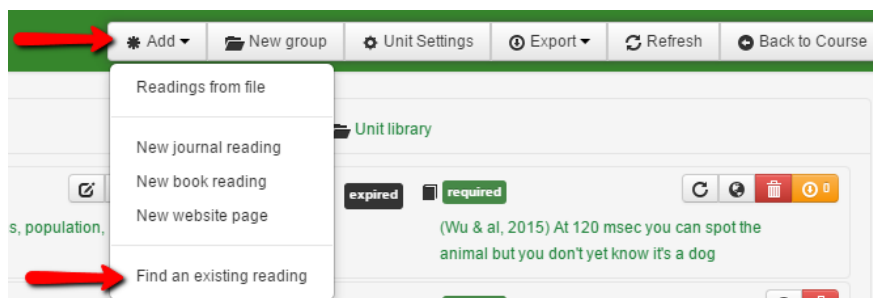


Adding individual readings to Readings Online

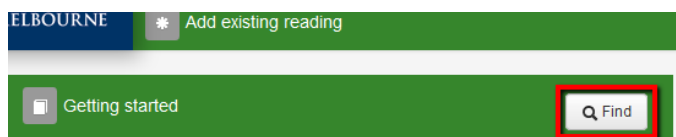
This guide describes how to search existing readings in eReserve across all subjects and the Library's subscribed electronic resources to add to your Readings Online collection.

Finding a reading in Readings Online

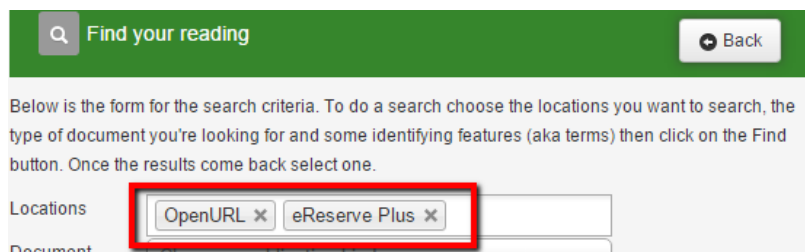
1. Log in to the **LMS** (<https://lms.unimelb.edu.au/login/>) and open your subject
2. Access **Readings Online** using the link on your Subject menu or from your Content page
3. From the Readings page, click **Add** and select **Find an existing reading**



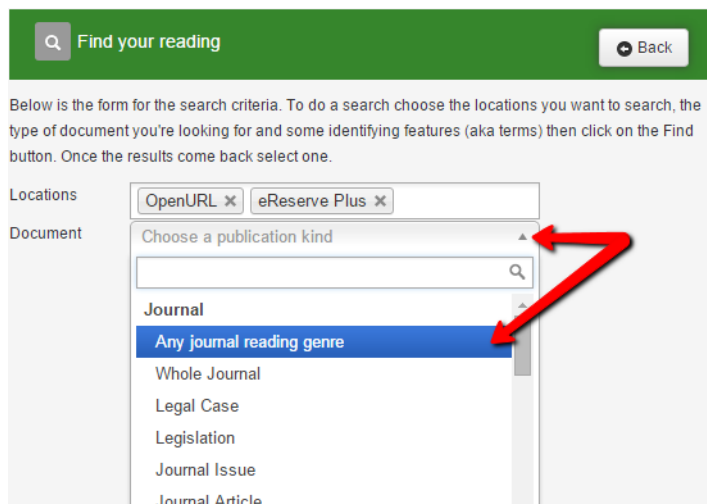
4. From the Add existing readings page, click Find



5. The Locations field shows that you are automatically prompted to search; 'eReserve Plus' existing readings content and 'OpenURL' the Library's online content as provided by the Sourcelt database



6. Select the type of reading you want to add from the **Document** drop down list. For ease of searching we recommend using the 'any ... reading genre' for the type of content you are searching for



7. Complete as many fields as known from the **Terms** drop down list. Minimum search requirements to include OpenURL results are:

For **journal articles**; journal title, volume, issue, start page

For **book chapters**; book title, publication date, start page

To add search fields, click below the search term. Alternatively, press the Enter key after typing a search term. Click on **Submit** to search

Below is the form for the search criteria. To do a search choose the locations you want to search, the type of document you're looking for and some identifying features (aka terms) then click on the Find button. Once the results come back select one.


