LIBRARY
AND INFORMATION SERVICES

# How to create a reading list within your library online account

**Introduction**

***So little time, so much to read…. You never remember which books you've read, you want to make a list of books to read or you want to share book information among your TP team; then use the Reading List feature with your library online account.***

***The reading list function enables you to create bibliographies of selected documents picked up from the Library online catalog. Reading lists automatically contain the full bibliographical information for each book. All you need to do is browse the library online catalog and select the items you want.***

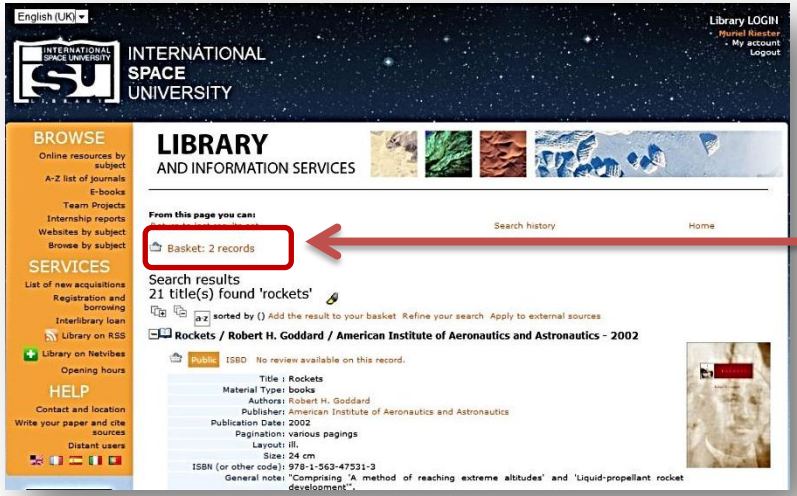
**Summary of steps needed to create your first reading list**

- Login to the library web site with your ISU account ID
- Browse the online catalog and add relevant documents to your basket
- Open your basket
- Create a reading list. Here you can choose to create a reading list which will contain all the books you have in your basket, or you can select specific books from your basket
- Give a title to your reading list and a brief description
- Save your reading list

## Step by step guide to creating your own reading list

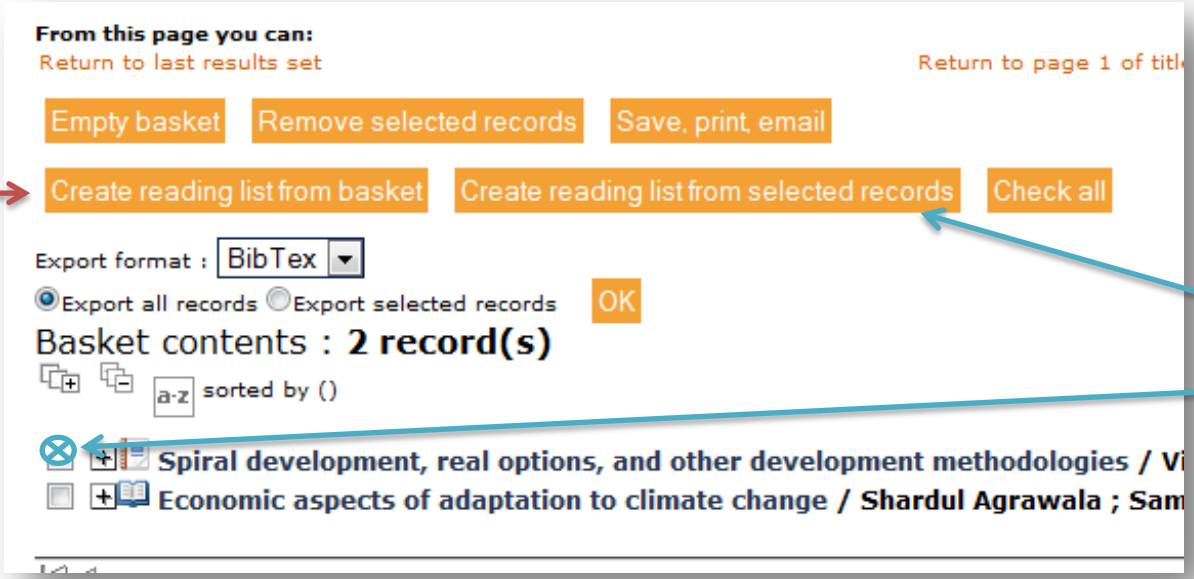
1. Sign in to the website

2. You've done a search; you want to add a title to your reading list: display the record and click on the basket to add the record to your basket.




3. Open your basket by clicking on it.

**4. Create a reading list: take all the records from your basket.**




4. Or create a reading list from a selection of titles.

5. **Give your reading list a title.**

6. **Write a brief description**

7. **Select the appropriate audience for your list**

Share with others / Share restricted list

You want to share a reading list and make it visible by all library users, then select share with others.

Restrict to subscribers / Restrict selected lists

You have shared your reading list but you want to limit it to a certain group of colleagues, or you want to know who is interested by your reading list, then select Restrict to subscribers.

Users will then make a request to you, which you will have to validate. See Manage subscriber's information below.

Read only

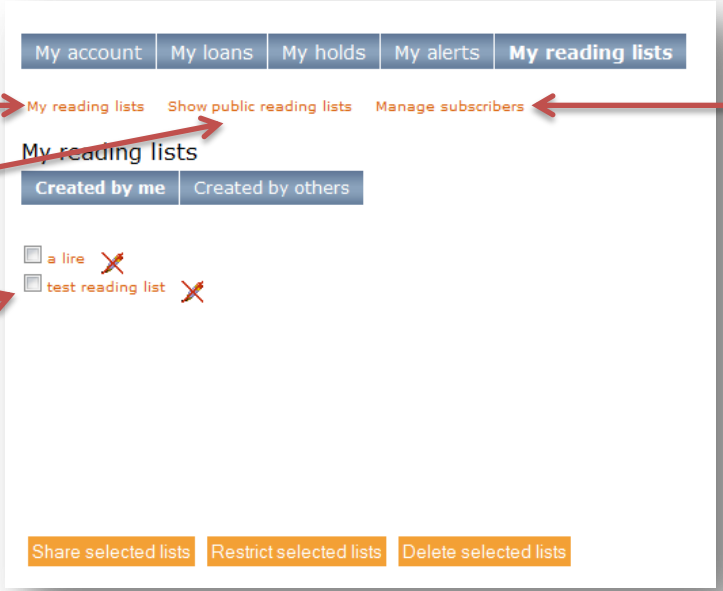
You are the only person to have the possibility to add titles to your reading list. If you don't tick that box, other users will have the possibility to add books to your reading list.

# Management of reading lists

My reading lists
Lists the reading list which you have created and the lists to which you have subscribed to.

Show public reading list
Will show the reading lists which users have chosen to make visible to others.

Click to the title of the reading list to view it.




Manage subscribers
Here you will receive the registration requests from the other library users when you have chosen to share your list but want to limit it to authorized subscribers.

You can view a list of subscribers when you open your reading list.