



Library Learning Services

Create Your Own RESOURCE LISTS



THE UNIVERSITY of EDINBURGH
Library

Contents

Designed for course organisers, this guide will show you essential steps to create and edit a Resource List.

Other guides and video tutorials are available on the Resource Lists webpage at

<http://resourcelists.ed.ac.uk>

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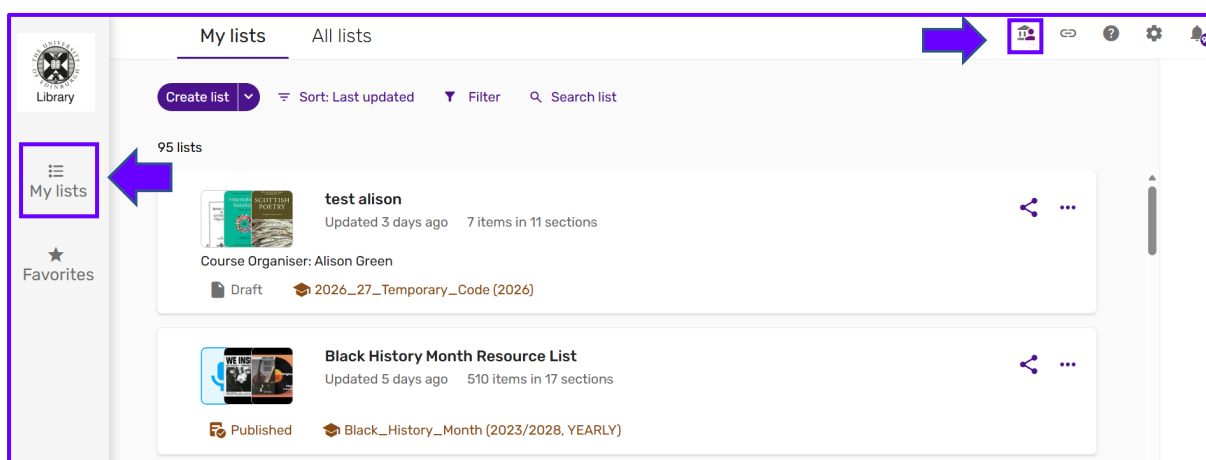
1. Access

You can access Resource Lists from the **Resource Lists homepage** or from your course page in **Learn**.

Resource Lists homepage

Go to <http://resourcelists.ed.ac.uk>

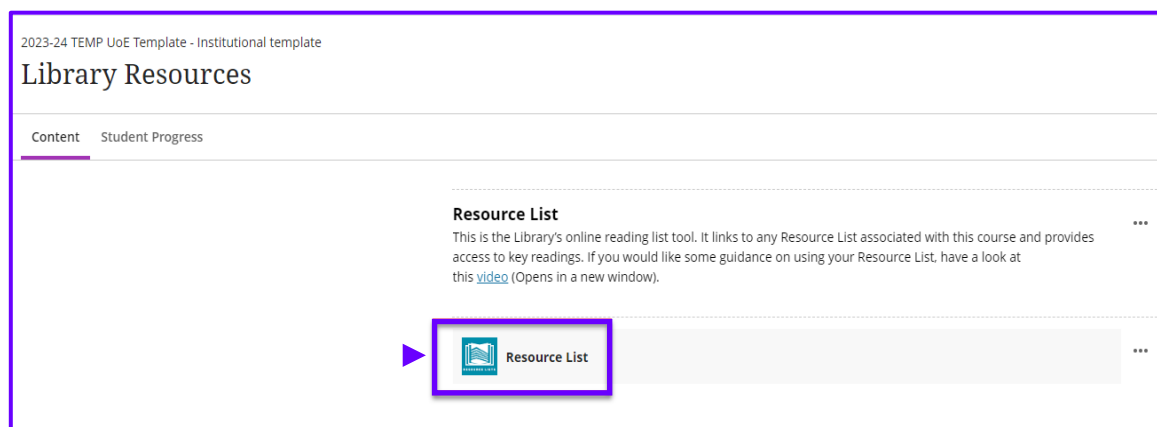
Check if you are logged in (top right). If you're not, log in using your university username and password.



You must be logged in to edit your list and access library resources. Toggle to **'My Lists'** to see the lists that you own or can edit.


Learn

You can edit your existing list or set up a new one from Learn. To access Resource Lists from a Learn course, click on the Resource List link on the Library Resources page.



If there is no Resource List for your course, you'll be prompted to create one.

Create a new list from scratch



Build a list of course materials by adding items from the library collection, from the web, or from your computer.

[Create new list](#)

2. Set up a List

You can set up your new list from **Learn** or from the **Resource List homepage**.

A course can have multiple lists. For example, you may want to have a list for seminar readings and one for lecture readings or essays. You can also create one Resource List and use it for multiple courses.

From Learn

Click on the Resource Lists link in the corresponding course.

Next click on **Create new list** to start setting up your Resource List.

The image shows two screenshots of the Resource List creation process. The top screenshot shows the 'Create a reading list for: zp_alaurins_ultra (2022/2025): zp_alaurins_ultra' page. It features a 'Create a new list from scratch' button with a 'Create new list' sub-button. Below this is a message: 'Build a list of course materials by adding items from the library collection, from the web, or from your computer.' The bottom screenshot shows the 'Library' interface with a 'Lists' menu. A callout box points to the 'Create new list' button in the top screenshot, stating: 'If you start your list in Learn, it will be linked to the course code automatically.' Another callout box points to the error message in the bottom screenshot, stating: 'If the Learn course ID code hasn't been added to the Library system, you'll see a message asking you to contact Library.Learning@ed.ac.uk'.

Create a reading list for: zp_alaurins_ultra (2022/2025): zp_alaurins_ultra

Create a new list from scratch

Build a list of course materials by adding items from the library collection, from the web, or from your computer.

Create new list

Library

Lists

Favorites

Please contact Library.Learning@ed.ac.uk for help setting up your new list

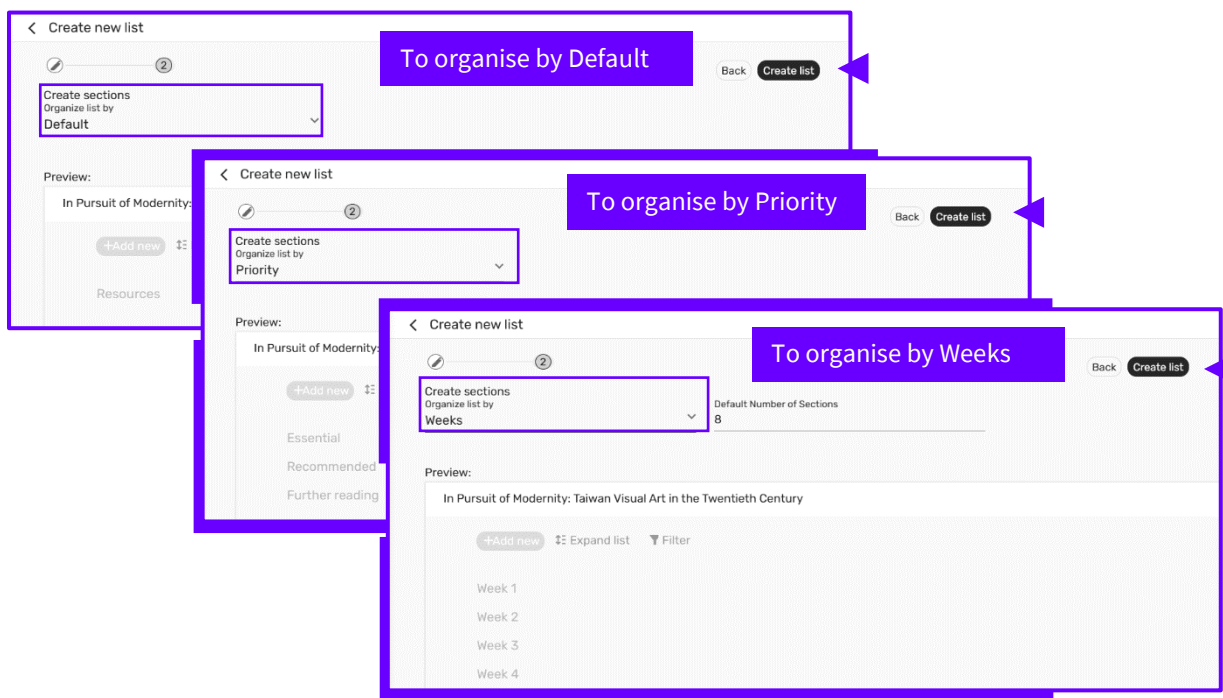
If you start your list in Learn, it will be linked to the course code automatically.

If the Learn course ID code hasn't been added to the Library system, you'll see a message asking you to contact Library.Learning@ed.ac.uk

Select a template to use for your list. Structure your list to correspond to how the course is taught and how the course is organised in Learn so students can easily go between lecture notes and the Resource List to find readings.

Click on 'Organize your list' to see the three options available:

- Default (one section, called 'Resources')
- Weeks (add the number of weeks required)
- Priority (three sections: Essential, Recommended, Further Reading)



Click on your preferred template option and then on **Create List**.

