Introduction

Important points

Please note that this guide is a work in progress and will be updated from time to time. Always refer to the most recent version of this document (date in footer).

Preferred browsers

The preferred browsers for Leganto are Chrome and Firefox.

Glossary

CLA: Copyright Licensing Agency
DCS: Digital Content Store – run by the Copyright Licensing Agency
Ex Libris: company that owns Leganto
Leganto: Reading List package used at the University of Aberdeen
Primo: University of Aberdeen Library discovery system/library catalogue, which links with Leganto.

Useful links

- More information about the [Reading List Service](#)
- Ex Libris [Leganto guides/videos](#) for instructors
- Our [Library guides](#)
- [Primo](#)

Contact

If you cannot find the answer to your question in this guide, please email [readinglists@abdn.ac.uk](mailto:readinglists@abdn.ac.uk)

Access your reading list

Use the following route to ensure the reading list is linked to the course area in the VLE:

1. Navigate to your course area in the VLE.
2. Click through to Leganto – this [short video](#) demonstrates the steps in MyAberdeen.

NOTE: if you have the role of Course Coordinator or Lecturer in a course area in the VLE, you can create/edit reading lists related to that course. To create/edit a reading list in Leganto, link through from the course area in the VLE. You will be added to the reading list as an instructor automatically.

Help

If there is no Leganto link in the course area in the VLE, please contact the eLearning Team at [elearning@abdn.ac.uk](mailto:elearning@abdn.ac.uk)

If you are enrolled as Course Coordinator or Lecturer role in a course area in the VLE, but can’t access the reading list in Leganto, please contact the Reading List Service at [readinglists@abdn.ac.uk](mailto:readinglists@abdn.ac.uk)

If you have a query regarding using copyright-protected material for teaching purposes, please email [copyright@abdn.ac.uk](mailto:copyright@abdn.ac.uk)
Prepare your reading list

New reading lists

If the course does not have an existing reading list, the following screen will appear:

There are three options:

- **Create a new reading list from scratch**: this option enables you to create a live reading list with citations that link directly to Primo. This means that whenever the link in Primo is updated, the link in the Leganto citation will also be updated. You can also ask the Reading List Service to digitise/purchase material.

- **Upload a document containing an existing reading list**: this option has been disabled. If you require a file to be attached to your reading list, please send it as an email attachment to readinglists@abdn.ac.uk and library staff will upload the file for you.
  
  - If the file contains a reading list, Library staff will upload the file but will not check the citations or other content within the document.
  
  - If the file contains material under copyright and you have permission from the rightsholder to use the document for teaching purposes, please state this clearly in your email.

- **Leave this page and explore the application**: this option enables you to link through to your own collection of existing reading lists. Please note: if you click on this link and then create a new reading list, the resulting list will not be attached to any particular course area in the VLE, unless you select the correct button when it is presented.
1. To create a new reading list, click on **CREATE IT**:

![CREATE IT button](image)

2. By default, the new reading list will be given the title of the course:

![Create a new reading list from scratch](image)

We recommend you add the year to the title. Note: the reading list title can be edited at any time.

**Recommended format:** **CO4001 (2019-20): Counselling Skills Project: Exploring Theory from the World of Counselling**

Why do this? As the instructor of the course, you will build up multiple years of reading lists for the same course. Your reading lists will be more easily identifiable if you include the year in the list title. For example:

![Reading list titles](image)

If you add the year, the courses will look like this in your list of reading lists:

![Reading list titles with year](image)

**NOTE:** It is only necessary to do this when you create a **new** reading list. When the list is then rolled over, the date will update automatically to reflect the new academic year.

3. Click on **CREATE** to open the new reading list.
Templates: these have been created to give an initial structure to your list. The following options are available:

- **Essential, Recommended, Additional** for arranging items by priority
- **Weekly** for arranging items by date
- **Blank** if neither of the above is suitable to your requirements

Once selected, the sections can be edited according to the needs of the reading list. Sections can be edited at any time.

Please note: these templates are available to all University of Aberdeen instructors, so only library staff are able to create templates. If you have a suggestion for a new template, please email the Reading List Service.

