

# Course Readings: Add and Remove tags

## Introduction

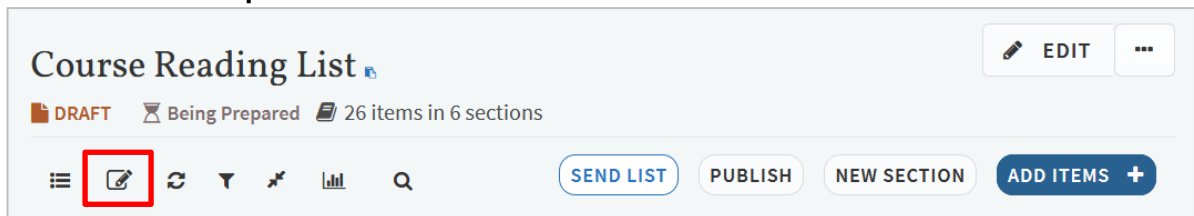
You can add tags to citations. This helps to categorise citations for your students (e.g. Required, Recommended, Text Book) and can provide instructions to the Library to help with processing (e.g. Move to High Use, Purchase Request, No Digitization required, Inter Library Loan Required) more quickly.

You can add (or remove) tags to multiple citations or to a single citation

## Procedure

### Adding tags to multiple citations

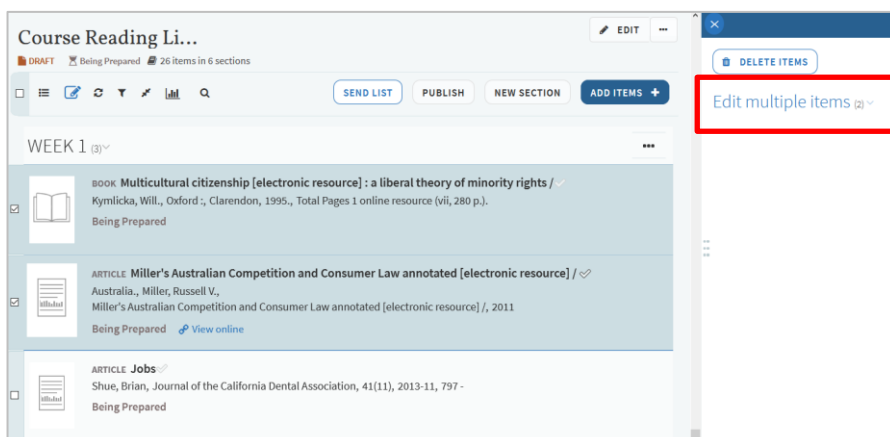
1. Click on **Edit multiple items**



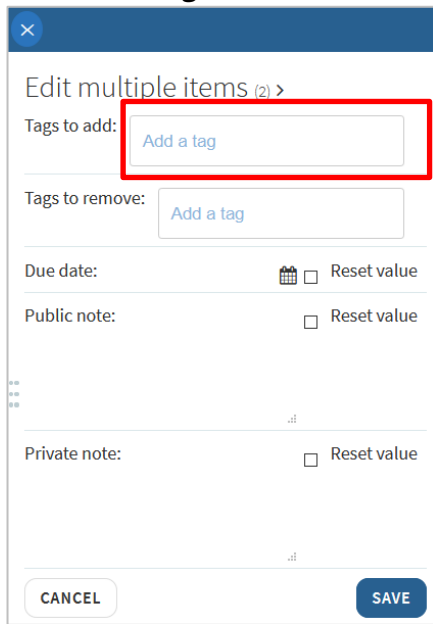
2. **Select** the items in the reading list that you want to tag