You can add more sections by clicking the **+ Add New button** and then **New section**. See **7. Edit your Section** below for detailed information.

Manage Collaborators and List Owners

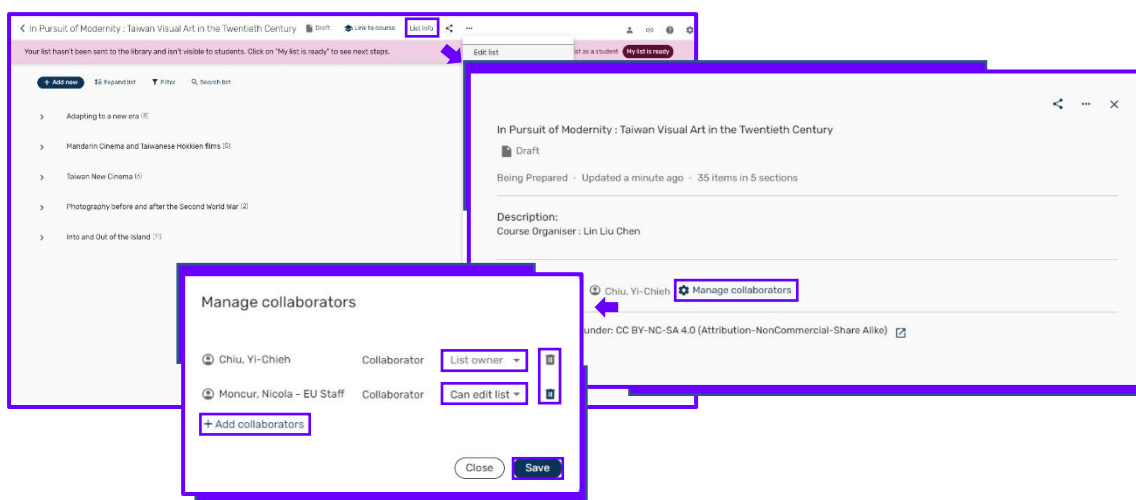
You need to be a List Owner or Collaborator (editor) to be able to edit a list. If you can't edit the list or add new collaborators as expected, please contact Library Learning Services at Library.Learning@ed.ac.uk.

If you would like colleagues to be able to edit the Resource List, you can add them by going to **List info** at the top of the screen: **List info** → **Manage collaborators** → **Add collaborator**.


Search for people using their name, UUN or email address.

If you want colleagues to be able to add or delete collaborators, make them a **List owner**.

Please make sure to **save** after editing. A notification email will be automatically be sent to any collaborators you add to a list.



Linking to a list

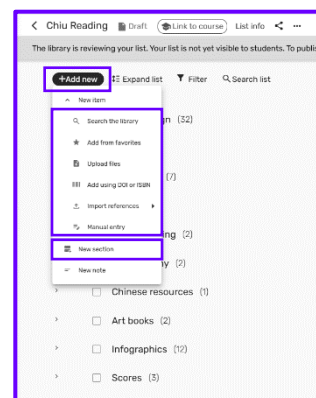
You can generate a shareable link to the **list**, or **section**, or individual **item** by clicking the share  icon in the header. The link produced this way is more reliable than the one displayed in the browser.

Please note that shareable links are only for that particular version of the list. If you use a shareable link to provide access to your list, this will **need to be updated each year**.

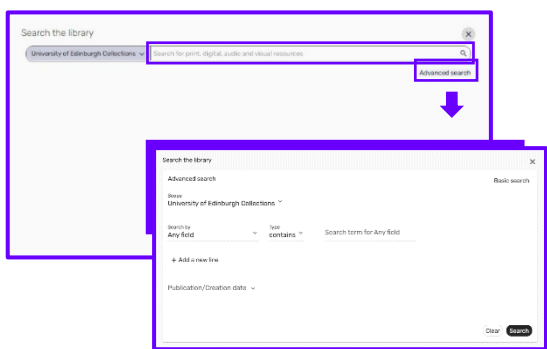
The Resource List tool in Learn will automatically link to the current year's list, if available.

3. Add Items to Your List

To add new items to your list, click on the **+ Add New** button. There are several ways of adding items to the list, including **search the library**, **manual entry** and by using a **DOI** or **ISBN**.

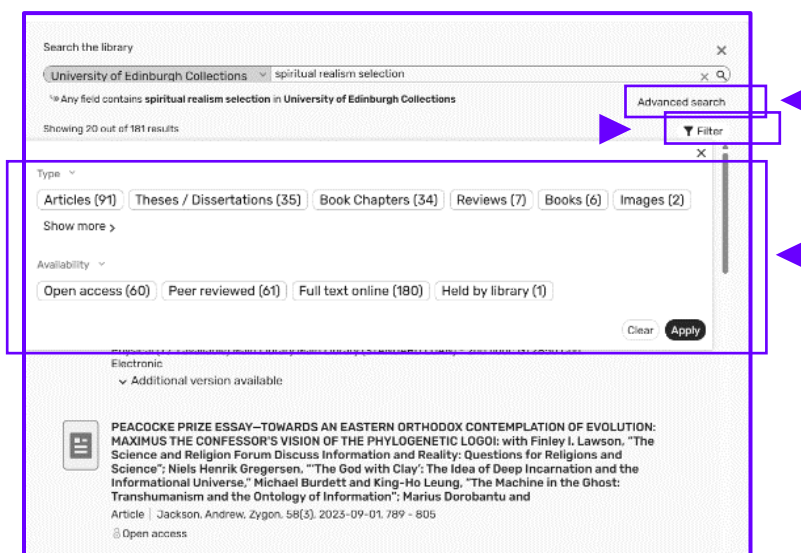


Search the library to add items from DiscoverEd to your Resource List.



This search works exactly the same as if you were searching DiscoverEd. There is also an Advanced search option.

When more than one result is displayed, the **filter** helps you narrow down your search criteria. **Advanced search** is another option to refine the search.



Before adding a citation to the list, you can get more details about each one by clicking the title and more details.

To close the dialogue box, click the x.

Add items. Option 1: Drag and drop


Hover the mouse over the citation you want to add and an icon of six dots will appear. Hold the six dots icon to drag and drop the citation to the relevant section on the list in the designated location.

Drag the item to the list by holding the six-dots icon.

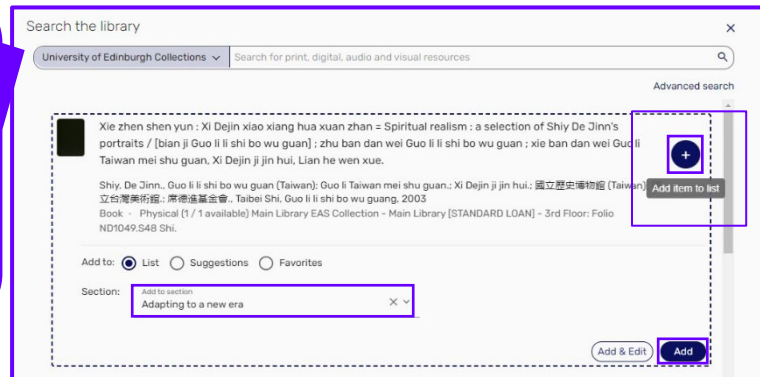
When you start dragging the item, a line appears with "Search the library box" disappearing.

The appearing line shows where the item will be inserted in the list.

Add items. Option 2: Click + or Add

Hover on the citation you want and an icon appears. Click the icon, select the desired section  from the drop-down menu and click **Add**.

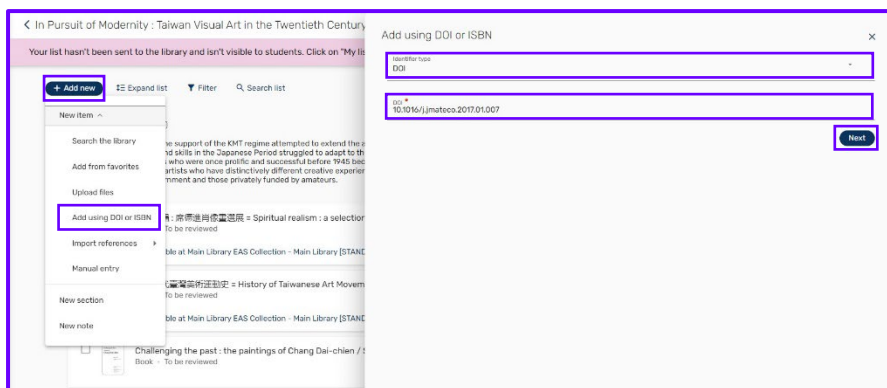
If you can't find an article by searching, go to the **journal A-Z** (top of **DiscoverEd** screen), find the journal issue and article and add the article to your list using the **DOI** or the **Cite It!** tool.



Add items using a DOI or ISBN

Click on the **+ Add New** button. Select **Add using DOI or ISBN**. Choose DOI or ISBN from the **Identifier type**. Add your DOI or ISBN and select **Next**. Proceed through the screens and select the section you want to add the item to.

If the Library provides access to the book or article, relevant information or links will be automatically added to the list citation. If the DOI and ISBN are cited from external sources and we don't hold the resource, you'll need to **add additional metadata**.



