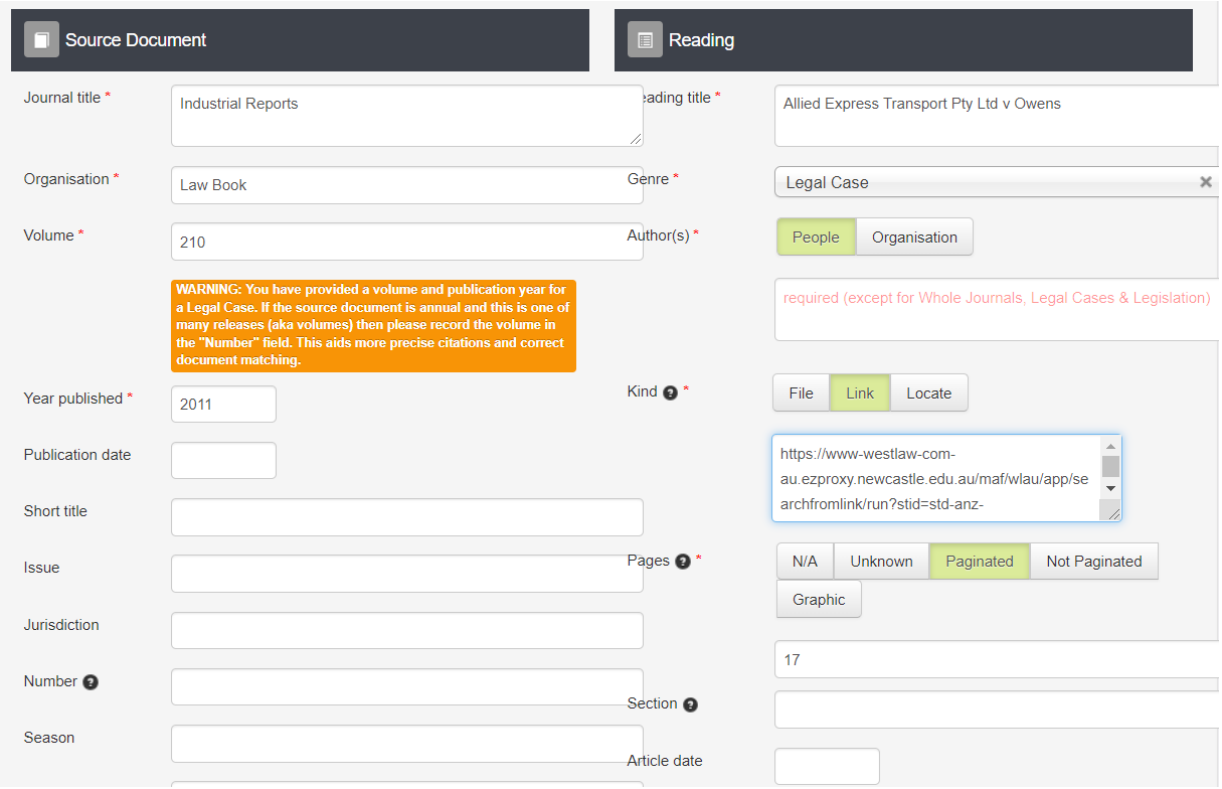
  Note: case links should be taken from databases so they include the UON network login, in Lexis Advance choose the permanent link as the proxy is not included in the URL. Free websites may not provide authorised versions of cases – see the following examples:**

  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

  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.