Locations: eReserve x OpenURL x

Document: Journal Article x

Terms:

- ARTICLE TITLE: Is school bullying really on the rise?
- JOURNAL TITLE: Social psychology of education
- PUBLICATION DATE: 2011
- VOLUME: 14
- ISSUE: 4
- START PAGE: 441

Submit

8. A list of search results will be presented. These results are for existing Readings Online content or the Library's subscribed electronic resources. To check whether a search result is suitable for your needs, click on the  next to the title to view the reading. The background of the reading you are accessing will be highlighted in green.

OpenURL Social psychology of education  


Anon 2011, 'Is school bullying really on the rise?', *Social psychology of education*, Kluwer Academic Publishing / Academic, Dordrecht [The Netherlands].

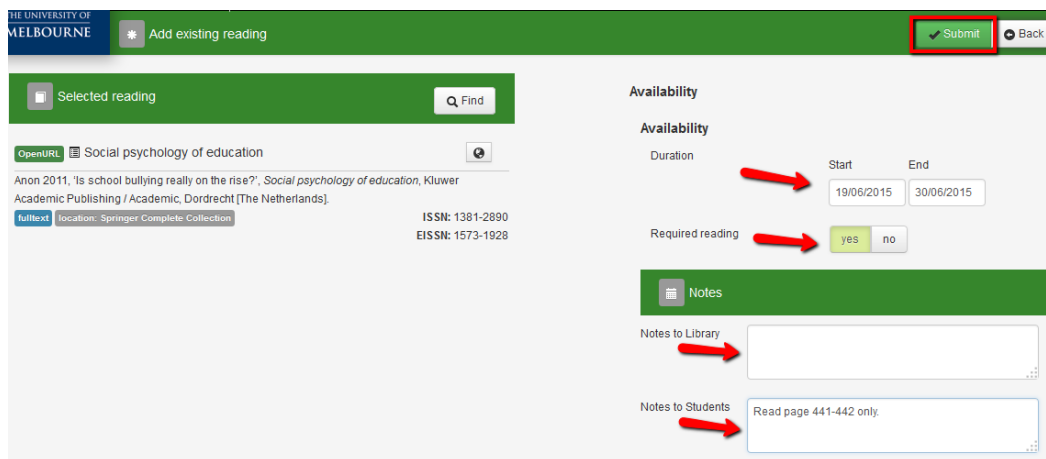
fulltext location: Springer Complete Collection ISSN: 1381-2890
EISSN: 1573-1928

OpenURL Social psychology of education  

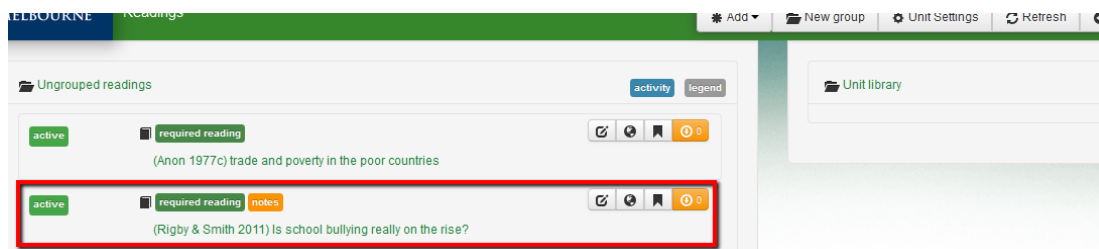
Anon 2011, 'Is school bullying really on the rise?', *Social psychology of education*, Kluwer Academic Publishing / Academic, Dordrecht [The Netherlands].