Add items from DiscoverEd.

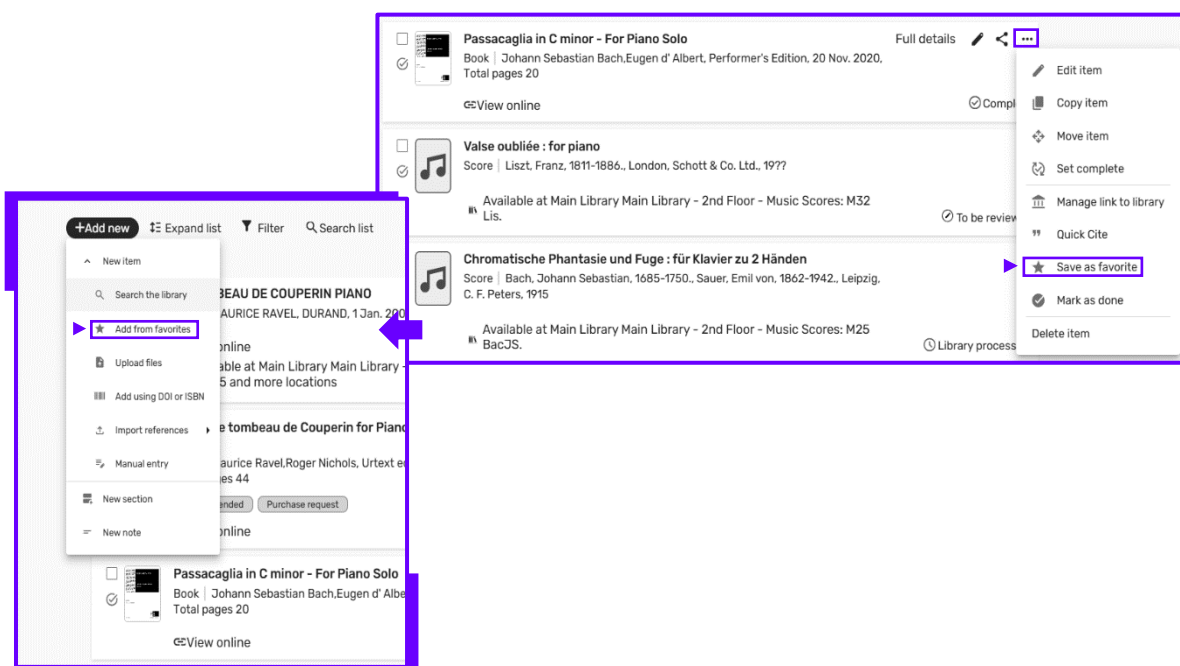
<http://discovered.ed.ac.uk>

You can also add items to your list directly from DiscoverEd. After you find the item, open the record, click on the **RESOURCE LIST** icon and choose the **list** and **section** you want to add the item to and then click on **ADD TO A RESOURCE LIST OR COLLECTION**.



Adding items using Favourites.

When items are to be used repeatedly in different sections and lists, they can be **saved as favourite**. You can add these favourite citations by clicking **+ Add new** and **Add from favourites**.



Adding items manually

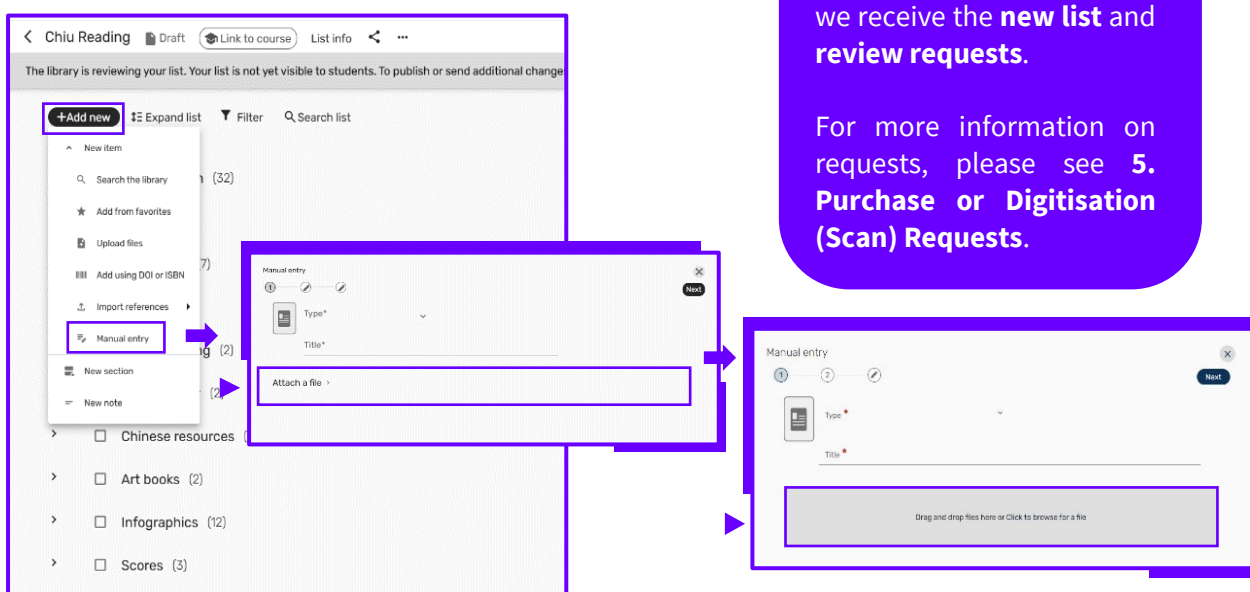
If you want to add non-library resources, such as websites, podcasts or reports including e-books and print copies, you can add citations manually. You don't need to complete all non-mandatory fields but make sure to add at least the **publisher** and **publication date**.

You can also upload files to citations. Be aware that files uploaded to citations are accessible to **all** staff and students.

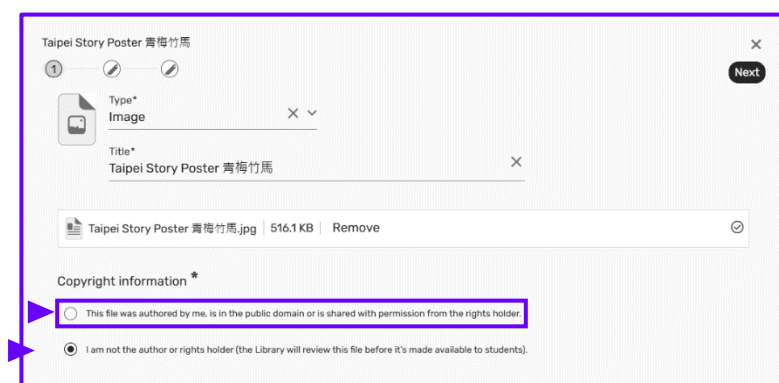
If any items needed for the course cannot be found on DiscoverEd, please add them to the List with appropriate **priority tags** and then **send for review**.

The Library will try to purchase or provide scans for **Essential** and **Recommended** items when we receive the **new list** and **review requests**.

For more information on requests, please see **5. Purchase or Digitisation (Scan) Requests**.



If the uploaded documents are official reports or documents that are in the public domain, you should tick the option: **“This file was authored by me, is in the public domain or is shared with permission from the rights holder”**



“This file was authored by me, is in the public domain or is shared with permission from the rights holder”

These files will be visible to students automatically.

If the file you want to upload is protected by copyright and you are not the rights holder, you must tick the option:

“I am not the author or rights holder (the Library will review this file before it’s made available to students).”

These files will be checked by the Library before students can read them, so remember to **send your list for review**.

Do not upload scans of books or book chapters **unless you own the copyright, have explicit permission from the rights holder to use the content in this way, or the content is Open Access**. Scans used in teaching are mainly provided under licence by the Library. See **Section 4. Purchase or Digitisation (Scan) Requests**.

Adding items with Cite It!

As well as adding items manually, you can also add resources not owned by the Library with **Cite It!**

Use the **Cite It!** tool to add resources currently not owned by the Library. You can add the item directly from an external website, including WorldCat, Amazon, and other catalogues.

1. Go to the appropriate website and find the resource you want to add.
2. Click on the **Cite It!** button installed in your browser extension or bookmarks toolbar (See **Section 10. ADD CITE IT!** for how to add this.)
3. Add any information, such as chapter details, in **Note for students**.
4. Select the list and section you want to add the item to.

The tool works well with bookseller websites and library catalogues, but it may not function effectively with certain sites and other web resources, such as videos, newspaper articles, and podcasts. If you encounter issues, you may need to manually edit the citation to include **necessary metadata**.

See **Section 10** for information on installing **Cite it!**

Tag your citations

When adding new items to the list, remember to **add priority tags**.

The Library uses priority tags (**Essential**, **Recommended**, and **Further reading**) to inform what we buy and how we manage the provision of Library resources for teaching. Read the [Resource Lists Framework](#) to find out how the Library uses priority tags to inform purchases and access to library resources.

In summary, the Library will prioritise access to **Essential** and **Recommended** items. No new purchases or scans will be provided for items prioritised as Further reading.