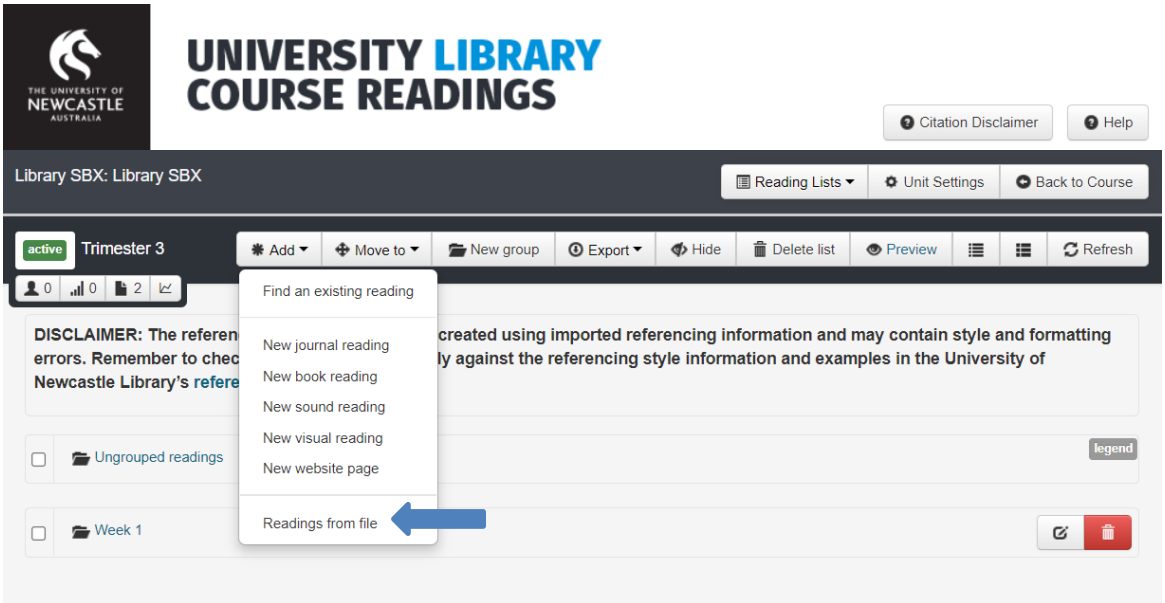


Once all of the details of the case have been entered click

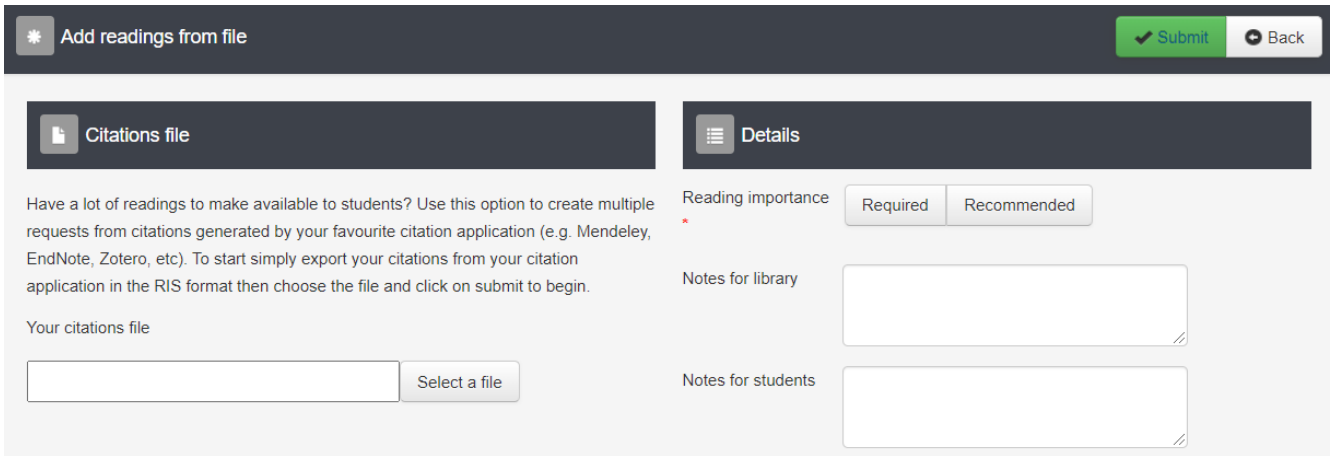
and your request will be placed into the *Ungrouped readings* folder.

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.**



Select a file to upload.



