

Course Readings: Add library items to a reading list

Introduction

This quick reference guide will demonstrate how to use Library Search within your reading list to quickly find and add items. This will cover adding:

- digital items;
- print items;
- items outside the Library.

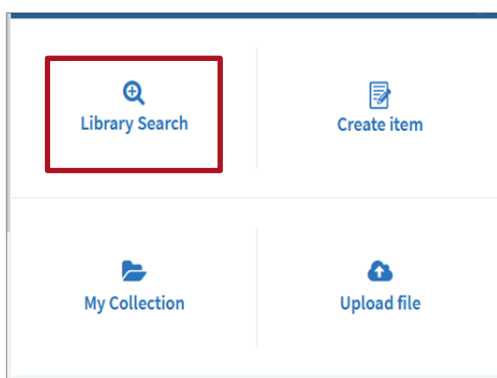
Procedure

Adding digital items

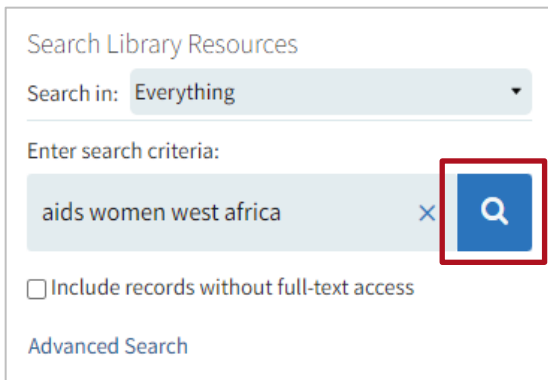
1. Select **ADD ITEMS +**



2. Select **Library Search** to start your search.



3. Enter your search terms. Select the **search icon**.



Search Library Resources

Search in: Everything

Enter search criteria:

aids women west africa

Include records without full-text access

[Advanced Search](#)

4. Hover your mouse over the item that you wish to add. Then, click-and-drag the item over into the relevant section of your reading list.



ELECTRONIC ARTICLE **Assessing Women Caregiving Role to People Living With HIV/AIDS in Nigeria, West Africa**

Asuquo, Ekaete Francis ; Etowa, Jose...

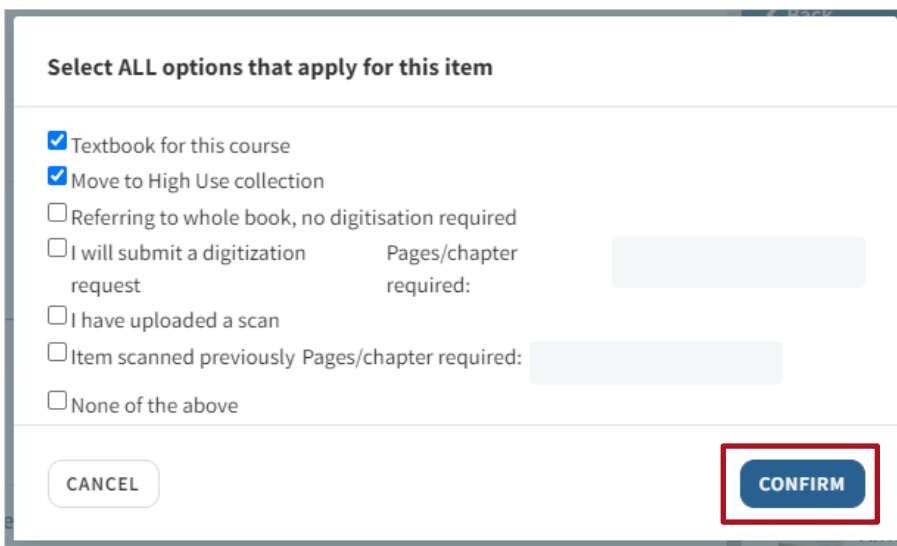
SAGE open, 7(1), 2017-03, 215824401769201 -

[Open Access](#)

Full text available

Adding print items

1. If you add a print book to your list, an additional dialogue box will display after the item is moved to the desired section in your reading list. Check the boxes that apply and select **confirm**.



