# Leganto

A library guide to managing your reading lists

<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessing your reading list</td>
<td>1</td>
</tr>
<tr>
<td>Adding the ‘Add to Leganto’ widget to your bookmarks</td>
<td>1</td>
</tr>
<tr>
<td>Organising your list</td>
<td>2</td>
</tr>
<tr>
<td>Adding sections to your reading list</td>
<td>2</td>
</tr>
<tr>
<td>Moving items within your list</td>
<td>2</td>
</tr>
<tr>
<td>Moving sections within your list</td>
<td>3</td>
</tr>
<tr>
<td>Adding additional information to an item</td>
<td>3</td>
</tr>
<tr>
<td>Adding items to your reading list</td>
<td>4</td>
</tr>
<tr>
<td>Adding items via the Library Catalogue (LibrarySearch)</td>
<td>4</td>
</tr>
<tr>
<td>Adding items not available in LibrarySearch</td>
<td>5</td>
</tr>
<tr>
<td>Adding a webpage</td>
<td>5</td>
</tr>
<tr>
<td>Adding items manually via the Create tab</td>
<td>6</td>
</tr>
<tr>
<td>Digitisations</td>
<td>6</td>
</tr>
<tr>
<td>Deleting items</td>
<td>6</td>
</tr>
<tr>
<td>Collection</td>
<td>7</td>
</tr>
<tr>
<td>Adding Collaborators</td>
<td>8</td>
</tr>
<tr>
<td>Working with the library</td>
<td>9</td>
</tr>
<tr>
<td>Prioritising Items (Adding tags)</td>
<td>9</td>
</tr>
<tr>
<td>Communicating with the Library</td>
<td>10</td>
</tr>
<tr>
<td>Sending your list to the Library</td>
<td>11</td>
</tr>
<tr>
<td>Contact us</td>
<td>11</td>
</tr>
</tbody>
</table>
Welcome to Leganto

Before you start preparing your reading lists, please take a look at the Library’s Reading List Policy and our Best Practice guidelines, found on our Leganto webpages. http://www.wlv.ac.uk/readinglists

Please remember all the items on your lists need to be tagged either ‘Essential Reading’ , ‘Further Reading’ or ‘Topical Reading’ (see p 9). The tags do two jobs: they guide students’ reading and they indicate to the Library how many copies are needed.

What do I have to do as a module leader or a collaborator?

Review your Leganto Lists at http://wlv.ac.uk/leganto

Update your list between July 1st and August 31st. By updating during this window you give the Library enough time to get the resources you want in place. You can still update your list after the end of August, but the Library can’t guarantee resources will be ready for the start of Semester 1.

When you’ve made your changes, click Send List.

If you’ve already updated your list and you don’t want to make any more changes, click Send List.

If you don’t want to update your list, click Send List.

When you click Send List we run checks and obtain the resources. Then we’ll publish the list in time for the new semester.
Accessing your reading list

Access Leganto by going to http://www.wlv.ac.uk/leganto and log-in with your usual staff login details (Staff ID or email and IT password) or via the relevant Canvas course.

After logging into Leganto, you can access all the reading lists you manage by clicking on ‘Lists’ in the left hand menu.

Please check that the list header, module code and module title is correct, inform the Leganto team if anything needs amending (email: leganto@wlv.ac.uk).

Adding the ‘ADD TO LEGANTO’ widget to your bookmarks (Recommended)

The ‘Add to Leganto’ widget will allow you to quickly add resources to your reading list from websites such as Amazon, Google Books and YouTube.

Within Leganto, click on your name (top right-hand side), then from the menu displayed, click on ‘Add to Leganto’.

When the pop up screen opens, drag and drop the blue ‘Add to Leganto’ widget to your *browser’s bookmarks*.

*If you cannot see the bookmarks bar and are using Google Chrome click CTRL + SHIFT +B*
Organising your list

Adding sections to your reading lists

In most cases reading lists will already have been populated with your books and websites. But you may wish to add additional sections to your reading list. For example you may want to add a section for journal articles or perhaps divide your list into weekly readings or arrange by theme.