4. If you select the **Blank** template, you will now be prompted to create a new section:

5. Click on **NEW SECTION** and enter a section **Title**.

6. Click on **CREATE** to save your changes.

All reading lists

Edit sections

Sections can be edited or reordered at any time.

1. To edit a section, click on the ellipsis to the right of the section title and click on **Edit section**:

Using this option, you can:

- Edit the Section title
- Add instructions for the students in the description box
- Use the **From** and **To**: dates to release the section to the students over a specific date-range
2. To delete a section, click on the ellipsis to the right of the section title and click on **Delete section**. **NOTE:** if you delete a section that has items in it, the items will be deleted with the section.

3. To reorder sections, click on the **Toggle section view** option above the list of sections. Each section will now have a **handle** on the right-hand side:

![Handle image](image1)

Using the handle, drag the section and drop it in its new location:

![Drag and drop image](image2)

**Subsections:** at time of writing, subsections are not available. However, Leganto is a new product and features are being added regularly. Alternative method: use the time release feature to make a section available between specific dates. Guidance on applying release dates is in the **Time release** section of this guide (pages 21-22).

**Add student numbers**

Please enter the number of students registered on the course into your reading list. Why do this?

- You can use Leganto’s **analysis features** to view the general usage of the items on your reading list
- The Library can more easily determine whether **additional copies/licences** of items are required

**NOTE:** the Library only requires an approximate number of students, e.g., 10; 20; 50; 200.

4. To enter the number of students, click on the ellipsis to the right of the reading list title.

5. **Click on Manage course association:**

![Manage course association image](image3)
6. In the **Manage course association** box, click on the ellipsis to the right of the **course code**; click on **Edit course**:

![Manage course association](image)

7. In the **No. of participants** box, enter the number of students.

**IMPORTANT**: please do not click on **Remove this course** or edit the **Course dates**.

![No. of participants](image)

8. Click on **UPDATE & CLOSE**.

If you hover over the course code, you will see that the number of students is now included:

![Course code with number](image)

The number of students can be edited at any time.

**Add citations to your reading list**

The following list is not exhaustive but covers the more common types of items that appear on reading lists.

**Books**

**Books already available through the Library**

**IMPORTANT**: **do not search by ISBN** – books can have several ISBNs, especially ebooks.

1. Above the sections, click on **ADD ITEMS** to open the right-hand panel:

![ADD ITEMS](image)

2. Click on **Library Search** to search our collections in Primo:
3. Make sure the **Search in** search scope is set to **All Library Collections**:

![Search Library Resources](image)

4. Click on **Advanced Search**:

![Search Library Resources](image)

5. Search for the item using the author’s family name and keywords from the primary title.

6. In the list of results, look for the result that contains the following phrase:
   - For ebooks: **Available in format(s): E – Electronic**
   - For print books: **Available in format(s): P – Physical**

7. To move the correct search result into the list, do one of the following:
   - Click on the result to open options; leave **Add to** as the default; select the section; click on **ADD**
   - Grab anywhere in the result to drag and drop the item into the section in your main list

**Ebook entries**

8. Once you’ve completed the above steps, a **Check availability** link will appear in the ebook entry in the list. However, you can click anywhere in the entry to open the record:

![Check availability](image)

9. Information in the item record: this is where to find information on ebooks with limited licences (e.g., 1-user or 3-user licence), as in Primo.

10. To close the item record, click on the **X**:

![X](image)

**Help**

If you know we already have access to an ebook but cannot find it by searching as above, please email **readinglists@abdn.ac.uk** with the item’s bibliographic details and your course details.

Books not already available through the Library

If we do not have access to the item in any format, do one of the following:

- Use the Leganto Cite it! widget to import the bibliographic details
- Create the record manually in Leganto

Install the Cite it! widget

First, it is necessary to install the widget on your browser. This is a one-off installation. To install the widget:

1. Click on your initials in the top right-hand corner and select Cite it!:

2. The Cite it! pop-up window will open. Drag and drop the CITE IT! button into your Bookmarks bar:

It will appear in your Bookmarks bar like this:

To view the websites supported by Cite it!, click on Supported sites in the pop-up window and scroll down the list:

Click on the CLOSE button in the Cite it! pop-up window to go back to the reading list.