Select ALL options that apply for this item

Textbook for this course

Move to High Use collection

Referring to whole book, no digitisation required

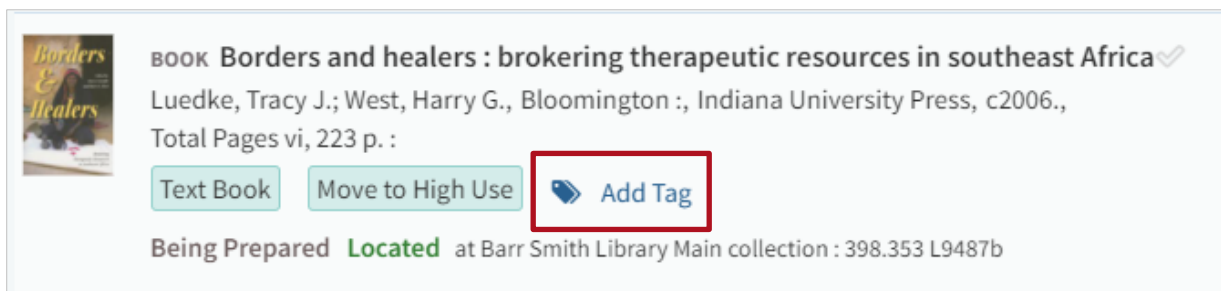
I will submit a digitization request Pages/chapter required:

I have uploaded a scan

Item scanned previously Pages/chapter required:

None of the above

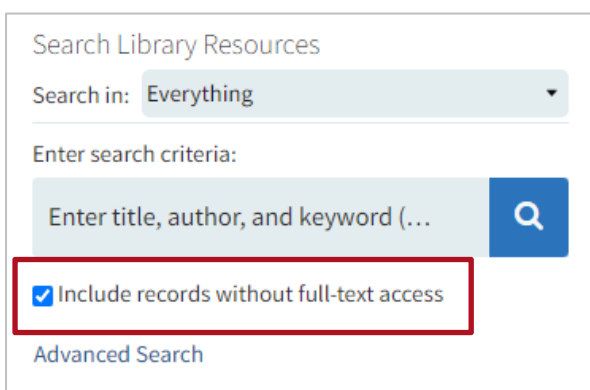
2. The information will be added to the item as tags. To add additional tags, select the **Add Tag** link.



The screenshot shows a library item page. On the left is a book cover for 'Borders & Healers'. To the right, the title 'book Borders and healers : brokering therapeutic resources in southeast Africa' is displayed with a checkmark. Below the title, the author 'Luedke, Tracy J.; West, Harry G.,' and publisher 'Bloomington :, Indiana University Press, c2006.,' are listed. The page count 'Total Pages vi, 223 p. :' is also shown. There are three buttons: 'Text Book', 'Move to High Use', and 'Add Tag' (which is highlighted with a red box). At the bottom, it says 'Being Prepared Located at Barr Smith Library Main collection : 398.353 L9487b'.

Adding items outside the Library

1. You can include items outside the Library's collections when searching. To do this select **Include records without full-text access** when searching for resources.



The screenshot shows the library search interface. At the top is a search bar with the text 'Search Library Resources'. Below it is a dropdown menu for 'Search in:' set to 'Everything'. Underneath is the prompt 'Enter search criteria:' followed by a search input field containing the text 'Enter title, author, and keyword (...)' and a blue search button with a magnifying glass icon. A checkbox labeled 'Include records without full-text access' is checked and highlighted with a red box. At the bottom of the search area is a link for 'Advanced Search'.

2. The Course Readings Team will endeavour to purchase or source the material via interlibrary loans if it is not held by the Library. Please note that not all items may be purchased due to budget constraints.

Contact Us

For further support or questions, contact the library on +61 8 8313 1061:
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