To do this; open your reading list, click on ‘New section’, near the top of the window. This will prompt you to name your new section and add a short description.

Click ‘Create’, your section header will be added to the bottom of your reading list.

Moving items within your list

Items in your reading list can be moved around by dragging and dropping. To drag and drop items, hover over the item until the blue edge bar displays. Click on the blue bar and drag into the desired location. (You may find that you need to refresh the page to see the changes made – press F5).
Moving sections within your list

To move all items within a section at once, first collapse the section by clicking on ‘Toggle Section View’.

Then hover over the section title until the blue edge bar displays. Click on the blue bar and drag into the desired location.

Adding Additional Information to an item

Adding due dates

If you wish to specify a date by which you want students to have interacted with an item on your reading list, do this by first clicking the item in your list.

This will bring up the edit window. Use the calendar icon to set your required due date, and close the edit screen. The due date will now appear on the item in your reading list.

Adding public notes

This edit window is also where you can add notes about the resource you wish your students to view. For example direct them to read a particular chapter of the book.

To do this; scroll down and add text on the ‘public note’ section of the record, then click ‘Save’.

* Notes in the Public Note field will be visible to students.
* Notes entered in the Private note will only be visible to yourself.
Adding items to your reading list

There are a number of ways to add content to your reading list. First, open the list you want to add item(s) to.

Adding items (e.g. books or articles) via Library Catalogue (LibrarySearch)

Click the blue plus sign at the top of your list.

On the right-hand side use the ‘Search’ tab to look for your resources by Title, ISBN, Author or Keyword.

Click from the search results, on the item you want to add.

Ensure that ‘Add to List’ is selected, then choose the section (e.g. books).

Click ‘Add’, you will be prompted to select a tag, then click ‘Confirm’.

The item will now appear in your reading list.

Alternatively once you have located the item, you can drag it into the relevant section, e.g. books, journal articles etc. You will be prompted to select a tag, then click ‘Confirm’.

If there is an electronic version of a book’s latest edition please add this in the first instance.
Adding items not available via LibrarySearch

First ensure you have added the ‘Add to Leganto’ widget to your browser’s bookmark bar (see p.1).

You can add items using the widget when browsing websites such as Amazon, WorldCat or Google Books.

In this example, Amazon has been selected, and the book ‘There is no planet B’ is the book to be added.

Find the book details page. Click the ‘Add to Leganto’ widget from the browser bookmark bar.

Then, from the ‘Add to’ menu at the bottom of the window, select the reading list and the correct section (i.e. books, websites etc...), then click ‘Add & Close’. You will be prompted to select a tag, then click ‘Confirm’.

Once the reading list is sent to the library, the items will be checked and copies ordered as appropriate.

Adding a web page

Go to the website that you want to link to. Click on the ‘Add to Leganto’ widget from your browser bookmark bar. Check the information displayed for completeness.

Where it says ‘Type: Other’ use the drop down menu to select ‘Website’.

Then, from the ‘Add to’ menu at the bottom of the window, select the reading list and the correct section (i.e. websites), then click ‘Add & Close’. You will be prompted to select a tag, then click ‘Confirm’.
Adding items manually via the Create tab

Click the blue plus sign + near the top of your list.

On the right hand side, click on the ‘Create’ tab and enter the details of the resource to be added to the list.

Then, from the ‘Add to’ menu, select ‘List’ and select the correct section (i.e. books, websites etc...), then click ‘Add’. You will be prompted to select a tag, then click ‘Confirm’.

Digitisations

Requests for digitised extracts of book chapters or journal articles that are not available electronically from library stock, will now be requested via Leganto.

Please manually add the details of the article or chapter using the ‘Create’ option (see above), adding in page numbers and chapter details.

When you have completed your digitisation requests, click on the ‘Send List’ button near the top of the screen.

Once digitised, the item will be placed on your Reading List.