Details

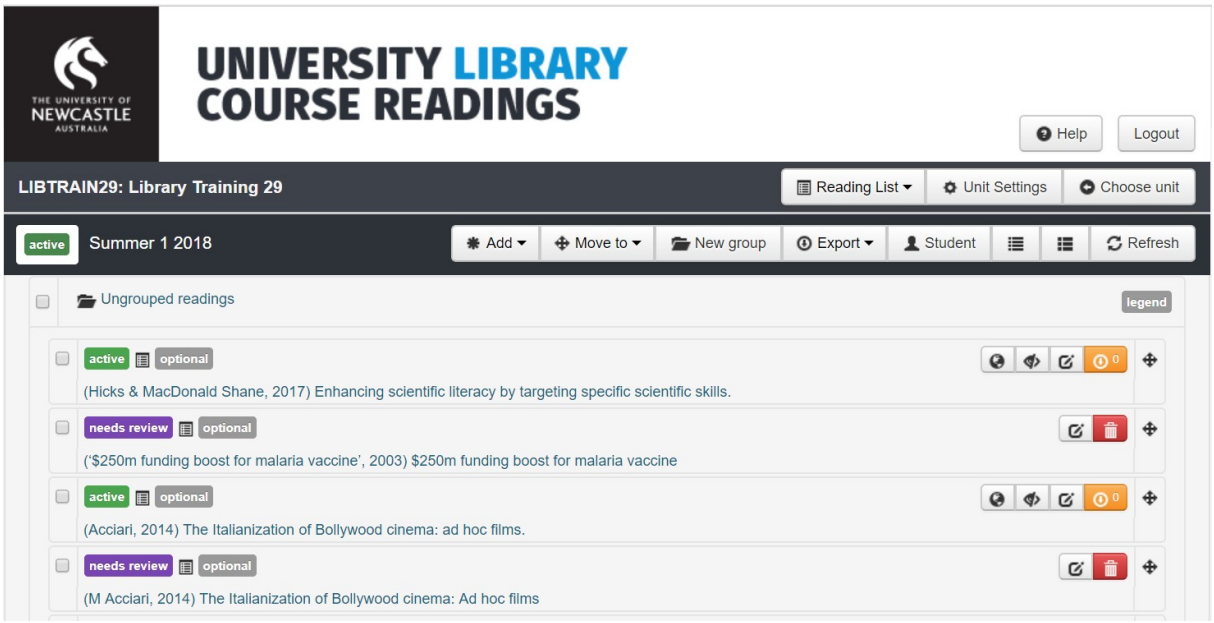
Reading importance* - indicated by required or recommended. *Hover over each icon for more detail.* Individual readings can be edited after the upload is completed.

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.



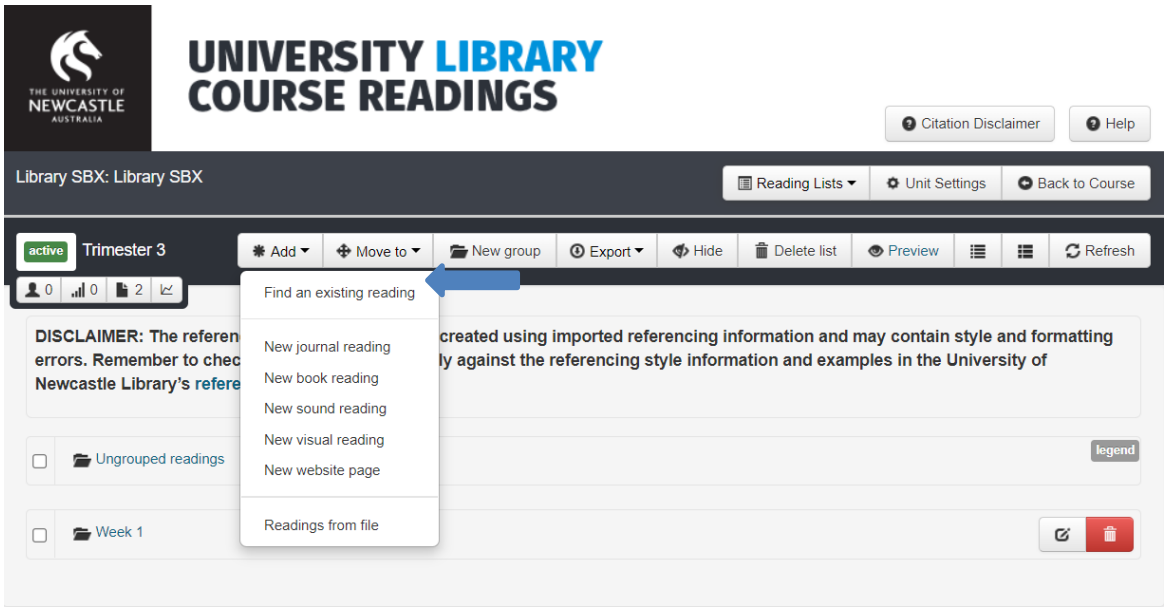
The

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.