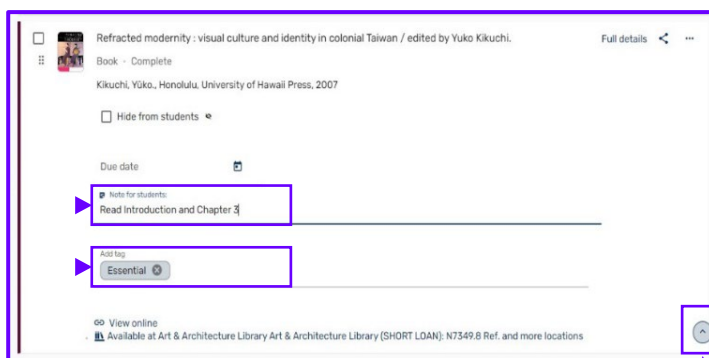
There is also a **Request eTextbook** tag you can use alongside an **Essential** tag. This tag is not visible to students.

There are two possible outcomes to using the **Request eTextbook** tag:

1. **eTextbook available**. This tag will be added to the citation to highlight to students that an eTextbook has been provided. Course Organisers and students can **filter** the list to find the resource.
2. **eTextbook declined**. This will be added if the Library can't provide the eTextbook. The tag is visible only to Course Organisers and the Library.

Adding tags

- Click on the citation title to see the options to add a tag or a note for students.
- Click on **Add Tag** and select a tag from the drop-down menu.

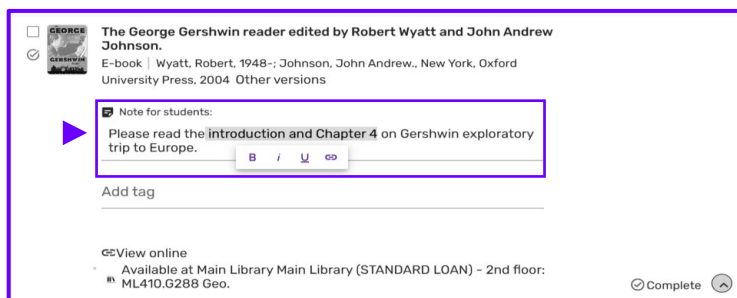


Click the upward arrow to close the tab.

Notes for students

Use **Note for students** to:

1. Provide students with information on what they should read
2. Let the Library know **which chapters/pages to scan if no e-book is available.**



Click on the citation to open it and then click on **Note for students** to add page or chapter details or any other useful information for students.

Notes can be formatted. Highlight the phrase before choosing formatting such as bold, italic or underlined and adding links.

When you have added your tags and student note click on the arrow at the bottom far right of the citation, or click on the citation title to close the citation.

4. Purchase or Digitisation (Scan) Requests

Purchase requests

After **adding items for Library purchase** using one of the methods outlined above, ensure that you:

1. **Add a priority tag (Essential or Recommended)**
2. **Add a Note for students** (if applicable)
3. **Send your list for review**

We will use the information you provide to purchase books or e-books, if available.

The Library has a digital first policy. If a suitable e-book is available, it will be purchased instead of any additional or new print copies. Individuals may be able to buy a title as an e-book but this does not always mean that an e-book can be bought by institutions or for institutional use.

Digitisation (scan) requests (only for Essential and Recommended items)

To request a scan of an **Essential** or **Recommended** chapter, make sure to:

1. **Add a priority tag** (Essential or Recommended)
2. **Add a Note for students**, including full chapter/extract details and page ranges
3. **Send your list for review** when you've finished editing your list.



If a suitable e-book is not available, we will use the information provided in the **student note** to provide a scan and link this to the citation.

This service is mainly provided under the **University's Copyright Licensing Agency (CLA)** licence. We can usually scan **one chapter** or **10%** (whichever is the greater). Some titles and books published in certain countries (for example, Italy and Austria) are excluded from the licence. In some cases, we may be able to contact the rightsholder directly to request use (for a fee).

There are three possible outcomes to digitisation requests:

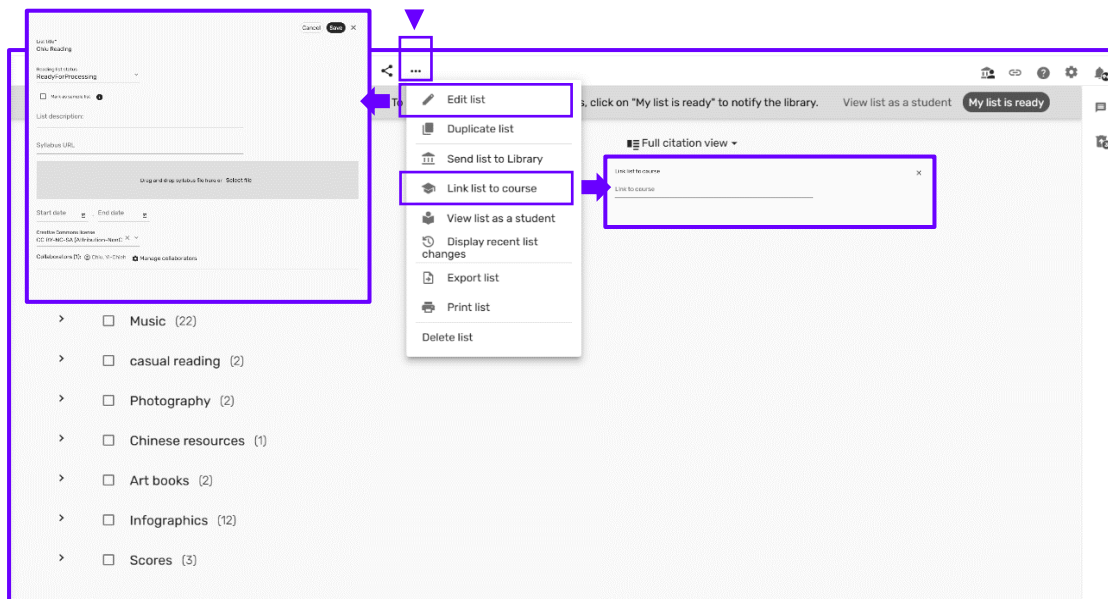
3. **Digitisation available.** This tag will be added to the citation to highlight to students that a scan has been provided. Course Organisers and students can **filter** the list to easily find digitisations of key chapters/extracts.
4. **Digitisation declined.** This will be added if the Library can't provide a scan.
5. **Digitisation pending.** This indicates that we're waiting for permission from the publisher or for access to a print copy to scan. (Digitisation pending/declined tags are not visible to students)

The final step is to send your list. The Library won't process any digitisation and purchase requests until you send your list for review

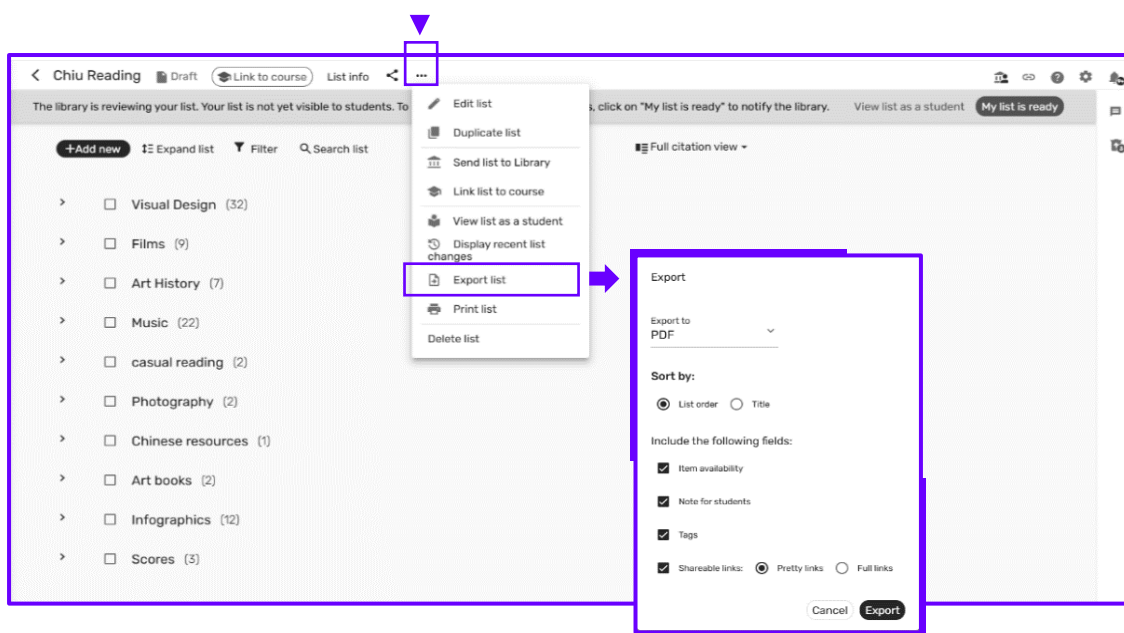
5. Edit Your List

Wherever you see ellipses (displayed as **⋮** three dots), you will find a menu. There are **List, Section and Citation menus** which contain the editing options.

Go to the **List menu** and select **'Edit list'** to change the list title and description (course organiser) or **'link list to course'**.



