



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.

This quick reference guide will demonstrate how to:

- add and remove tags to a single citation;
- add and remove tags to multiple citations.

Procedure

Adding tags to a single citation.

1. Locate the item in your reading list and select **Add Tag**.

book **Mental health in Australia : collaborative community practice** ✓
Meadows, Graham; Farhall, John.; Fossey, Ellie.; Grigg, Margaret.; McDermott, Fiona.; Singh, Bruce.,
Third edition., Australia ; New Zealand ; Australia ; New Zealand ;, Oxford University Press, 2012., Total Pages 1 online resource (1,899 pages) :

Add Tag
Complete [View online](#)

2. From the drop-down list, select the tag you want to use. The tag will be saved to the citation automatically after selecting.

book **Mental health in Australia : collaborative community practice** ✓
Meadows, Graham; Farhall, John.; Fossey, Ellie.; Grigg, Margaret.; McDermott, Fiona.; Singh, Bruce.,
Third edition., Australia ; New Zealand ; Australia ; New Zealand ;, Oxford University Press, 2012., Total Pages 1 online resource (1,899 pages) :

Add Tag
Required Reading
Recommended
Text Book

3. To add more tags repeat steps 1-2 above. To remove a tag select the X next to the desired tag.

BOOK **Mental health in Australia : collaborative community practice** ✓
Meadows, Graham; Farhall, John.; Fossey, Ellie.; Grigg, Margaret.; McDermott, Fiona.; Singh, Bruce.,
Third edition., Australia ; New Zealand ; Australia ; New Zealand ;, Oxford University Press,
2012., Total Pages 1 online resource (1, 899 pages) :

Required Reading X Add Tag

Complete View online

Adding tags to multiple citations.

1. Select **Edit multiple items**.

Course Reading List

DRAFT AU_SANDPIT_1228934 (2021) More info >

SEND LIST PUBLISH NEW SECTION ADD ITEMS +

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

WEEK 1 (2) Add Tag

ELECTRONIC ARTICLE **The mental health of young people in Australia: key findings from the child and adolescent component of the national survey of mental health and well-being** ✓
Sawyer, M.G ; Arney, F. M ; Baghurst, P. A ; Clark, J. J ; Graetz, B. W ; Kosky, R. J ; Nur...
Australian and New Zealand journal of psychiatry, 35(6), 2001-12, 806 - 814

Add Tag

Complete View online

BOOK **Mental health in Australia : collaborative community practice** ✓
Meadows, Graham; Farhall, John.; Fossey, Ellie.; Grigg, Margaret.; McDermott, Fiona.; Singh, Bruce.,
Third edition., Australia ; New Zealand ; Australia ; New Zealand ;, Oxford University Press, 2012., Total Pages 1 online resource (1, 899 pages) :

Add Tag

Complete View online

3. Select **Edit Multiple items** in the righthand menu.

DRAFT AU_SANDPIT_1228934 (2021) More info >

DELETE ITEMS

Edit multiple items (2) >

SEND LIST PUBLISH NEW SECTION ADD ITEMS +

WEEK 1 (2) Add Tag

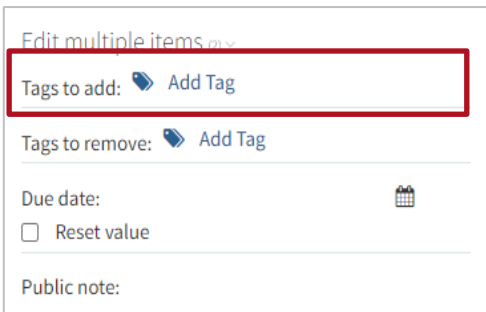
ELECTRONIC ARTICLE **The mental health of young people in Australia: key findings from the child and adolescent component of the national survey of mental health and well-being** ✓
Sawyer, M.G ; Arney, F. M ; Baghurst, P. A ; Clark, J. J ; Graetz, B. W ; Kosky, R. J ; Nur...
Australian and New Zealand journal of psychiatry, 35(6), 2001-12, 806 - 814

Add Tag

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BOOK **Mental health in Australia : collaborative community practice** ✓
Meadows, Graham; Farhall, John.; Fossey, Ellie.; Grigg, Margaret.; McDermott, Fiona.; Singh, Bruce.,
Third edition., Australia ; New Zealand ; Australia ; New Zealand ;, Oxford University Press, 2012., Total Pages 1 online resource (1, 899 pages) :


