Ordering teaching materials not on the library catalogue

Please note you will need to have editing rights for the list you wish to order for and have installed the Bookmarklet tool (Add to Readinglists@hull or Add to My bookmarks). Please see the online guide for further information - http://libguides.hull.ac.uk/readinglistsupport

1. Go to Amazon.co.uk, search for the item you wish to order and go to the full display page [Please note we do not order from Amazon, this is just for bookmarking]

2. Click on Add to Readinglists@hull (or Add to My Bookmarks) from your internet browser toolbar. You may then be asked to sign in with your University username and password.

3. Details of the book will load. Click on Create & Add to List from the bottom of the screen
4. Check the list and section, then choose an importance level and add a note for the library:

Select the list you wish to add the order to (use the drop-down arrow to select a different list)

Choose to put at the top or bottom of the appropriate section of the list

Choose which section to add it to within your list

Select an Importance level

Add a Note for library: Please order

Click on OK

5. Go to Readinglists.hull.ac.uk and search for the list you have placed the order on
6. Open the list and click on **Edit / Edit list**.

*If you don’t see an *Edit* button you will need to request access by emailing [bjicollections@hull.ac.uk](mailto:bjicollections@hull.ac.uk)*

7. Click on **Request review**.

*If this option doesn’t appear a review is already in progress. Email [bjicollections@hull.ac.uk](mailto:bjicollections@hull.ac.uk) to let them know you have placed another order to the list.*
8. Verify the student numbers (amend if necessary) then click on **Request review**

![Request Review](image)

9. Click on **Publish** if you have finished making any changes

![Publish](image)

Your order has now been sent to the Library – once the order has been placed you will receive an email to say the review has been completed on your list.

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**If you need to add the same book order to an additional list:**

Search for the list your wish to order for and click on **Edit / Edit list**

The book should appear on the right of the screen in your bookmark list. Drag this into the main list on the left hand side using the **symbol**

![How to write your undergraduate dissertation Greatham, Bryan](image)

Once the book is in the list click on **Edit notes and Importance**. Add an **importance level**, and add a **Library note** to say **Please Order**.

Click on **Request review** and **Publish**