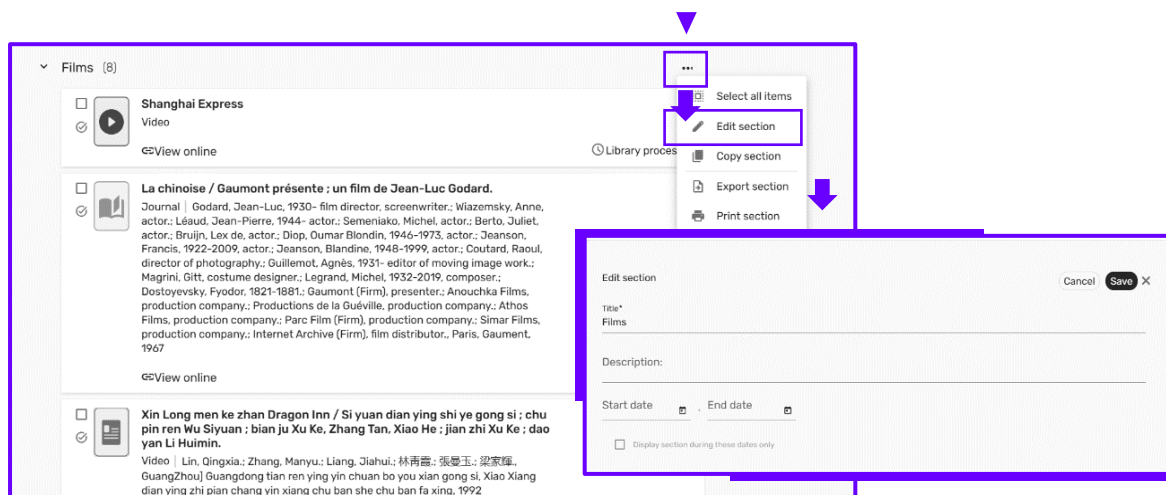
You will also find the option to export and print your list here. **If you are making significant changes to your list, consider exporting your list as a back-up.**



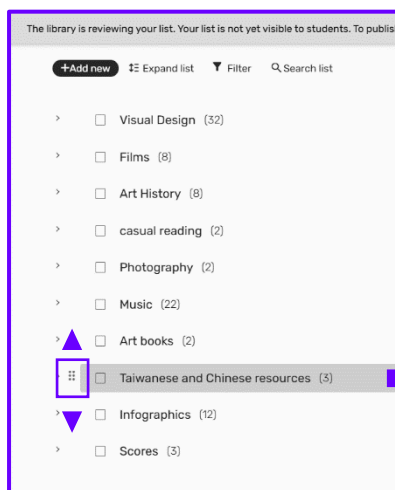
6. Edit Your Section

Similar options can be found when you hover the mouse **on the top of each section** and click the **ellipses**.

Click on 'Edit section' to change the name of a section or edit the description.

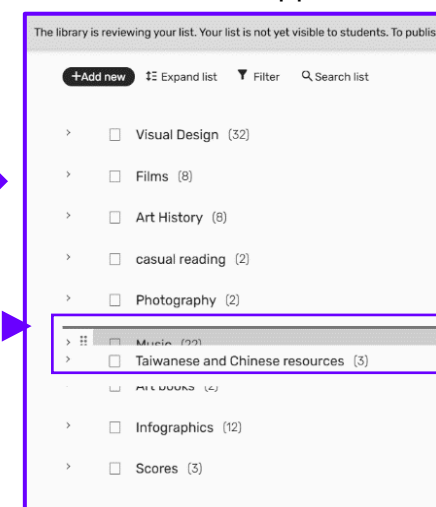


Move sections. Option 1: Drag and drop



Before you move a section: make sure only the section titles are displayed (click on '**Collapse list**').

Hover the mouse over the section you want to move and an icon of **six dots** appears. Hold the **six dots** icon to move

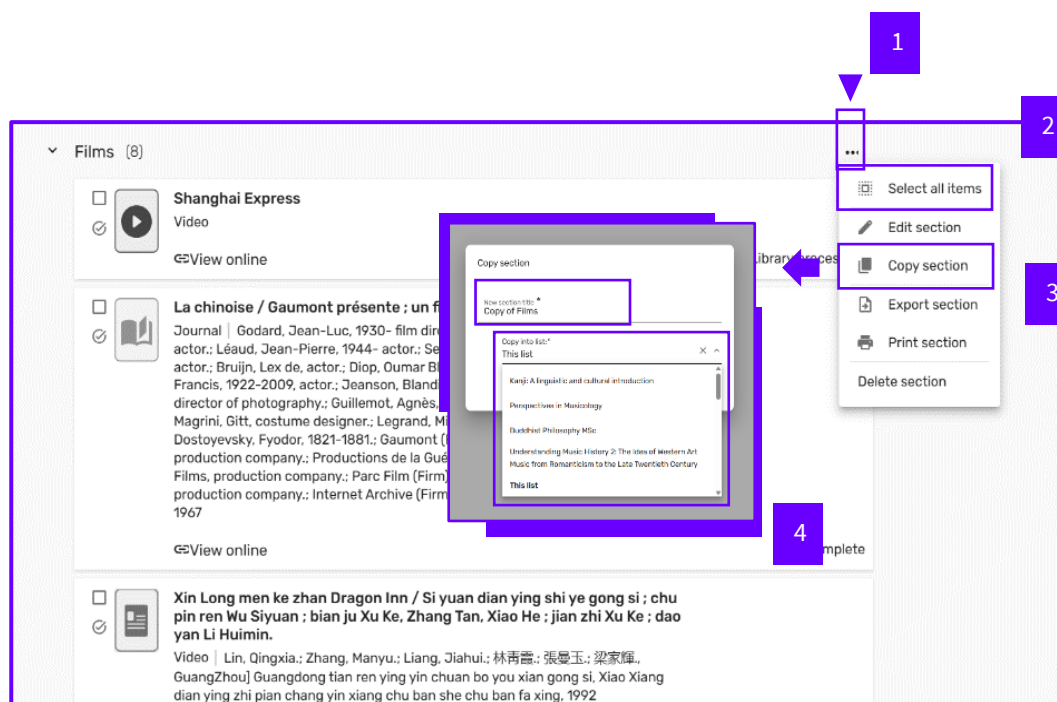


the section to its new location. The line that appears shows the destination of the moving section.

Move sections. Option 2: Copy section

You can also **Copy a section** and add it to another list.

After clicking the **ellipses**, choose "**Select all items**" followed by "**Copy section**". You can then select the destination where this section, including all citations, will be copied.



7. Edit Your Citations

Click on the ellipses to the right of a citation to view the editing options.

Use **Edit item** to change the **metadata**. For example, you can change the **material type** here or add a publication date, or author, or editor.

The image shows a library interface with a list of citations. The citation 'Refracted Modernity: Visual Culture and Identity in Colonial Taiwan' is selected. A menu is open over it, showing options like 'Edit Item', 'Copy Item', 'Move Item', 'Set complete', 'Manage link to library', 'Quick Cite', 'Save as favorite', 'Mark as done', and 'Delete Item'. Two detailed views of the 'Edit Item' form are shown below, with red boxes highlighting specific fields.

Top View (Edit Item Form):

- Title: Refracted Modernity - Visual Culture and Identity in Colonial Taiwan
- Type: E-book
- Information for students:
 - Note for students:
 - Due date:
 - Tags: Add tag (Essential)

Bottom View (Item Details Form):

- Creator
- ISBN: 9780824864101
- Edition
- Pages
- Publication date: 2007
- Publisher: University of Hawaii Press
- Place of publication: Honolulu
- More item details >
- Private note:

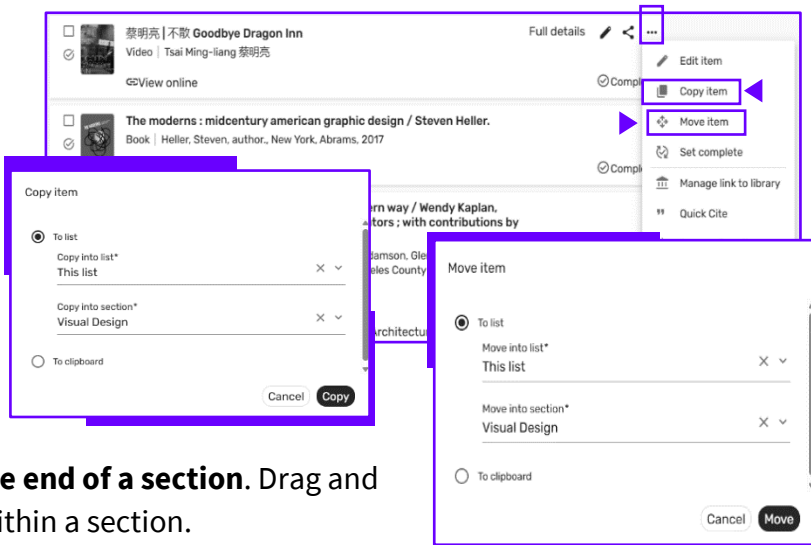
Move citations

Move citations. Option 1: Copy or move item

In the citation menu select either **copy** or **move**. Make sure 'This List' is selected and use the drop-down menu to find the section you want to copy or move the citation to.

