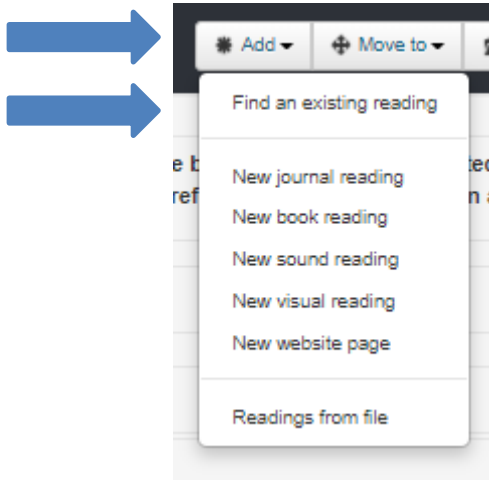


## Find an existing reading

Before creating a NEW record, check if the Reading already exists in eReserve Plus or another connected repository using Find an existing reading. You can access this under the *Add* drop-down menu

Select *Add* from the icons at the top of the screen and choose *Find an existing reading*.



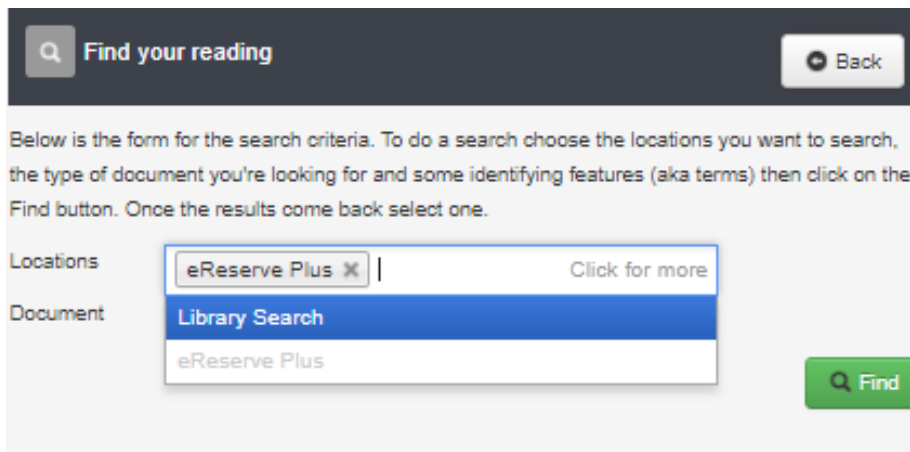
Fill in the *Details* box, including any notes for library staff. Anything added in the *Notes for students* text box will be visible in Canvas.

A screenshot of a 'Details' form. At the top, there's a dark header with a menu icon and the word 'Details'. Below this, there's a section for 'Reading importance' with a question mark icon and a red asterisk, and two buttons: 'Required' and 'Recommended'. Underneath are two text input fields: 'Notes for library' and 'Notes for students'. Each field has a small icon in the bottom right corner.

Select the *Find* icon in the *Getting started* box

A screenshot of a 'Getting started' box. It has a dark header with a menu icon, the text 'Getting started', and a 'Find' button with a magnifying glass icon. Below the header, there's a paragraph of text: 'You've chosen to add an existing reading to your reading list. Existing readings are those that are fully detailed in your institution's repositories. To find the right reading click on the 'Find' button above and follow the instructions.'

Select if you would like to search just the eResearch Plus repository or the entire library catalogue. Please note, searching via the library catalogue may include results that are not full text.



Find your reading

Back

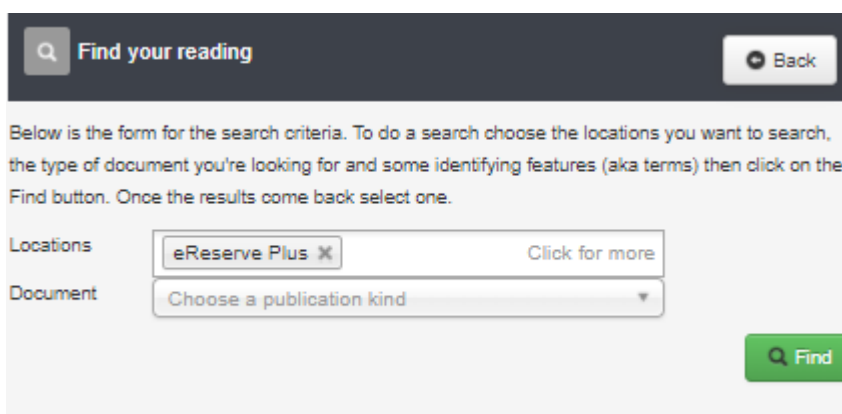
Below is the form for the search criteria. To do a search choose the locations you want to search, the type of document you're looking for and some identifying features (aka terms) then click on the Find button. Once the results come back select one.

