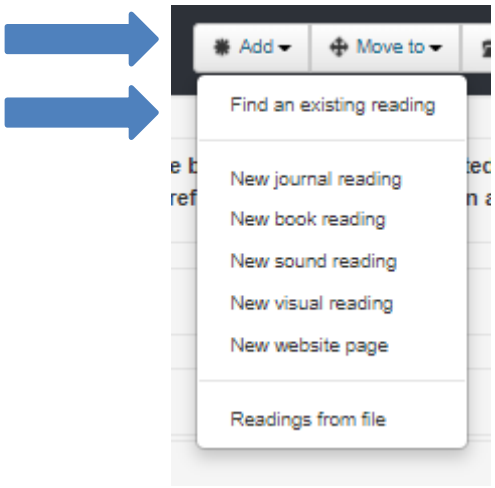
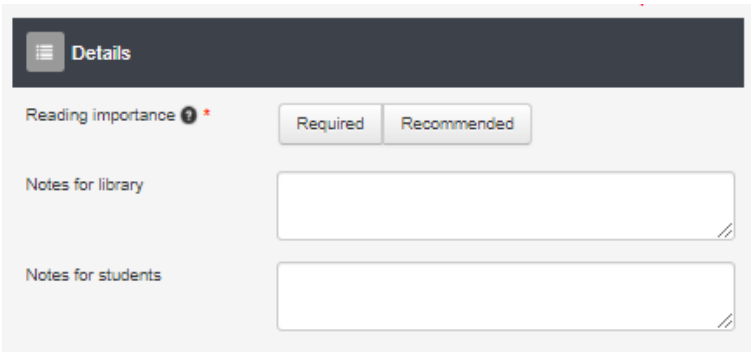
Find an existing reading

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

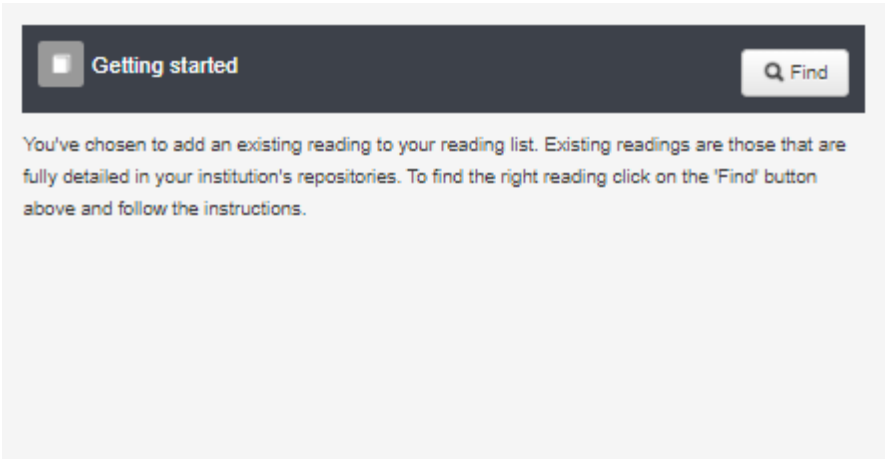
Select *Add* from the icons at the top of the screen and choose *Find an existing reading*.



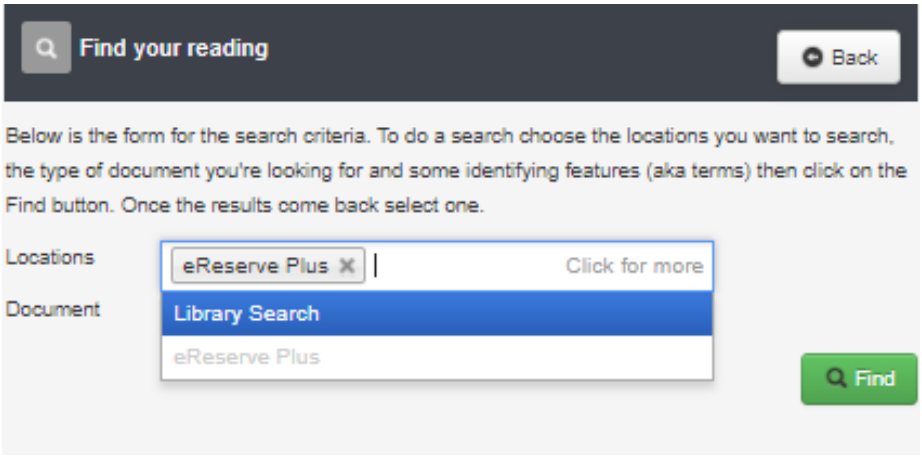
Fill in the *Details* box, including any notes for library staff. Anything added in the *Notes for students* text box will be visible in Canvas.



