Leganto Reading Lists for instructors – Quick Guide

5 steps to managing your Leganto reading list

Leganto enables you to create online reading lists that can be updated easily, at any time. You can add notes and make sections/items available at different times. Linking directly to items in Primo means the students can access the material quickly, no copyright coversheets are required, and if the journal changes publisher, the link is updated simultaneously with Primo. When your course is rolled over in the VLE, the list is rolled over at the same time. This is a quick introduction to managing your Leganto reading list. For more detailed guidance, please see our extended guide.

(1) ### Step 1. Access your reading list

Use the following route to ensure the reading list links to the VLE course:

- Navigate to your course area in the VLE
- Click through to Leganto – this short video demonstrates the steps in MyAberdeen

(2) ### Step 2. Prepare your reading list

New Reading lists

- If the course does not have an existing reading list, you will be prompted to *Create a new reading list from* scratch; click on **CREATE IT**
- Enter a **title** for the new reading list. TIP: add the year to the title. Why? In the future you, as the instructor, will have access to multiple years of reading lists. Recommended format: *EL1009 (2022-23): Acts of Reading.* Click on **CREATE**
- Select a **template**: there are two templates to give an initial structure for your reading list: **Essential, Recommended, Additional** for arranging items by priority; **Weekly** for arranging items by date. Once selected, the base template can be adapted. If neither template is suitable, click on **Blank.**
- If you selected **Blank**, click on **New Section**; enter a **Section title** (this can be edited later)

All Reading lists

IMPORTANT: please enter the number of students registered on the course. Why? You can view the usage of items; we can decide if more ebook licences are required. To do this:

- Click on the **ellipsis (…)** to the right of the reading list title
- Click on **Manage course association**
- Click on the **ellipsis (…)** beside the course title; select **Edit course**
- Enter the number of students in the **No. of participants** box; click on **UPDATE & CLOSE**

(3) ### Step 3. Add items

Add items – whole books

- Click on **ADD ITEMS+**; click on **Library Search**
- Make sure the **Search in** box is set to search **All Library Collections**
- Click on **Advanced Search**; search using the primary title and one of the authors' family names. TIP: do not search by ISBN – ebooks often have multiple ISBNs
- In the results, look for the ebook entry containing *Available in format(s): **E** - Electronic*
- No ebook entry? Look for the print entry containing *Available in format(s): **P** - Physical*
- To move the entry to the list, either:
    - Click on the entry; select the correct section from the drop-down list; click on **ADD**
    - Drag and drop the entry into the list

Add items – journal articles

- Click on the **ADD ITEMS+** button; click on **Library Search**
- Make sure the **Search in** box is set to **Search everything**

- Click on **Advanced Search**; search using the primary article title and one of the authors' family names. TIP: do not search by DOI – Leganto struggles to find articles by DOI.
- Move the entry to the list in the same way as whole book entries

Other methods of adding items
- Add an item manually for items that cannot be found using Library Search
- Use the Leganto **Cite It!** widget for webpages, including an online bookseller's webpage for a book we don't hold as an ebook or in print
- Steps on how to do both of the above and more are available in our [extended guide](#)

4 Step 4. Contact the Library

Purchase Requests

There are four tags. Three tags are visible to the students: **Essential; Recommended; Additional**. Why use tags? They help the students prioritise the material; we can gauge potential use.

In addition to the above tags, there is a tag for requesting an ebook purchase. If you have **essential** texts that the Library does not have as ebooks, we will purchase these titles, subject to availability and affordability. To apply tags:
- Add the item to your reading list in Leganto
- Within the entry, click on **Add Tag**
- Select one of the above tags from the drop-down list
- To make a purchase request, select **Key resource – please purchase;** that's all you need to do
- We will investigate ebook availability and will email you if the ebook is unavailable/unaffordable
- If the ebook is unavailable/unaffordable, and we don't hold the title in print, we will purchase two print copies for the library, subject to availability and affordability

Digitisation Requests

If you require extracts (e.g. book chapters or journal articles) that we only hold in print and are covered by the CLA Licence, we will digitise the extracts, meeting accessibility standards. We will then add the links to your reading list. To make a digitisation request:
- Add the item to your reading list
- Click on the entry to open the record; click on **Digitization request**
- Check the CLA **scanning** permissions
- Complete the required fields; click on **SUBMIT**

Please note: if you require an essential extract that we do not hold in print, we will purchase a digitisation of the extract, subject to availability and affordability.

5 Step 5. Publish your reading list

The default publication status for all 2022-23 reading lists is set to **Draft**. To make the list visible to students, it is necessary to change the status to **Published**. To publish your list:

- Click on the **PUBLISH** button at the top of the list. Your reading list is now available to the students.

By default, all published lists will be openly available to anyone via the University's [Leganto webpage](#) (gateway in development at time of writing). This includes people outwith the University. If you require your reading list to be restricted to students registered on a course, please email library@abdn.ac.uk.

Help and support

For more detailed guidance, please see our [extended guide](#) on managing your reading list

For guidance on copyright, please email library@abdn.ac.uk

If you have a query about the Reading List Service, please email library@abdn.ac.uk

Reading List Service webpage at https://www.abdn.ac.uk/library/support/reading-list-service-753.php