Locations: eReserve Plus X Click for more

Document: Library Search eReserve Plus

Find

Choose a *publication kind* from the drop-down menu:



Find your reading

Back

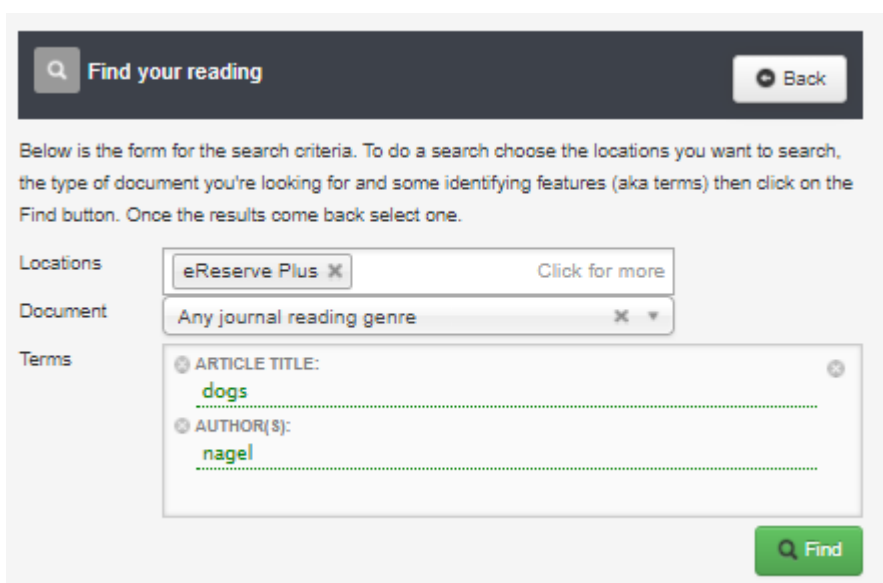
Below is the form for the search criteria. To do a search choose the locations you want to search, the type of document you're looking for and some identifying features (aka terms) then click on the Find button. Once the results come back select one.

Locations: eReserve Plus X Click for more

Document: Choose a publication kind

Find

Select how you wish to search. You can search via author, article title, publisher, journal title, among others, or a combination of these. Enter the search terms and select *Find*.



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 Click for more

Document: Any journal reading genre X

Terms: ARTICLE TITLE: dogs AUTHOR(S): nagel

Find

Items that match your search terms will appear. You can view the reading by selecting the *Earth* icon (highly recommended). If you would like to include it in your reading list, select the *tick* icon.

**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 Click for more

Document: Any journal reading genre

Terms: ARTICLE TITLE: dogs AUTHOR(s): nagel

**Find**

**eReserve Plus** Frogs and snails and puppy dogs' tails : just what are boys brains made of? 🔄 📌

Nagel, M. (2005). Frogs and snails and puppy dogs' tails : just what are boys brains made of? *Boys in Schools Bulletin*, 8(1), 38–39.

[external link](#) location: eReserve Repository

ISSN: 14448432

Confirm the selected reading is correct and select *Submit*.

**Add existing reading** Submit Back

**Selected reading** Find

**eReserve Plus** Frogs and snails and puppy dogs' tails : just what are boys brains made of? 🔄 📌

Nagel, M. (2005). Frogs and snails and puppy dogs' tails : just what are boys brains made of? *Boys in Schools Bulletin*, 8(1), 38–39.

[external link](#) location: eReserve Repository

ISSN: 14448432

**Details**

Reading importance \* Required Recommended

Notes for library

Notes for students

The reading is now active and ready for students to access.

☐ **Ungrouped readings** legend

☐ active required 🔄 📌 🗑️ 👤 🕒 ⚙️

(Nagel, 2005) Frogs and snails and puppy dogs' tails : just what are boys brains made of?