

Adding readings to Readings Online using RIS files

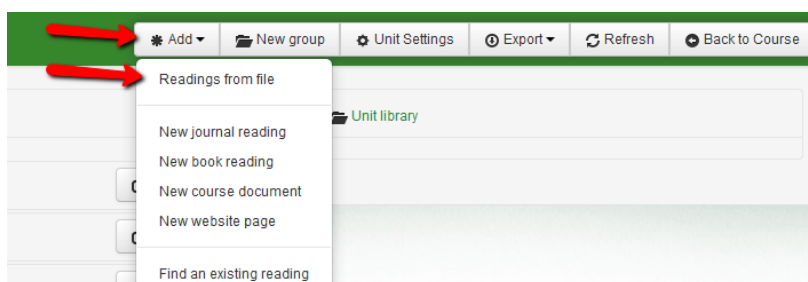
This guide describes how to load multiple readings to your Readings Online collection using RIS files.

Creating your RIS file in a citation manager

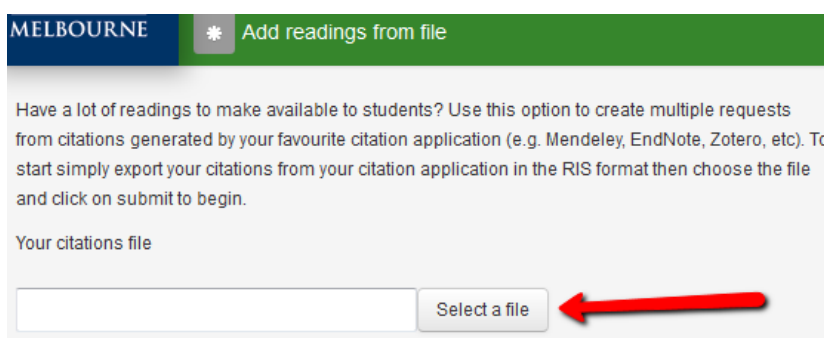
1. Open your citation manager and prepare your readings for export
 - a. Be sure all URLs begin with http:// or https://
 - i. For library resources URLs should contain 'ezp.lib.unimelb.edu.au', this identifies the user as from the University of Melbourne for authentication purposes.
 - b. URL fields containing search bookmarks such as <Go to ISI>://WOS:000336947400003 will need to be followed through to the full text and an appropriate URL.
 - c. PDFs saved in EndNote do not download into eReserve. If loading a PDF be sure you have a saved copy that can be added to eReserve when you review your new readings.
 - d. EndNote Reference type 'Electronic Book Section' should be changed to 'Book Section' for use with Readings Online.
2. Export required citations from the citation manager as a '.txt' file type, using the output style 'RIS' or 'Refman RIS'
3. For more information on citation managers see the Library's [Managing References](#) LibGuide

Loading your RIS file into Readings Online collection

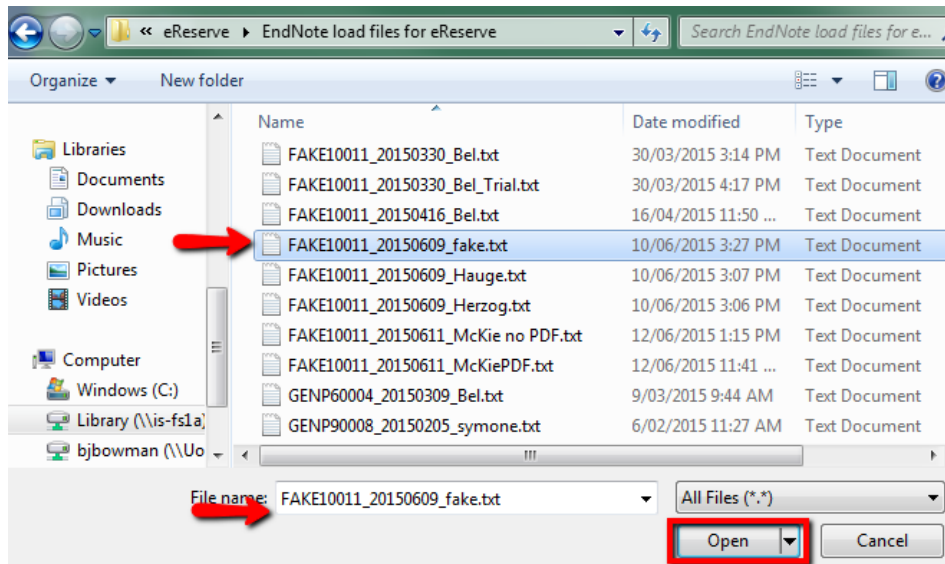
1. Log in to the LMS and open your subject
2. Click on the **Readings Online** link on your Subject menu or from your Content page
3. From the eReserve readings page click **Add** and select **Readings from file**



4. From the 'Add readings from file' template click **Select a file**



- Locate your RIS file, select the required file and click Open.



- Your file name will appear in the box.