NOTE: if you are struggling to install the widget, update your browser and then try again.
Import using the Cite it! widget

1. Open a new tab in the browser, and search for an online bookstore, e.g., Blackwell’s.
2. Conduct a simple search for the item (author, primary title).
3. Click on the correct result to open the exact webpage for the item.
4. Click on the Cite it! icon in your browser toolbar:

   ![Cite it! widget](image)

   NOTE: if the Cite it! widget doesn’t open when you click on the icon in your Bookmarks bar, refresh the screen. If it still doesn’t open, delete the icon and reinstall it.

5. A pop-up window will open with the Leganto fields prepopulated. Make sure that the Type field is set to the right document type. Also check that all the essential information has come through correctly.

6. Scroll down to the course/reading list information at the bottom of the pop-up window. Do the following:
   - search for and select the relevant reading list
   - select the relevant section; click on ADD & CLOSE

7. In the reading list, click on the item to open the record. This is a record imported from Blackwell’s. Note the direct link to the webpage on Blackwell’s website:
Create the record manually

1. Above the sections, click on **ADD ITEMS+** to open the right-hand panel:

![ADD ITEMS+]

2. Click on **Blank Form** to open a new record:

![Blank Form]

3. Open the **Type** drop-down menu and select **Book**:

![Type drop-down menu]

4. Enter the bibliographic information into the relevant fields. As a minimum, please complete the following: author(s), title, edition, publisher, place of publication, year of publication.

5. Scroll down to the bottom of the panel. Select the relevant section; click on **ADD & CLOSE**:

![ADD & CLOSE]

The entry will now appear in your reading list.

**Book chapters/sections**

1. Follow the steps in the **Books** section of this guide (pages 7-11).
2. Once the item has been added to the reading list, click on the entry to open the record.
3. To edit the entry, click on the ellipsis to the right of the item title.
4. Click on **Edit item**:

![Edit item]
5. In the **Edit item** panel, open the **Type** drop-down menu and select **Book Chapter**:

6. Enter the bibliographic information for the chapter into the relevant fields. As a minimum, please complete the following: chapter author (if different to the book author), chapter title, chapter number/page range.

7. Go down to the bottom of the **Edit item** panel and click on **SAVE**.

8. To close the item record, click on the **X**:

You will now see that the entry in the reading list is clearly displayed as a book chapter, and includes all of the information the students need to find the relevant text:

NOTE: it is recommended that you add a new entry for each separate page range. However, this information can also be given to the students using a public note. Guidance on adding notes is in the **Notes** section of this guide (page 21).

**Journal titles**

NOTE: if you search by ISSN, remember that the print journal has a different ISSN from the ejournal.

1. Above the sections, click on **ADD ITEMS+** to open the right-hand panel:

2. Click on **Library Search** to search our collections in Primo:
3. Make sure the **Search in** search scope is set to **All Library Collections**:

![Search Library Resources](image)

4. Click on **Advanced Search**:

![Search Library Resources](image)

5. Search for the item using the primary title.

6. To move the correct search result into the list, do one of the following:
   
   - Click on the result to open options; leave **Add to** as the default; select the section; click on **ADD**
   - Grab anywhere in the result to drag and drop the item into the section in your main list

**NOTE:** Leganto search results contain limited information. If you require more detailed information, e.g., the years/volumes of a journal that are available, move the search result over to the reading list. Open the entry to view the record. Click on **View more notes** to see the available coverage of ejournals:

![Journal of ethnic and migration studies](image)

**Journal articles**

**IMPORTANT:** do not use the DOI to link to the journal article. Leganto does not work with DOIs.

**Articles already available through the Library**

Please try the following method first. If the journal changes publisher or the provider changes the URL, the Primo record is updated, and this change is reflected in Leganto automatically.
Link to the article in Primo

1. Above the sections, click on ADD ITEMS+ to open the right-hand panel:

![ADD ITEMS+ button](image)

2. Click on Library Search to search our collections in Primo:

![Library Search button](image)