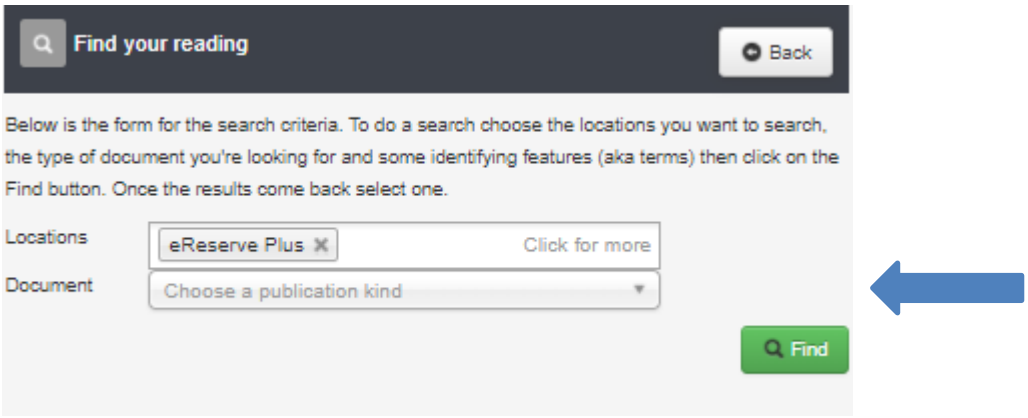
Select the *Find* icon in the *Getting started* box



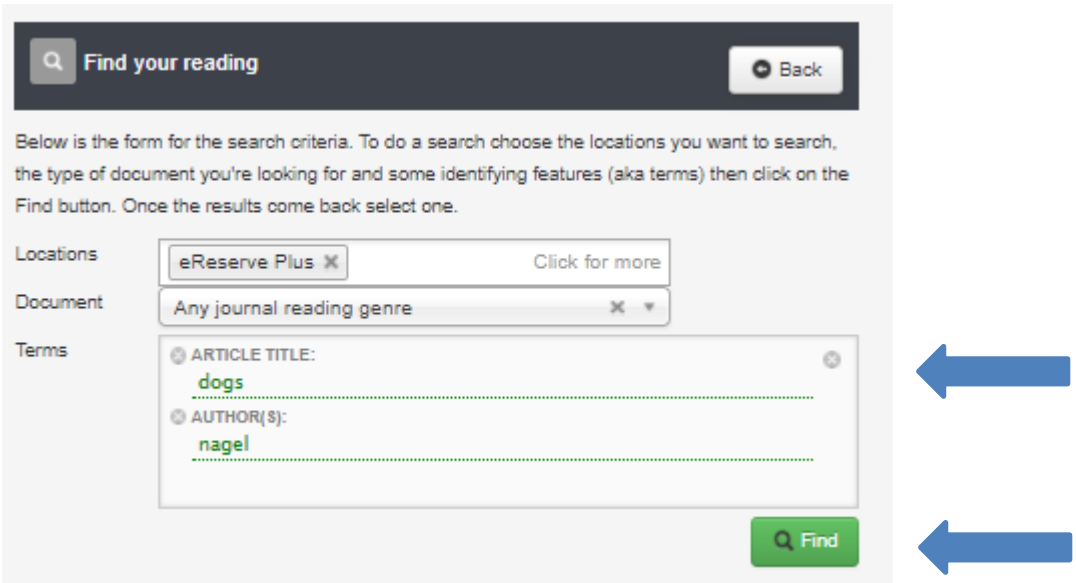
Select if you would like to search just the eResearch Plus repository or the entire library catalogue. Please note, searching via the library catalogue may include results that are not full text.