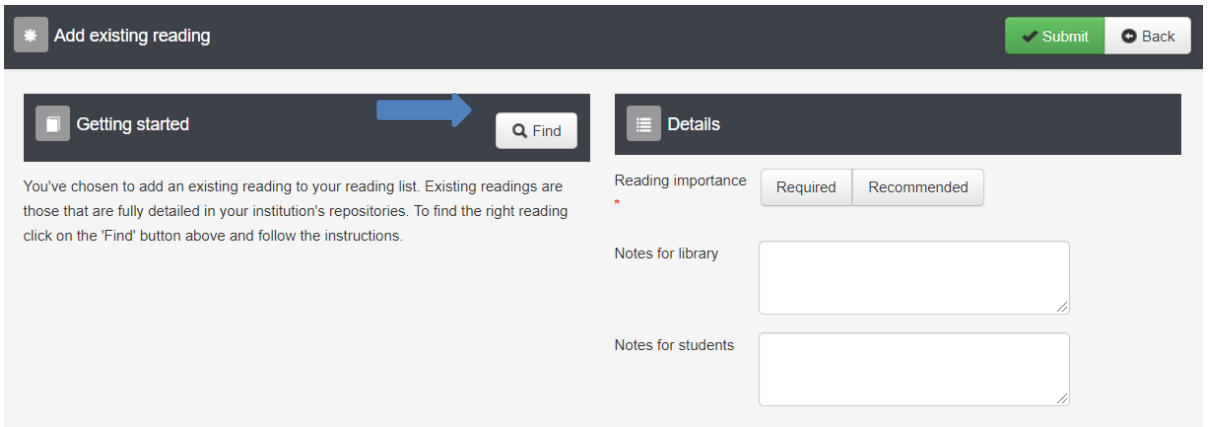
You may choose to either edit or delete the entry using the icons to the right

Find an existing reading

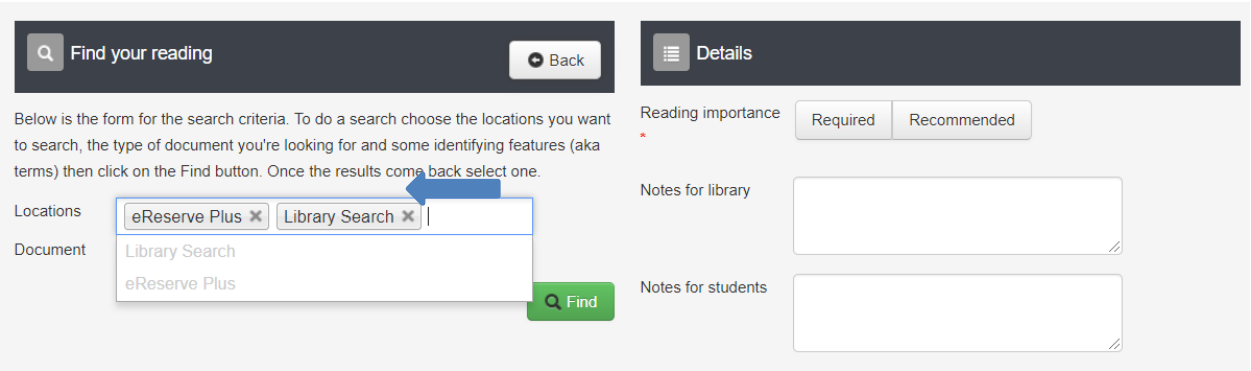
To add a reading already in the system (on Library Search, databases or Course Readings) select **Add** from the top menu, then select **Find an existing reading**