- Fill in the **Availability** information for your reading

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

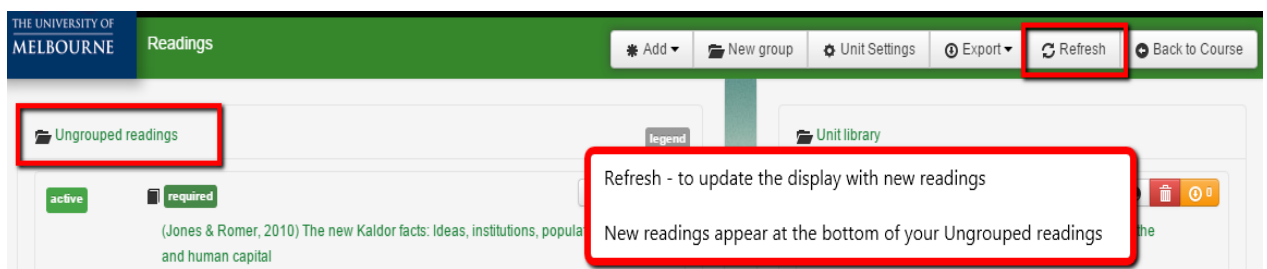
The screenshot shows the 'Add readings from file' web form. The 'Availability' section is highlighted with a red box. Inside this box, the following text is present: 'Required fields: Duration - enter the dates the reading should display students, e.g. day before semester starts and day after exams or final extensions would be allowed. Required reading - indicated by selecting yes or no'. Red arrows point from this box to the 'Start' and 'End' date fields (03/12/2015 and 03/03/2016) and the 'Required reading' radio buttons (yes and no). Below the 'Availability' section is the 'Notes' section, which has two text areas: 'For library' and 'For students'. A red box highlights the 'Optional fields' section, with arrows pointing to these two text areas. The 'Optional fields' text includes: 'For Library - this note will apply to all readings in this file, e.g. PDFs scanned from books' and 'For Students - this note will be applied to all readings in this file, e.g. Readings will be discussed during lectures'. At the top right of the form, there are 'Submit' and 'Back' buttons.

Click on **Submit** to save

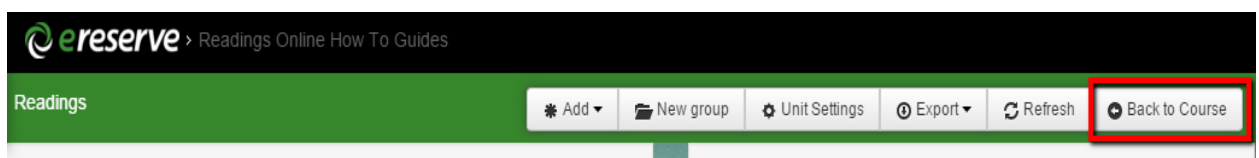
8. The message ‘Your request has been received. Expect an email shortly.’ will appear in green at the top of your screen and in a short while an email confirmation will be sent to you.






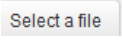
9. Click on **Refresh** at the top of your screen and your new readings will appear in your Ungrouped readings folder

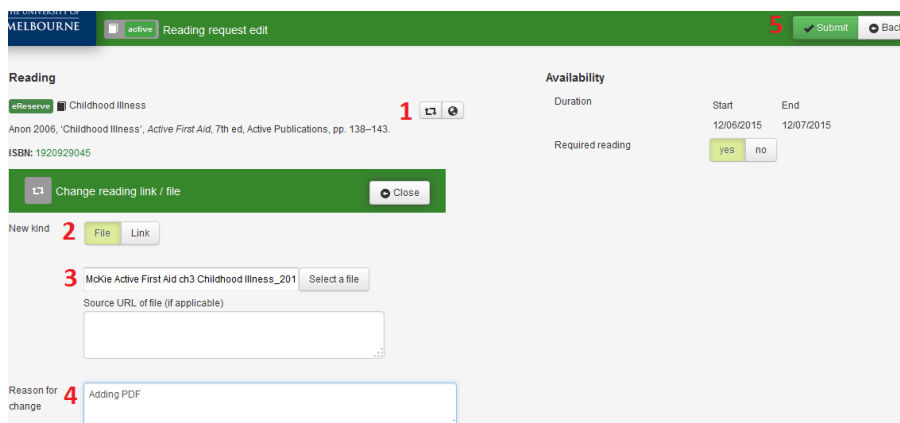


- Readings with links to online content will automatically display an **active** status.
 - Readings without links to online content will display with a **needs review** status.
 - PDF files saved in Citation Managers may not load with your RIS file. If this happens use the **Adding a new or updated PDF to a reading** section in this guide to add the PDF.
10. If you make any changes to your readings, the status will change to **submitted** showing that the reading is ready for review by Library staff for copyright compliance
11. When you are finished click on **Back to Course** button to move back to your LMS subject pages



Adding a new or updated PDF to a reading

- To add a PDF to a reading, click on the Edit this request  button to the right of the title
 - On the request edit page click on the Choose new reading file or link  button
 - From the Change reading link / file options click on 
 - Click on  to select and open your PDF
 - Add a **Reason for change** note, e.g. Adding PDF
 - Click on **Submit**


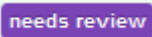




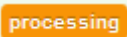


Readings status

After submitting your readings Library staff will review non active readings for copyright compliance. You can track the process of a reading by its status.

Readings in your collection can show as any of the following status.

Only **active** readings display to students.

	Available for access		Requires action by Readings Online
	Requires action by Readings Online		Readings End Date has passed
	Reading Start Date has not yet arrived		Readings that should not be available, e.g. a duplicate
	Requires further action by Readings Online		

For information on how to manage your readings, refer to the Readings Online How To Guides at <http://readings-online.unimelb.edu.au>