3. Make sure the Search in search scope is set to Search everything:

![Search everything](image)

4. Click on Advanced Search:

![Advanced Search button](image)

5. Search for the item using the first **author’s family name** and keywords from the **article’s primary title**:

![Search Library Resources](image)

6. To move the correct search result into the list, do one of the following:
   - Click on the result to open options; leave **Add to** as the default; select the section; click on ADD
   - Grab anywhere in the result to drag and drop the item into the section in your main list
You will see that the entry is now clearly displayed as a journal article:

#### Link to the journal in Primo

If the Library holds the article but you cannot locate it using the above method, we recommend you search for the journal and then edit the entry, similar to book chapters. Do the following:

1. Follow the steps in the **Journal titles** section of this guide (pages 12-13).
2. Once the item has been added to the reading list, click on the entry to open the record.
3. To edit the entry, click on the ellipsis to the right of the item title.
4. Click on **Edit item**:

5. In the **Edit item** panel, open the **Type** drop-down menu and select **Article**:

6. Enter the bibliographic information for the article into the relevant fields. As a minimum, please complete the following: first author, article title, volume, issue (if applicable), year of publication, page range.

**NOTE:** you may find the year (Publication Date) already populated – this will be the title’s first year of publication. Delete this and enter the article’s year of publication.

7. Go down to the bottom of the **Edit item** panel and click on **SAVE**.

You will now see that the entry in the reading list is clearly displayed as a journal article. Although the link will open at the journal homepage, the citation includes all the information required to find the relevant article:
Articles not already available through the Library

If we have access to the article through the Library, please follow the steps in the Articles already available through the Library section of this guide (pages 13-15).

If the article is available through open access, try the steps in the Articles already available through the Library section (pages 13-15) – as well as our subscriptions, Primo searches many institutional repositories and open access collections.

If you cannot link to the article by the above method, do one of the following:

- Use the Leganto Cite It! widget to import the bibliographic details
- Create the record manually in Leganto

Import using the Cite It! widget

Guidance on installing the widget is in the Install the Cite it! widget section of this guide (page 9).

1. Open a new tab in the browser, and search for the article.

2. Click on the correct result to open the exact webpage for the item.

3. Click on the Cite It! icon in your browser Bookmarks bar:

4. A pop-up window will open with the Leganto fields prepopulated. Make sure that the Type field is set to the right document type. Also check that all the essential information has come through correctly.

In this example of a working paper from the SSRN website, some important information has not come over, including the type of document (Working Paper) and page range:
5. Scroll down to the course/reading list information at the bottom of the pop-up window. Do the following:
   - search for and select the relevant reading list
   - select the relevant section; click on **ADD & CLOSE**

6. In the reading list, click on the item to open the record and check the link works:

   ![Reading List Screenshot]

   **Create the record manually**
   
   1. Above the sections, click on **ADD ITEMS+** to open the right-hand panel:

   ![Add Items Panel]

   2. Click on **Blank Form** to open a new record:

   ![Blank Form]

   3. Open the **Type** drop-down menu and select the relevant document type, e.g., **Article**:

   ![Type Selection]

   4. Copy and paste the URL (permanent link if there is one) into the **Source** field.

   5. Enter the bibliographic information into the relevant fields. As a minimum, please complete the following:
      - first author, article title, journal title, volume, issue (if applicable), year of publication, page range.

   6. Scroll down to the bottom of the panel. Select the relevant section; click on **ADD & CLOSE**:

   ![Add Section]

Web pages

As with books and journal articles not available through the Library, these can be added using the Cite it! widget. Guidance on installing the widget and importing is in the Books not already available through the Library section of this guide (pages 9-10). Example of a link to a TED Talk being imported using the Cite it! widget:

Contact the Library

If you have essential texts that the Library does not have as ebooks, we will purchase a set number of items per course, subject to availability and affordability. Please see our FAQ for the maximum number for the current/coming half-session. This includes:

- The purchase of books, monographs and other single title items
- The digitisation of extracts (e.g., chapters, journal articles) where we do not already own a print copy

Purchase Requests

Each item in your reading list has an Add Tag link. There are four tags available to you. Three tags are visible to the student. Guidance on using these three tags is in the Tags section of this guide (pages 20-21). The fourth tag is only visible to instructors and the Library. This is the Key resource – please purchase e-copy tag.