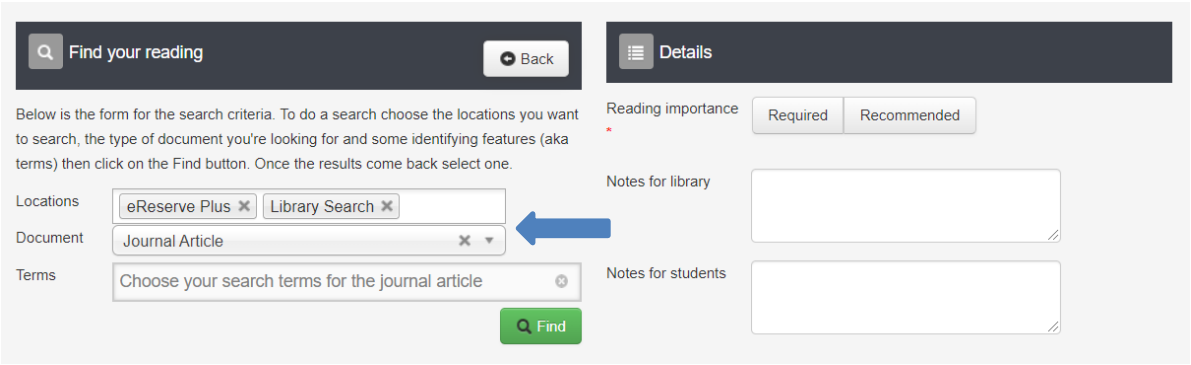
At the next screen, click **Find**



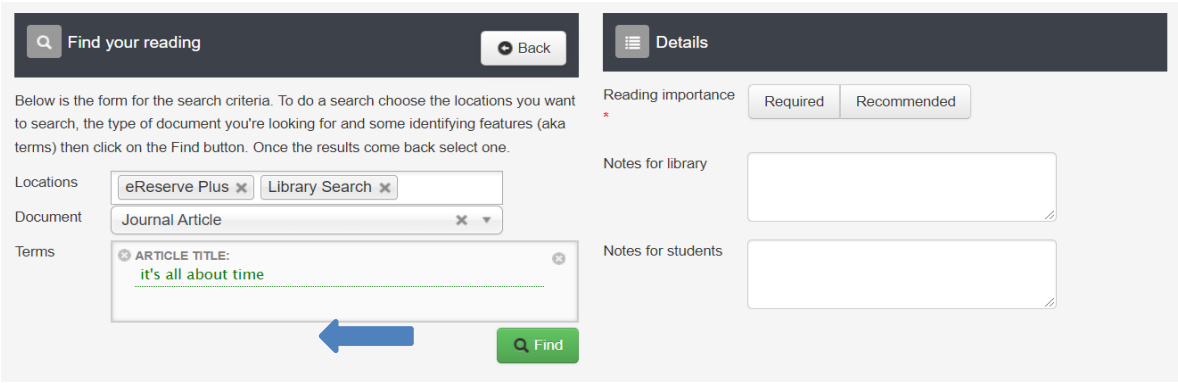
This will load the search locations ('eReserve Plus' is the platform name for Course Readings). Click for more and select Library Search as well (this is the platform name of the library catalogue).



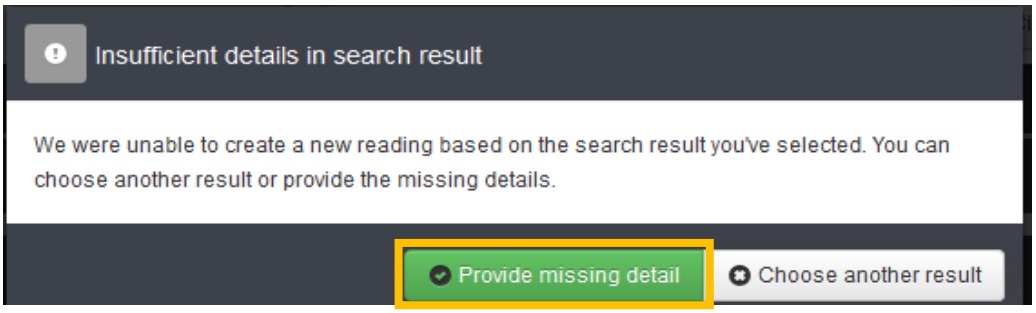
Select the type of Document (e.g. Journal Article)