Deleting items

If you want to delete an item from your reading list, click the ellipsis menu ... to the right of the item you want to delete.

From the bottom of the menu, click ‘Delete Item’ and confirm that you would like the item deleted.
The ‘Collection’ area is where you can save items and add them to your reading lists at a later date.

To add items to ‘Collection’ from LibrarySearch, first access your ‘Collection’ from the left hand menu.

Then click ‘Add Items’ (the blue plus sign on the right hand side) and use the search tab to search for items to be added to your collection.

Click on the item to be added and click ‘Add’.

The process of adding items to your ‘Collection’ using the ‘Add to Leganto’ widget is the same as adding items to your reading list (see p.5) except choose ‘Add to: Collection’ rather than list.

To move the items from your ‘Collection’ to a reading list; first open up the reading list you are working on. Click the blue plus sign then select ‘Collection’ tab from the right-hand window.

Click on the item, then drag and drop into place, select a tag and click ‘Confirm’.

Alternatively click on the item, select a section from the menu (i.e. books, websites) and click ‘Add’, then select a tag and click ‘Confirm’.
Adding Collaborators

To allow colleagues to be able to edit your reading list, you must first give them permission to edit.

If the search panel is showing in the right-hand window, first close the window by clicking the blue X to show the window displaying ‘Collaborators’, ‘Instructors’ and ‘Library Discussion’.

Click on ‘Collaborators’ and then click ‘Manage Collaborators’.

Search for the name of your colleague, and then click ‘Send Invitation’. You can also decide whether you want them to be a manager or an editor of the list.

To remove a collaborator from the reading list, go to the ‘Collaborators’ > ‘Manage collaborators’ (as above) and click on the grey X by the collaborator you wish to remove.
Prioritising Items (Adding tags)

Any item you have in your reading list must be tagged with either ‘Essential Reading’, ‘Further Reading’ or ‘Topical Reading’. This will allow the library to ensure that it has sufficient stock and determine purchasing for the library. The library will decline a reading list if it is missing any tags.

The ‘Topical Reading’ tag can be selected for items that you wish to add to your reading list that may be of current relevance. Topical Reading items must have no additional cost to the library (for example, items already in library stock or available as an open access resource).

Adding tags to new items

After adding a new item to your reading list, a prompt will be displayed. Choose how you would like your item to be tagged (‘Essential Reading’, ‘Further Reading’ or ‘Topical Reading’), and then click ‘Confirm’.

Adding tags to existing items with no tags

To add tags to items with no tags, click ‘Add Tags to Item’.

Click in the box ‘Add tags to item’, click on the text ‘Add a single tag only’ and assign one of the tags to your item, then click ‘Save’.
Amending an item tag

To amend an existing item tag, click on the pencil icon to the right of the tag.

Click the blue x next to delete the currently assigned tag, and then follow the example above for adding a tag to existing items.

Remember reading list policy states that you can tag up to a maximum of 5 essential reading items and up to a maximum of 25 further reading items per module.

Communicating with the Library

If you require assistance, or want to discuss an added item, please send an email to Leganto@wlv.ac.uk.
Sending your list to the Library

Once you have completed your reading list, click on the ‘Send List’ button near the top of the screen. This will notify the library that you are ready for the updated reading list to be verified and any new books ordered as appropriate.

![Send List Button]

If once you have sent it you need to make any alterations, you can make your changes and click the ‘Send List’ button again.

For any books where there is a later edition available for the item you have selected, Library staff will automatically update to this. Therefore, if you for any reason wish to specify an older edition or have any other special requirements (i.e. an out of print title), please add a ‘Public Note’, which will be visible to students and Library Staff.

If there are any problems with your list, we will contact you before it goes ‘Live’ to your students.

Contact Us

If you need help editing or creating your list you can contact the Leganto Library Support for assistance:

Email: Leganto@wlv.ac.uk or contact your Faculty Liaison Librarian.

View our Leganto self-help and support page containing links to useful videos, guides and FAQs: http://www.wlv.ac.uk/readinglists