This tag should be used if one of your key items is:

- only available in print in the Library
- currently available on a limited user licence – it may be possible to purchase an additional licence
- not currently available through the Library in any format

To send a purchase request to the Library, do the following:

1. In the entry in the reading list, click on Add Tag:

2. Select the Key resource – please purchase e-copy tag:
3. The Library will be notified of your request immediately and the entry will now look like this:

![Resend an ebook purchase request](image)

**Resend an ebook purchase request**

When your reading list is rolled over, the tags are rolled over as well. This means that any ebook purchased using the tagging method will still have the **Key resource – please purchase e-copy** tag. You may want to resend a Purchase Request when the ebook is:

- currently available on a limited user licence, e.g., a 1-user licence or 3-user licence
- currently available on a restricted licence, i.e., only available for a limited time period, e.g., 365 days

If one of your key items is currently only available on a limited user licence, and you would like an additional licence purchased, please email readinglists@abdn.ac.uk with details of your course and the relevant item.

If one of your items is currently only available on a restricted licence, and you would like the licence renewed, please email readinglists@abdn.ac.uk with details of your course and the relevant item.

That’s all you need to do. The Reading List Service will then investigate ebook availability/pricing. Note:

- If the ebook is available and affordable, it will appear in your reading list once the supplier has made it available to us
- If the ebook is unavailable/unaffordable, you will receive an email informing you of this
- If the ebook is unavailable/ unaffordable, and the Library does not already own a print copy, the Reading List Service will purchase **one print copy**, subject to availability/affordability; you will receive an email informing you of this

Please speak to your departmental **Academic Library Rep** regarding the following:

- If the Reading List Service is unable to afford the ebook
- If the Library has one print copy already and you want additional print copies purchased
- If you want more than the current maximum number of key items purchased

**Digitisation Requests**

Currently the Reading List Service is digitising a **maximum of five extracts** (e.g., book chapters, journal articles) **per course**. This is subject to compliance with the CLA Licence, and to the Library already owning a print copy.

If you require an extract that the Library does not own in print, the Reading List Service will endeavour to obtain the extract, subject to availability, affordability and compliance with the CLA Licence. However, this will be treated as **one of the key purchases for the course**.

To send a digitisation request to the Library, do the following:

1. Click on the entry in the reading list to open the record.
2. In the **Requests** section, click on **Digitization request**:
3. In the Ask Library for Digital Copies pop-up box, you can see if scanning is likely to be permitted under the CLA Licence:

![Ask Library For Digital Copies](Image)

4. Enter the **Chapter number and/or the page range** required:

![Availability of Digital Copies](Image)

5. Once this information has been entered, click on **SUBMIT**.

That’s all you need to do. The Reading List Service will then create a scanned document that meets Accessibility requirements. There is no need for you to upload a file to the VLE; the scan will be uploaded into the CLA’s Digital Content Store and the link added to the item record in your reading list.

**Benefits of using this method**

Because the scanned extract is uploaded to the CLA Digital Content Store, there is no further administration for you to do. A coversheet is inserted in front of the chapter automatically. It is not necessary to report to the Copyright Officer at the end of the year because your use of the chapter is reported automatically to the CLA.

**NOTE**: if you wish to use an extract in a reading list that is still under copyright, but not covered by the CLA Licence, it is necessary for you to contact the rightsholder for permission.

**Enhance your reading list**

**Tags**

Besides the **Key resource – please purchase e-copy** tag, there are three tags that are visible to the students:

- Essential
- Recommended
- Additional

Tagging items in your reading list will help the students prioritise the resources. It also means that the Library can see the potential importance of the items.

To add a tag, do the following:

1. In the entry in the reading list, click on **Add Tag**:
2. Click on **Add Tag** to open the drop-down list and select the relevant tag:

3. If you have already tagged an item with the **Key resource – please purchase e-copy** tag, remember that this tag is not visible to the students. However, you can apply multiple tags to an item. To add another tag, click on **Add Tag**:

**Notes**

The notes feature enables you to give instructions for an individual item on your reading list. They are rolled over with the reading list. There are two types of note: **public notes** which are visible to the students; **private notes** which are only visible to you.