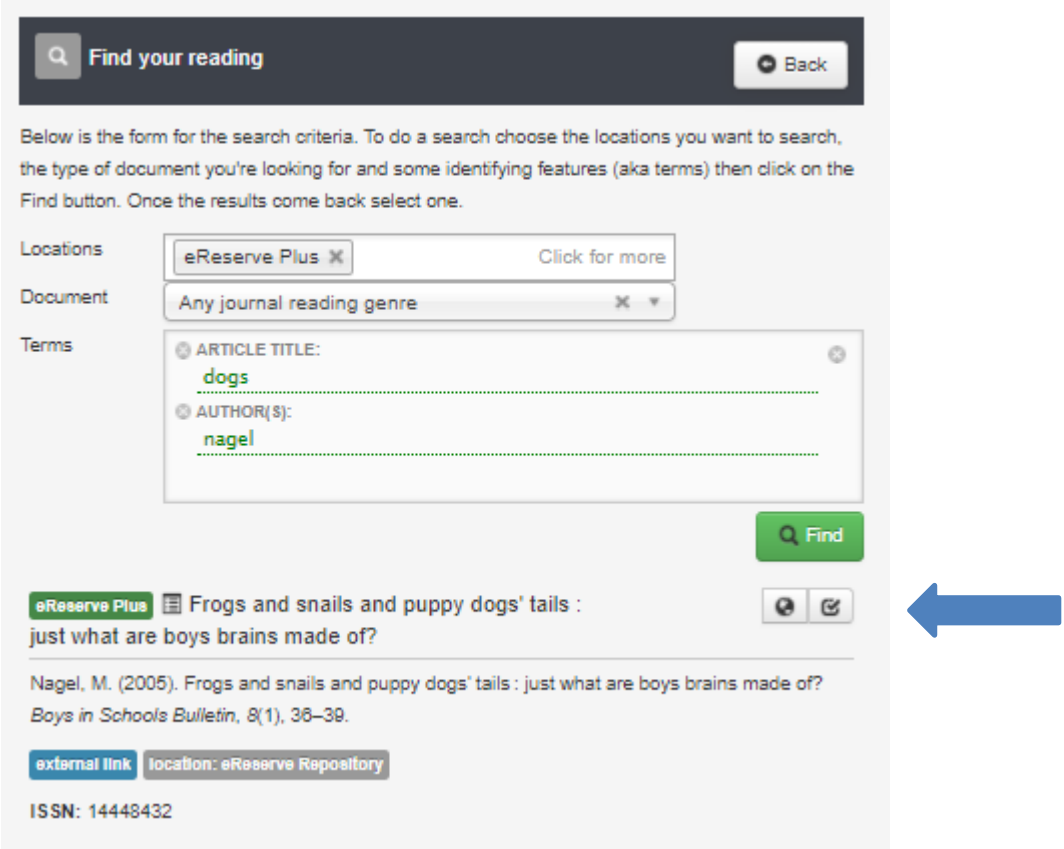
Choose a *publication kind* from the drop-down menu:



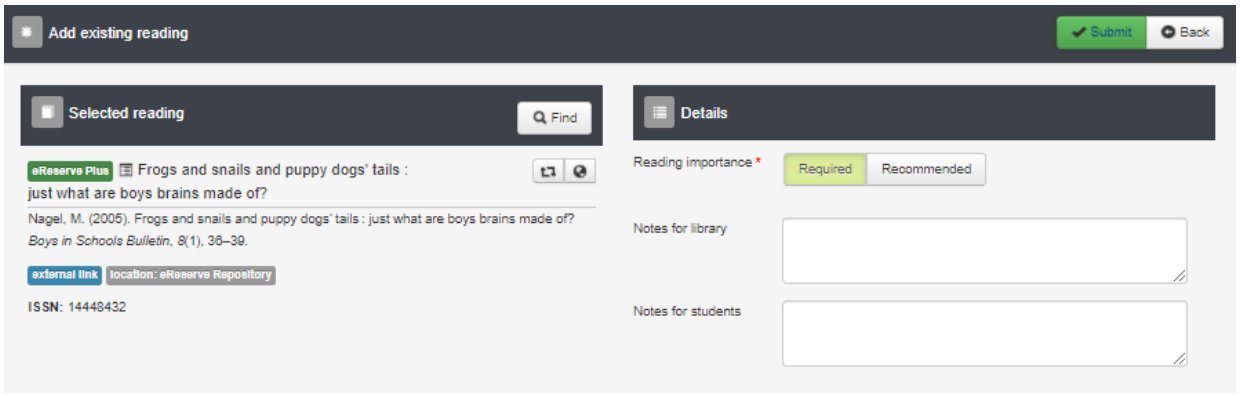
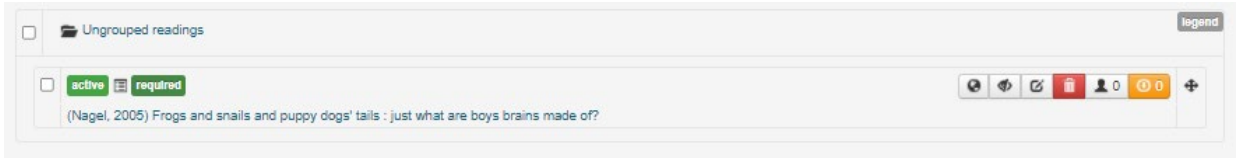
Select how you wish to search. You can search via author, article title, publisher, journal title, among others, or a combination of these. Enter the search terms and select *Find*.



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.



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



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