Click copy or move to confirm.

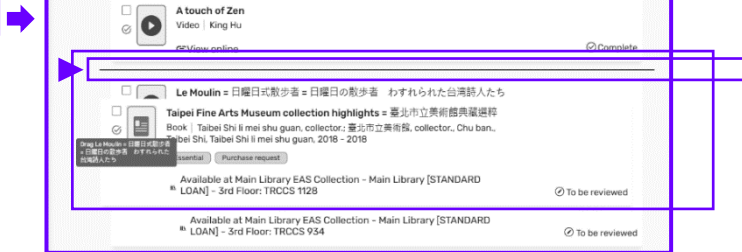
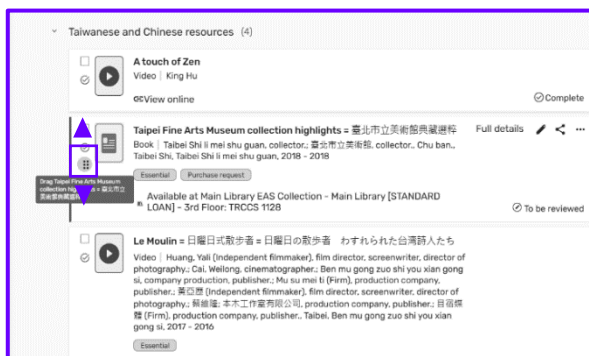
Citations that you move or copy will be added to the end of a section. Drag and drop to move the citation within a section.



Move citations. Option 2: Drag and drop

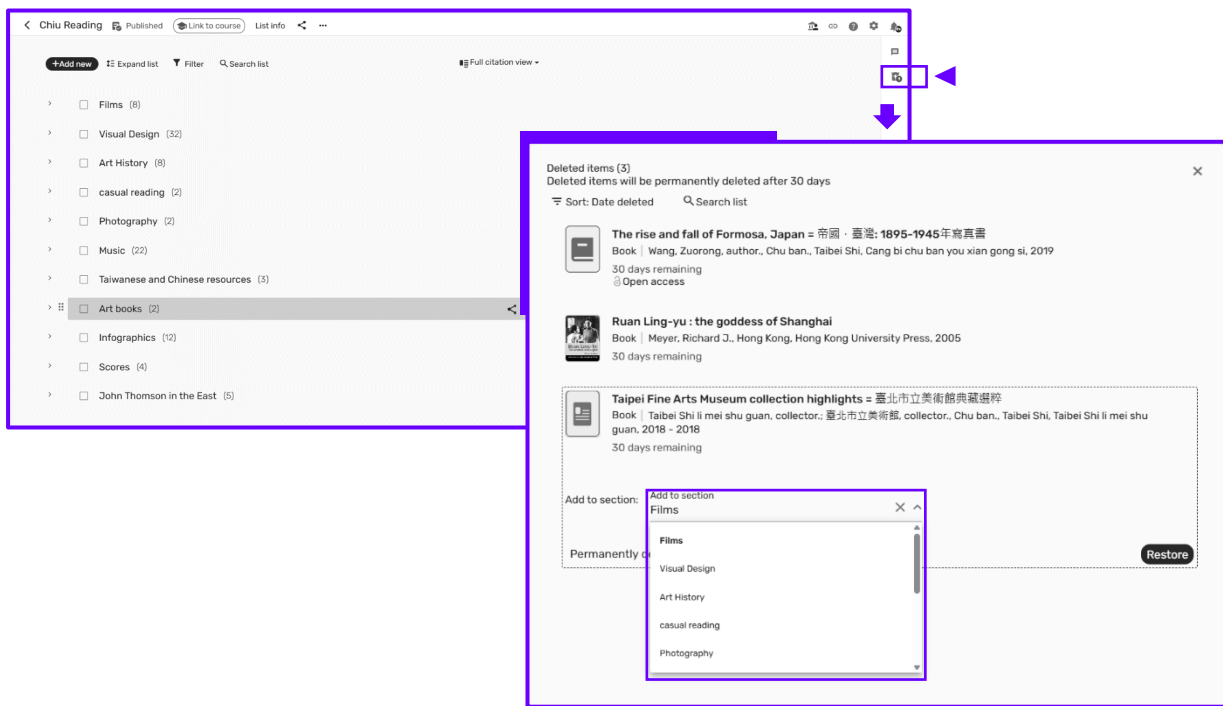
Hover the mouse over the citation you want to move and an icon of **six dots** appears.

Hold the **six dots** icon and drag and drop the citation to its new location in the list. The line that appears shows the destination of the moving item.



Restoring deleted items

If you want to restore items that are deleted accidentally, the items can be restored from the recycle bin within 30 days of deletion. After a citation is deleted, the **note for students**, **tags**, and **associated links** all remain attached. The information about the **original location of the citation or section is not** retained.

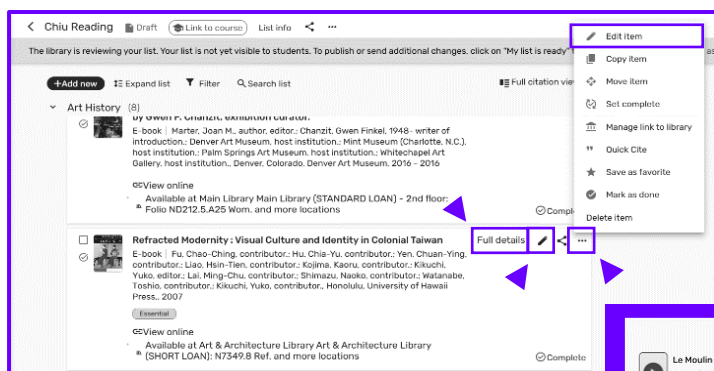
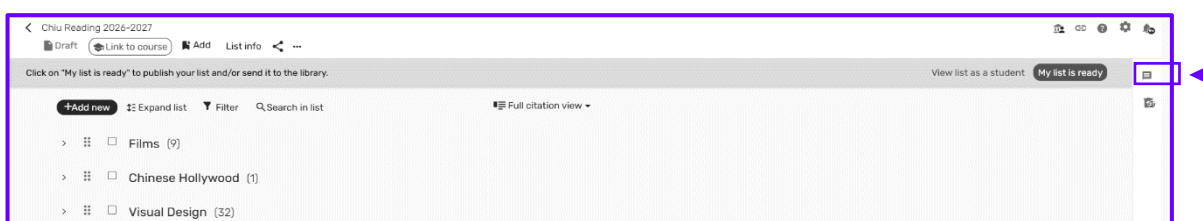


8. Add note for Library

Add note for Library allows you to send a list level note to provide additional information to the library about the list or specific citations.

You can find the **“Add note for Library”** button in the upper-right corner of the list you are working on.

If you add information to **“Add note for Library”**, click **Send** and then you will see the saved note.



You can also send a citation level note.

Click on the citation, then on **Full details** and the **“Add note for Library”** tab.

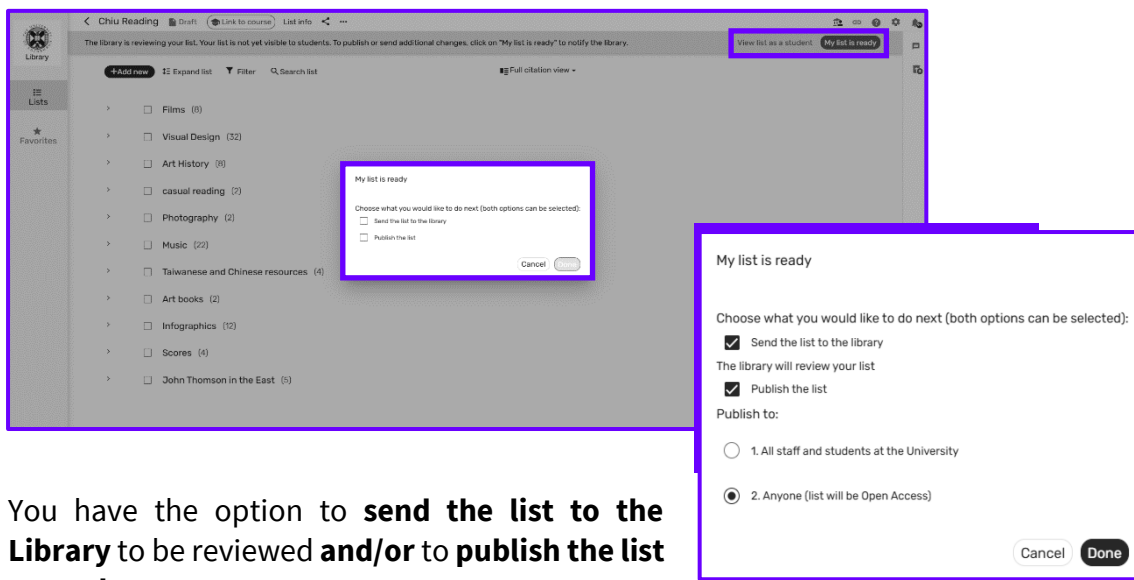
If you add information to **Add note for Library**, Click **Send** and then you will see the saved note.