To add a note, do the following:

1. Click on the entry in the reading list to open the record.

2. In the **Public note** section, click on **Add public note**; enter your text; click on **SAVE**:

3. The note is now displayed within the entry in the reading list:

The **Private notes** feature is available below the **Public notes** in the item record.

**Time release**

Sections can be released to the students at a certain point in the course. Guidance on adding/editing sections is in the **All reading lists** section of this guide (pages 5-6).
It is also possible to set an individual entry to be released on a specific date. This can be set before the result in the right-hand panel is moved into the main reading list. However, to do this later:

1. Click on the entry in the reading list to open the record.

2. Click on the ellipse to the right of the item title; click on Edit item:

   ![Edit Item Panel]

3. In the Edit item panel, click on More item details. Scroll down to Display Citation and complete the From: and To: dates:

   ![Display Citation]

4. Click on SAVE.

You will still be able to see the entry, but it will not appear in the students’ reading list until the specified release date. Guidance on switching on the student view is in the next section of this guide.

**View your reading list as a student**

1. To view the reading list as the students will see it, click on the ellipse to the right of the reading list title.

2. Click on View list as a student:

   ![View List as a Student]

3. To close View list as a student, click on the X in the bar at the bottom of the screen:
Final step – publish your reading list

The default publication status for all reading lists is set to **DRAFT**. To make the list visible to your students, it is necessary to change the status to **Published**.

1. To publish your reading list, click on the **PUBLISH** button at the top of the list:

![Publish list pop-up box](image)

In the **Publish list** pop-up box, there are three options:

- **Course students** – the list is only visible to students registered on the course
- **All students at the institution** – visible to all students registered at the University of Aberdeen
- **Anyone** – visible to people outwith the University as well as all students registered at the University

![Publish list options](image)

NOTE: even if you select **Anyone**, people outwith the University cannot view reading lists in Leganto yet. A webpage with a gateway to Leganto is still in development. You will be notified when it has been developed.

2. Select one of the above options; click on **CONFIRM**.

The publication status of the reading list has now changed from **DRAFT** to **PUBLISHED**:

![Published reading list](image)

Your reading list is now available for the students.

By clicking on **PUBLISH**, you are also notifying the Library that the list is ready for review.

Any item in your reading list that had a **Being prepared** status will now have a **Sent** status. The status of the list as viewed by the Library will also change, notifying staff that you are ready for the list to be reviewed.

NOTE: due to limited staff availability, the Library will check your key items and a further 10 items on each list.
Additional features

My Collection

My Collection is a personal store in Leganto where you can save citations for future use. A citation can then just be dragged and dropped into another reading list.

1. To add a citation in a reading list to My Collection, click on the ellipsis to the right of the entry.
2. Click on Copy to my collection:

3. To add a citation in My Collection to a reading list, click on ADD ITEMS+ to open the right-hand panel.
4. Click on Collection to search your My Collection store:

5. Browse or search for the item:

6. To move the correct citation into the list, do one of the following:
   - Click on the result to open options; leave Add to as the default; select the section; click on ADD
   - Grab anywhere in the result to drag and drop the item into the section in your main list

7. To manage the citations in My Collection, click on the icon beside the University logo (top left-hand corner):

8. Click on Collection to open your store of citations. This is where you can delete citations that are no longer required.
Download your reading list

You may want to download your reading list, e.g., for your own record or to send to potential students. It is possible to download the entire list or individual sections.

1. To download your reading list, click on the ellipsis to the right of the reading list title.

2. Click on Export:

The file types currently available are: .Igl; Word; PDF; Excel; RIS; EndNote

3. Depending on the file type you select, you can include additional fields, e.g., tags. NOTE: if you are downloading the list for potential students, do not include permalinks. These are direct links to the citations in Leganto and unless your reading list is available to Anyone, potential students will not have access to the list.

If you cannot find the answer to your question in this guide, please email readinglists@abdn.ac.uk