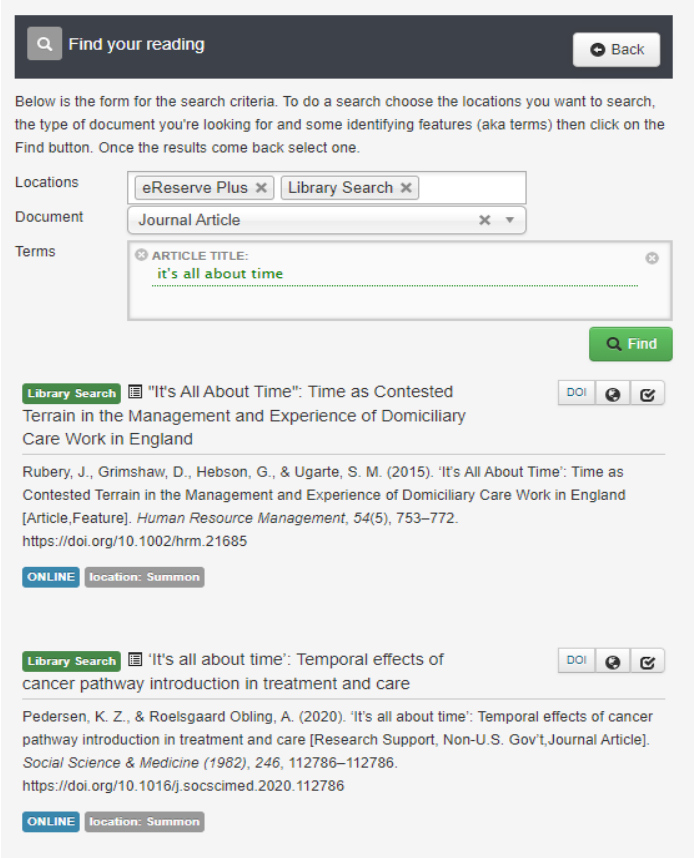
Choose where to search from the drop-down (e.g. Article Title) then add your search terms



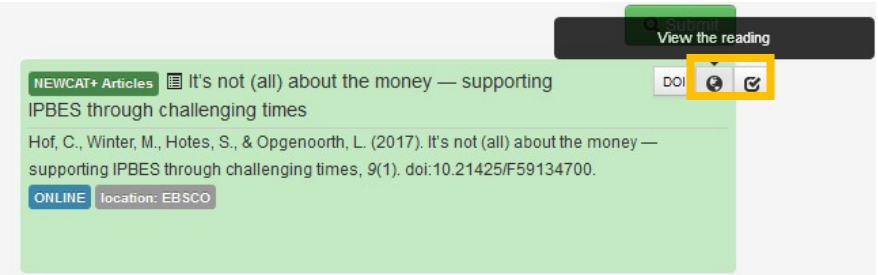
Click **Find**. If there are insufficient details, you will be prompted to provide more information:



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



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.

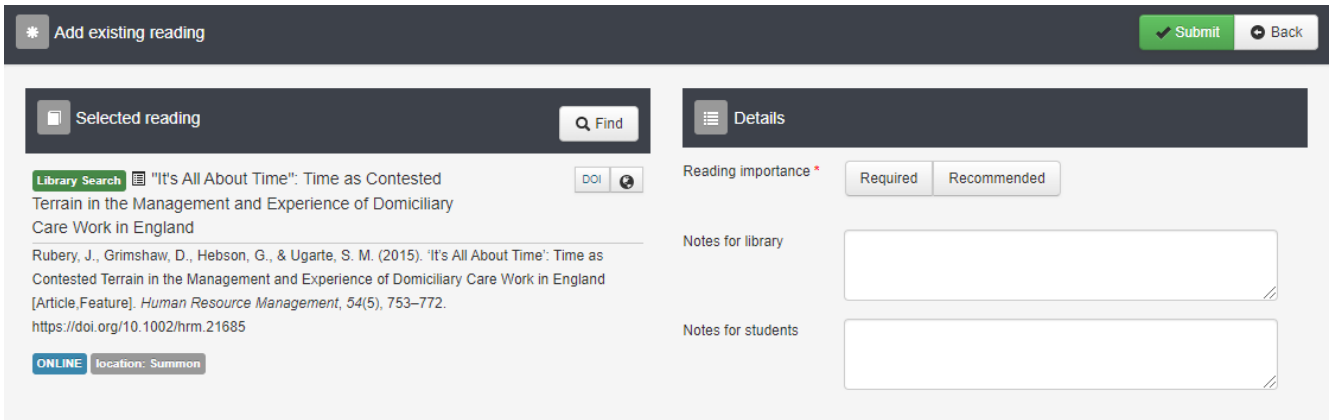


Details

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

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

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



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