4. Select **Add a tag**.



Edit multiple items (2) v

Tags to add: Add Tag

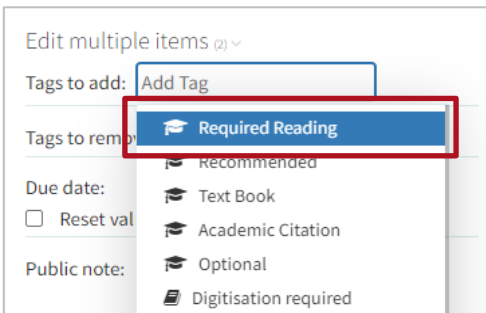
Tags to remove: Add Tag

Due date: 

Reset value


Public note:


5. Select the tag.




Edit multiple items (2) v

Tags to add: Add Tag

Tags to remove: 

Due date: 

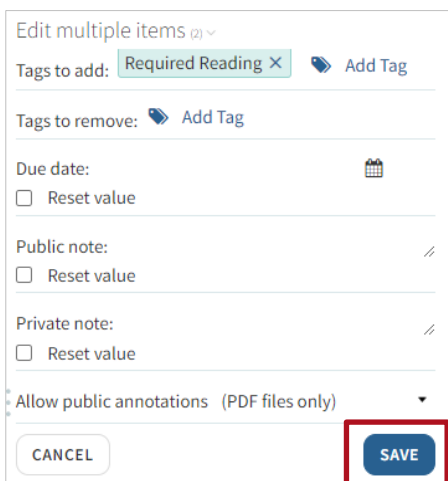
Reset value

Public note: 

- Recommended
- Text Book
- Academic Citation
- Optional
- Digitisation required

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


7. Select **save**.




Edit multiple items (2) v

Tags to add: Required Reading X Add Tag


Tags to remove: Add Tag

Due date: 

Reset value

Public note: 

Reset value

Private note: 

Reset value

Allow public annotations (PDF files only) v

CANCEL SAVE

8. The tags will now appear under each citation.



ELECTRONIC ARTICLE **The mental health of young people in Australia: key findings from the child and adolescent component of the national survey of mental health and well-being** ✓

Sawyer, M.G ; Arney, F. M ; Baghurst, P. A ; Clark, J. J ; Graetz, B. W ; Kosky, R. J ; Nurcombe, B ; ... Australian and New Zealand journal of psychiatry, 35(6), 2001-12, 806 - 814

Required Reading X Add Tag

Complete View online

BOOK **Mental health in Australia : collaborative community practice** ✓

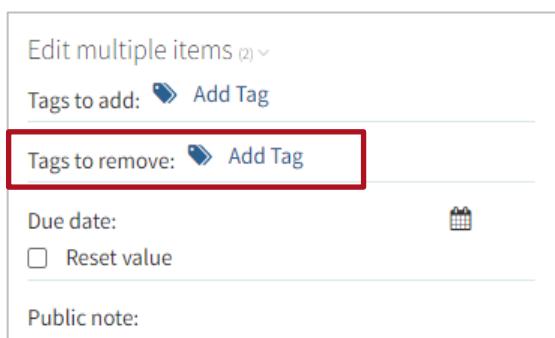
Meadows, Graham ; Farhall, John,; Fossey, Ellie,; Grigg, Margaret,; McDermott, Fiona,; Singh, Br uce,, Third edition., Australia ; New Zealand ; Australia ; New Zealand ;, Oxford University Press, 2012 - Total Pages 1 online resource (1,899 pages) :

Required Reading X Add Tag


Complete View online


Removing tags from multiple selected items


1. Repeat steps 1-3 above.
2. Select **Add Tag** next to Tags to remove.



Edit multiple items (2) ▾

Tags to add:  Add Tag

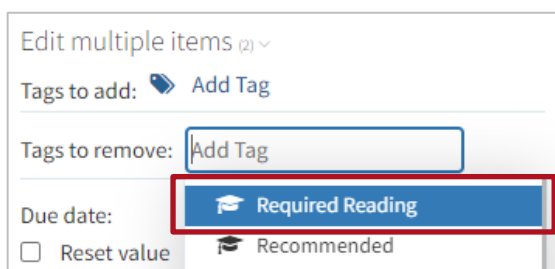
Tags to remove:  Add Tag

Due date: 


Reset value

Public note:


3. Select the tag you wish to remove.




Edit multiple items (2) ▾

Tags to add:  Add Tag

Tags to remove:

Due date:  **Required Reading**

Reset value  Recommended

4. Select **save**. The selected tag will now be removed from the citations.

Contact Us

For further support or questions, contact the library on +61 8 8313 1061:
coursereadings@adelaide.edu.au