Process for editing lists in Readinglists@Hull [with orders]

Log into http://readinglists.hull.ac.uk

Log in with your University username and password

Go to My Lists

Click on the list you wish to edit/order for. If the list doesn’t appear email bjicollections@hull.ac.uk to request access

Click on Edit / Edit List and update as appropriate:

Click on Remove to delete links
Use to drag and re-sort items

Use New Section to create new headings

Click on Edit notes and importance to amend student notes and importance levels

If satisfied with changes made click on Publish

To add an item not stocked, open a new tab and go to http://amazon.co.uk. Search for the item and click on the full details

Click on Add to ReadingLists@Hull

Click on Create and Add to list

Add an Importance level and a Library note “Please order”

[Alternatively you can click on Create then add to a list at a later time and Edit notes and Importance within the list]

When all changes are made click on Request Review then click on Publish.

If the Request Review option isn’t available, email bjicollections@hull.ac.uk with the module code to review.