holdings location: CARM Centre Catalogue ISSN: 1381-2890
EISSN: 1573-1928

9. Click on the  **Tick** to make your selection for addition to your Readings Online collection. If you did not find a suitable reading see the **Creating a reading for your collection** section of this guide.
10. Fill in the **Availability** information for your reading
- Duration**, enter the dates the reading is required.
- The duration of a reading should cover the teaching semester and must not exceed the end of the calendar year. With start dates commencing at least 1 day before teaching period begins.
- Required reading**, indicated by selecting **yes** or **no**
- Notes to Library**, e.g. This PDF is a scanned Inter Library Loan
- Notes to Students**, e.g. Read pages 4-7 only
- Click on **Submit** to save



- The reading will appear in your Ungrouped readings folder, with online content automatically active

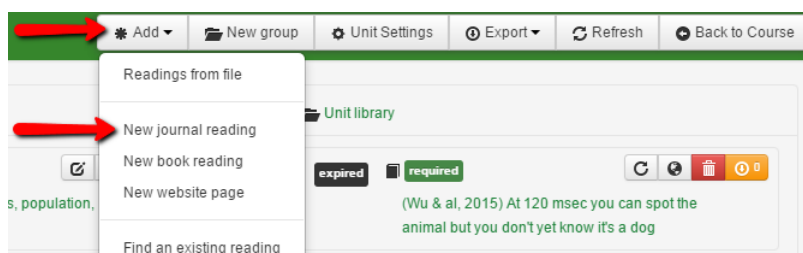


- If you have finished, click on **Back to Course** to return to your LMS subject pages



Creating a reading for your collection

- If there are no suitable readings found using **Find an existing reading**, you can add a new reading. To start, you need the URL where the reading can be accessed, or to have a PDF ready for uploading.
- From the readings page menu, click **Add** and select the appropriate **New** reading type



- Fill in the new reading form with the details of your reading.

Source Document and Reading – **Required details** must be completed, **Optional fields** are not mandatory but the more you complete the better.

Availability – **Duration** you must enter the dates the reading is required.

The duration of a reading should cover the teaching semester and must not exceed the end of the calendar year.

Availability – **Required reading**, indicated by selecting **yes** or **no**

Notes to Library, e.g. This PDF is a scanned Inter Library Loan

Notes to Students, e.g. Read pages 4-7 only

Select **File** to upload a PDF document or **Link** to add a URL to an online document

Source Document

Required details

Journal title:

Publisher:

Volume:

Year published:

Optional details

Issue:

Short Title:

Season:

Quarter:

Part:

Editor(s):

Publication Date:

Place:

Total pages:

Identifier: None ISBN EISBN ISSN EISSN

Reading

Required details

Genre:

Reading title:

Author(s):

Kind: File Link Locate

Pages: Graphic Not Paginated Paginated

Optional details

Article date:

Editor(s):

Article number:

Abstract:

DOI:

Availability

Duration: Start End

4. The reading you have created will appear in your Ungrouped readings folder



5. If you have finished, click on the Back to course button to move back to your LMS subject pages



Readings status

After submitting your reading Library staff will review the reading for copyright compliance. You can track the process by noting the status of your reading.

Readings in your collection can show as any the following status. Only active readings display to students.

<p>active</p> <p>submitted</p> <p>pending</p> <p>processing</p>	<p>Available for access</p> <p>Requires action by Readings Online</p> <p>Reading Start Date has not yet arrived</p> <p>Requires further action by Readings Online</p>	<p>needs review</p> <p>expired</p> <p>rejected</p>	<p>Requires action by Readings Online</p> <p>Readings End Date has passed</p> <p>Readings that should not be available, e.g. a duplicate</p>
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For information on how to manage your readings, refer to the Readings Online How To Guides at <http://readings-online.unimelb.edu.au>