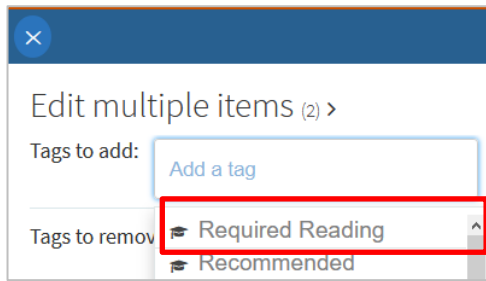
3. Click **Edit multiple items**



4. Click **Add a Tag**

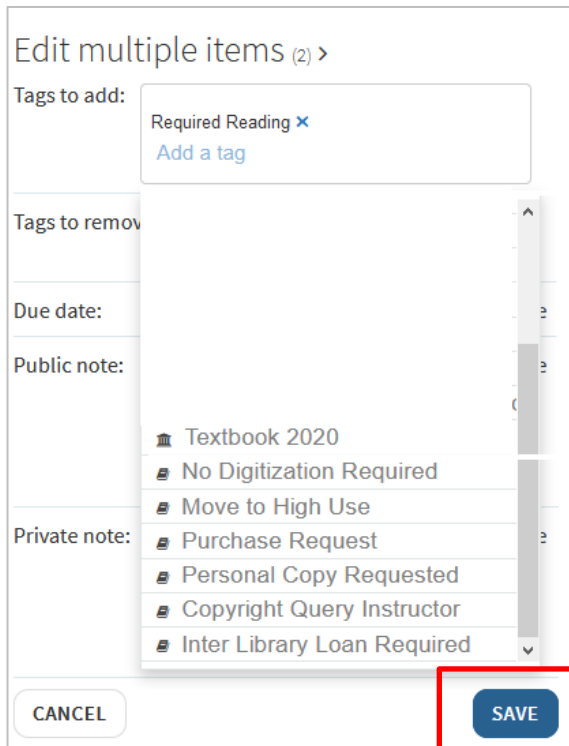


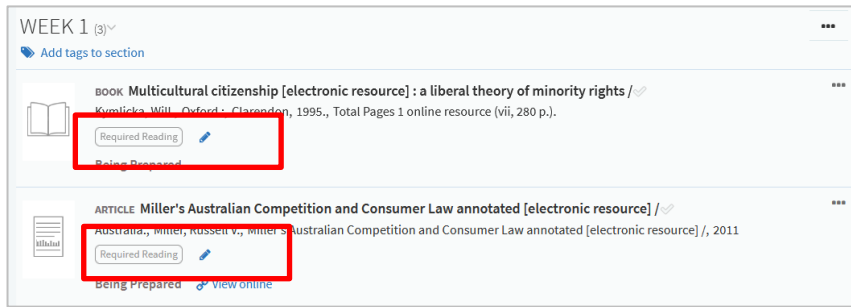
5. Select the tag



6. Repeat steps 4 and 5 to add another tag for the selected citations if needed.

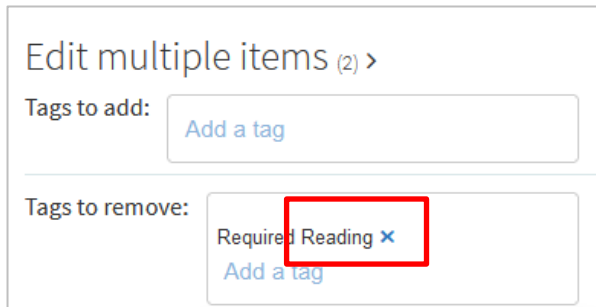
7. Click **Save**





### Removing tags from multiple selected items Repeat steps 1-3 above

- 4 Click the tag's **X**



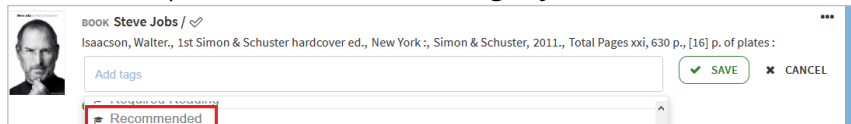
5. Click **Save**

### Adding tags to a single citation

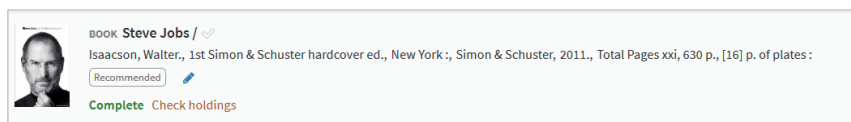
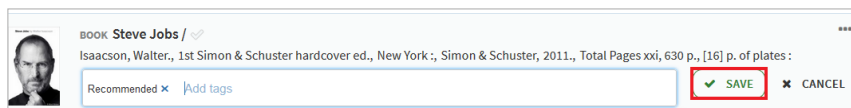
1. Locate your item in the reading list and click on **Add tags to item**




2. From the drop-down list, click on the tag(s) you want to use.



3. Click **SAVE**



**Note:** you can remove or add more than one tag to a citation via this button  that appears next to the citation.

## Contact Us

For further support or questions, contact the Library on +61 8 8313 1061 or email [course readings@adelaide.edu.au](mailto:course readings@adelaide.edu.au)