The final step is to send your list to the Library for review. The Library will not see the notes for the library information otherwise.

9. When the List is Ready

When you are ready to publish your list and/or send to the Library, click **My list is ready**.

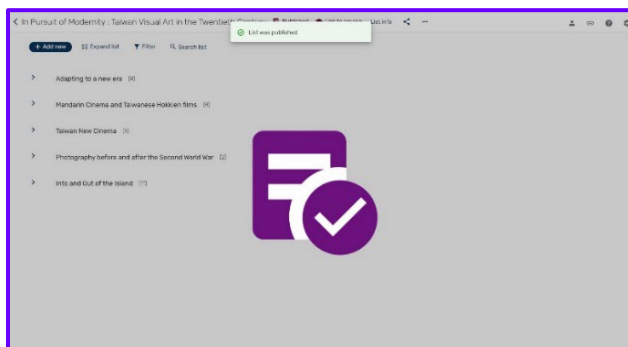


You have the option to **send the list to the Library** to be reviewed **and/or** to **publish the list to students**.

You can tick **both or either** option.

You can decide to **limit access** to the list to **University staff and students only** or to make the list **accessible to anyone**. Online resources provided by the Library can only be accessed with a University login.

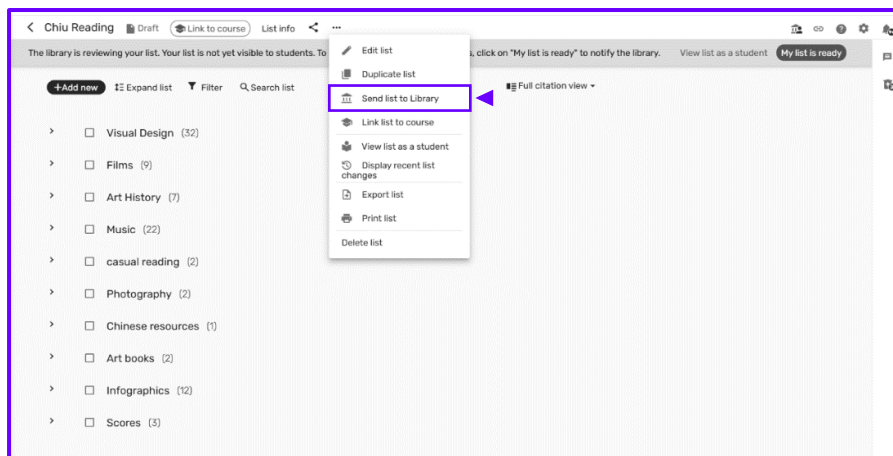
If you prefer to wait until the list has been reviewed before it is published, tick the **'Send the list to the Library'** box and the Library will publish the list after it has been reviewed. Please note the default option is to make the list accessible to everyone. If you would like to restrict your list to staff and students only, let us know.



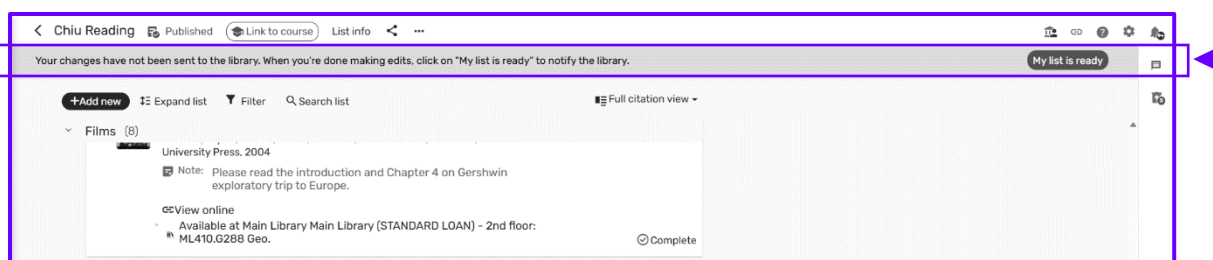
After you click **Done**, you will see a confirmation.

The Library will update you when the list has been reviewed.

After the list is published, you still can make further changes and send the list to the library for another review. **The option to send the list to the Library can be found in the list menu at the top of the screen.**



When you add new items to your list, you will see **a message in the banner reminding you to send the list to the Library.**



If you would like us to review the new items in order to buy new or additional copies of a titles, provide a scan, or move print copies to Reserve, **you should send the list for review again.**

If you don't need the Library to take any action, you don't need to re-send the list. Students can't see this message.

Deadlines

The Library sets deadlines to ensure materials for teaching are available to students for the start of each semester. Lists received before the deadlines are prioritised.

Resource List deadlines for 2026/27

- **Semester 1:** Wednesday 01 July 2026
- **Semester 2:** Wednesday 21 October 2026

Course Organisers can still send Resource Lists to the Library after the deadlines. However, the Library cannot guarantee Resource Lists sent after the deadlines will be ready and materials available for the start of Semester.

Once semester starts, you can continue to edit your list, add new items, and send the list to the Library for review to request new purchase and/or scans at any time during the year.

If you have any questions or would like any help with your Resource Lists, please email Library.Learning@ed.ac.uk.

10. Add Cite It!

The **Cite It!** tool is helpful when you want to add websites, streaming media or any other 'non-library' content to your list. You can also use **Cite It!** to include **books that the Library doesn't hold and you want us to buy.**

Cite it! browser extensions

Cite it! is available as a **Chrome**, **Edge**, and **Firefox** browser extensions

Watch the **Leganto Cite it! Browser Extension for Chrome** video:

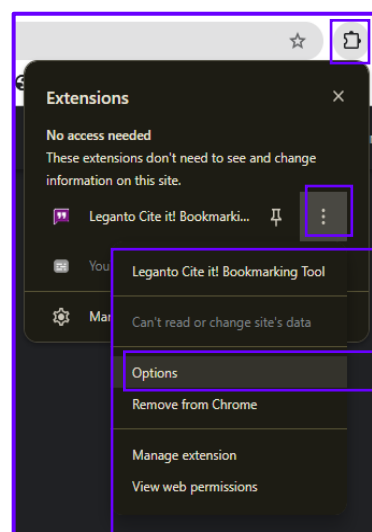
https://youtu.be/uN1FRgu2Ar4?si=zzRAN2uq1PTt_YfX

Adding the Cite it! Browser Extension to Chrome

1. To install, search for the "**Leganto Cite It! Bookmarking Tool**" on the **Chrome Web Store** at

<https://chromewebstore.google.com/>

2. Click the "**Add to Chrome**" button, then select "**Add extension.**"
3. Click on the **browser extensions icon** in Chrome. You have the option to pin it to your browser bar.
4. Click the **ellipsis** next to the Cite It! icon and select "**Options**".



5. In the **Cite It! Configurations**, enter the Leganto URL by copying and pasting the following address and click save
https://eu01.alma.exlibrisgroup.com/leganto/parser?institute=44UOE_INST&auth=SAML

Citelt! Configurations

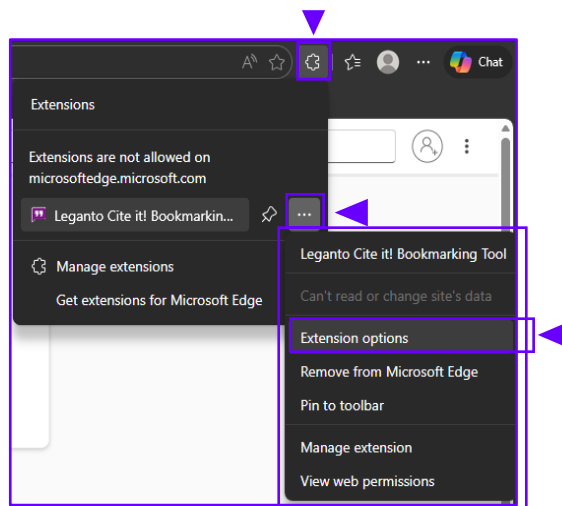
Leganto URL:

Adding the Cite it! Browser Extension to Edge

1. To install, search for the "Leganto Cite It! Bookmarking Tool" on the Microsoft Edge Add-ons

<https://microsoftedge.microsoft.com/addons/>

2. Click the "Get" button, then select "Add extension" in the pop-up message.
3. A pop-up message will appear, notifying you that Cite It! has been added to Edge.
4. Click on the **browser extensions icon** in Chrome. You have the option to pin it to your browser bar.
5. Click the **ellipsis** next to the Cite It! icon and select "Extension Options."



6. In the **Cite It! Configurations**, enter the Leganto URL by copying and pasting the following address and click save
https://eu01.alma.exlibrisgroup.com/leganto/parser?institute=44UOE_INST&auth=SAML

CiteIt! Configurations

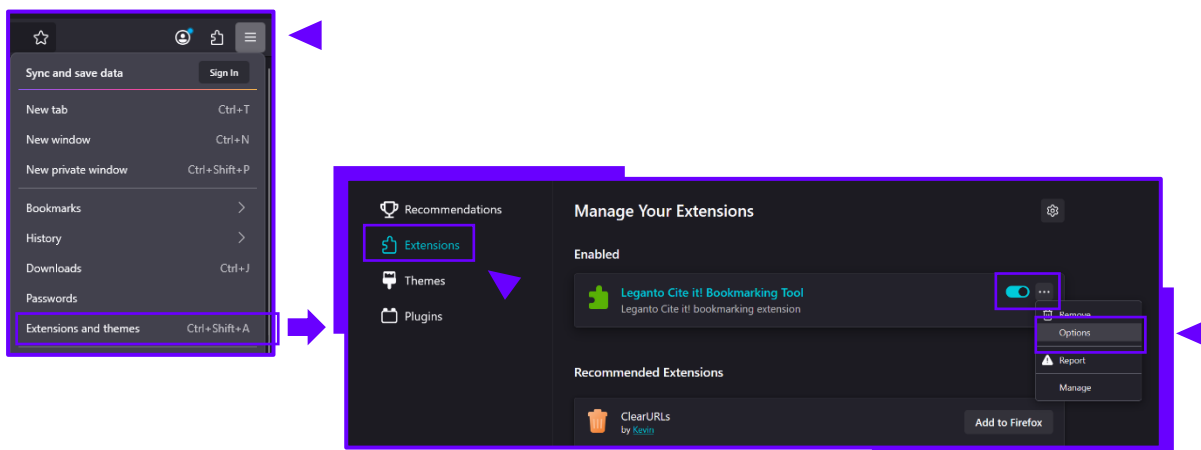
Leganto URL:

Adding the Cite it! Browser Extension to Firefox

1. Install the Firefox browser extension by searching for the "Leganto Cite It! Bookmarking Tool" on the Mozilla Firefox Add-ons site.

<https://addons.mozilla.org/en-GB/firefox/>

2. Select "**Add to Firefox**", then choose "**Add**", followed by "**OK**".
3. Click the **menu** ☰ button in the top-right corner and select "Extensions and Themes."



4. In the left sidebar, choose "Extensions."
5. Locate the Cite It! extension in the list and click the ellipsis next to it and select "**Options**".
6. In the **Cite It! Configurations**, enter the Leganto URL by copying and pasting the following address and click save
https://eu01.alma.exlibrisgroup.com/leganto/parser?institute=44UOE_INST&auth=SAML

Citelt! Configurations

Leganto URL:

Install the Bookmarks Toolbar

In addition to browser extensions, you can use the Cite It! bookmarklet. This is currently the only option available for Safari and some other browsers. Before you begin, make sure your browser's bookmarks toolbar is visible.

- If you're using **Safari**

- Click **View** in the menu bar and select **Show Toolbar**.
- If the Safari toolbar disappears on a Mac, it is likely in Full Screen mode or the toolbar is hidden.

- If you're using **Chrome**

1. Click the **three vertical dots** icon at the top right of the browser window.
2. Click **Bookmarks and lists**.
3. Click **Show bookmarks bar**.

- If you're using **Firefox**

1. Click the **three horizontal lines** icon at the top right of the browser window.
2. Click **Bookmarks**.
3. Click **Show bookmarks toolbar**.

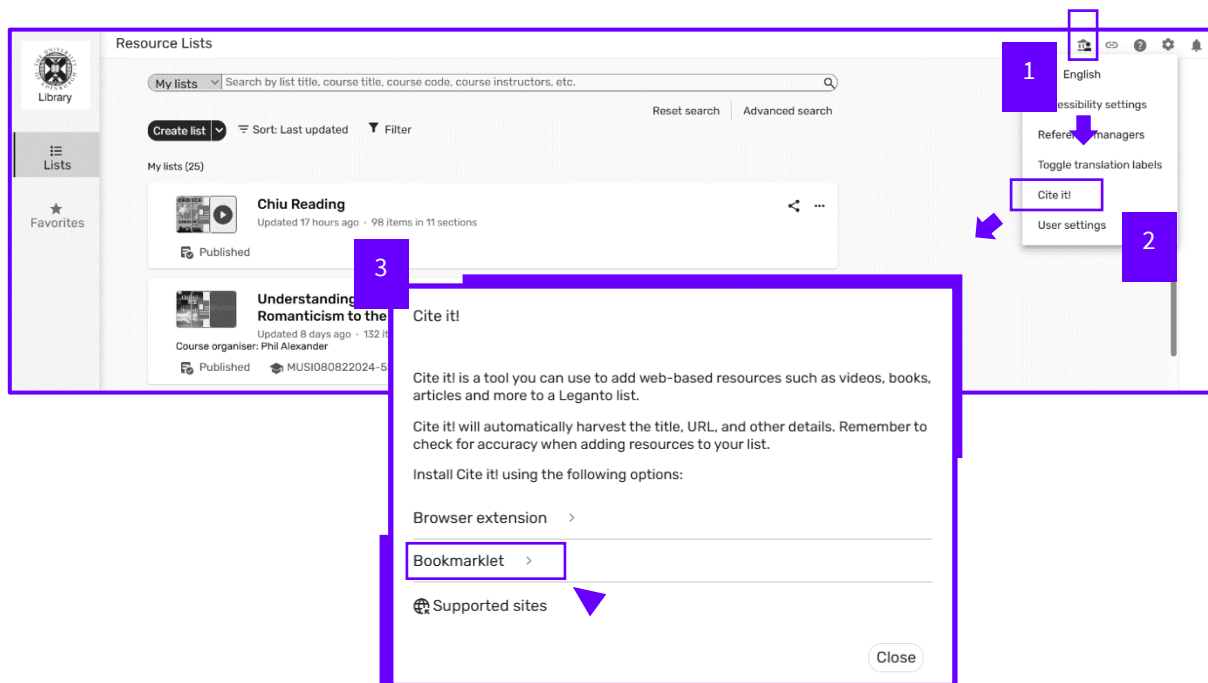
- If you're using **Edge**

1. Click the **three horizontal dots** icon found at the top right of the browser window.
2. Click **Favourites**.
3. Click the **three horizontal lines** icon in the pop-up window.
4. Click **Show Favourites bar**.
5. Click **Always**.

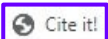
Add Cite It! to the Bookmarks Toolbar

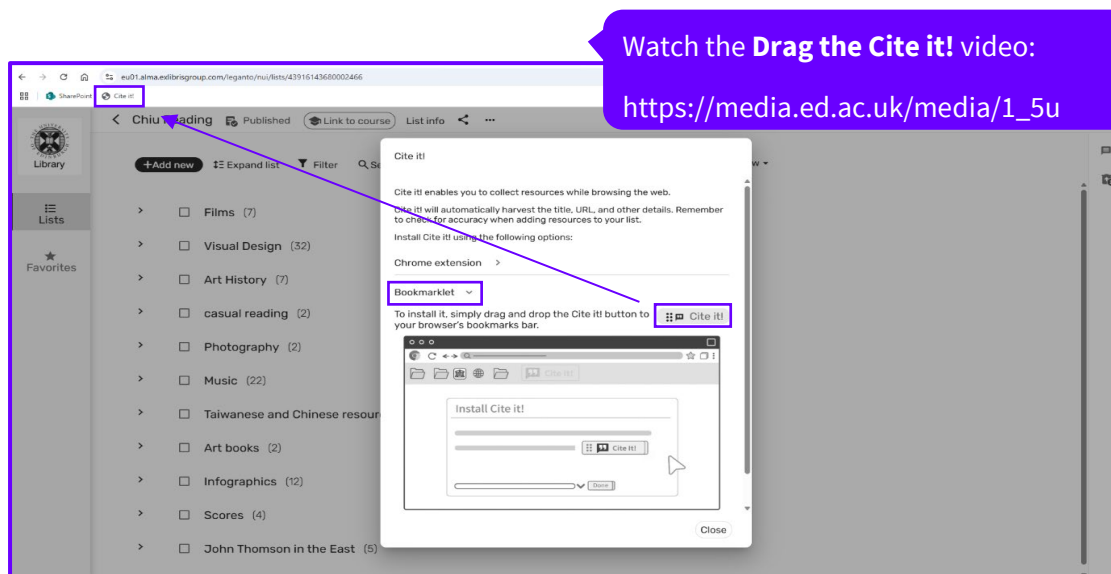
Click the settings icon  and **Cite It!**

Select to expand the 'Bookmarklet' option



Drag the Cite it! to the bookmarks bar/ bookmarks toolbar/ Favourites bar.

To install the tool on your browser bar, click the Bookmarklet and drag the Cite It! icon from the pop-up window to the bar. A **Cite It!**  Icon will show in the bar when installed.



11. Useful Resources

- **Resource List LibGuide**

<https://edin.ac/3wNbAb8>

- **Guide to the UK Copyright Licensing Agency Higher Education licence**, outlining how the Library can copy extracts from books and journals for use in course materials:

<https://assets.cla.co.uk/media/2024/11/higher-education-licence-user-guidelines.pdf>

- **Videos** are available on the Resource List web pages:

<https://edin.ac/3wFID10>

- **Academic Support Librarians** can advise on online Library resources:

<https://library.ed.ac.uk/academic-support-librarians>

- **For help with Resource Lists** or to arrange a support call (via Teams) contact:

Library.Learning@ed.ac.uk

- **Resource Lists Framework**

<https://library.ed.ac.uk/sites/default/files/2026-05/Resource%20Lists%20Framework%202026.pdf>