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1 Introduction

This guide is designed to help you get started with the new Resource List Management Software (RLMS).

1.1 Why use RLMS?

RLMS has many benefits:

- **For you** - it is easy for you to design resource lists and make them available to your students
- **For your students** – it will replace the current reading list widget in NOW and link live to the library catalogue, as well as to book suppliers, therefore making it straightforward for your students to keep up with essential and recommended reading.
- **For LLR** - RLMS is now the primary way in which you communicate with LLR about the resources you need for your modules. We will use the information on the resource lists that you create in RLMS to make book purchases and aid collection management decisions in order to ensure that adequate provision is made for resource lists at NTU.

1.2 Your RLMS

You will manage two main sections of RLMS: *My Bookmarks* and *My Lists*. In essence, you will build up a list of ‘bookmarks’ in your *My Bookmarks* section for the resource items that your students need to read for your modules. The bookmarks are used to populate the resource lists in your *My Lists* section of the software. There is one resource list per module and you use the edit function in the *My Lists* section to organise each list appropriately.

This guide demonstrates how to:

- set up your PC to enable you to use the RLMS
- start adding items to *My Bookmarks* from the library catalogue and websites
- use bookmarks to create and edit your resource lists
- Inform LLR that your list is ready for review
- make lists available to your students via NOW
- search for other resource lists available in RLMS

2 Help and support

RLMS is in the process of being customised for NTU use; training on the use of the package will be provided by your Liaison Librarian. For further information, or if you require training, or additional support, please contact them directly.

Contact information for Liaison Librarians is provided at: [http://www.ntu.ac.uk/llr/help_support/liaison_team/subject/index.html](http://www.ntu.ac.uk/llr/help_support/liaison_team/subject/index.html)

Alternatively you can email: libinfodirect@ntu.ac.uk

Libraries and Learning Resources (LLR) also offer regular RLMS training events throughout the year for staff. If you would like to attend a training session, book online via the LLR website: [http://www.ntu.ac.uk/llr/news_events/index.cfm](http://www.ntu.ac.uk/llr/news_events/index.cfm)
3 Accessing RLMS

In order to get started and be able to access My Bookmarks and My Lists, you must be logged into the RLMS:

1) Go to http://resourcelists.ntu.ac.uk
2) Click on Sign in

3) Enter your NTU username and password

4 ‘Tool Up’ your toolbar: preparing your PC for RLMS

Successful use of the software depends upon setting up certain shortcuts on the browser toolbar of your computer. The instructions for preparing your browser toolbar for RLMS varies depending on the browser you use and are detailed in the sections below:

• 4.1 Instructions for Internet Explorer
• 4.2 Instructions for Mozilla Firefox

If you use both Mozilla Firefox and Internet Explorer at work, you will need to prepare both browser toolbars.
4.1 Instructions for Internet Explorer

1) Go to My Bookmarks
2) Go to the Bookmarklet Installation Tutorial in the upper right hand corner
3) Click Install for Internet Explorer.

4.1.1 Check your version of Internet Explorer

The instructions are slightly different depending on the version of Internet Explorer you use. If you are unsure of the version that you are using, follow these quick steps to check:

- Go to Help on your menu toolbar
- Click on About Internet Explorer

- A dialog box will open to tell you the version of Internet Explorer that you are using (Internet Explorer 8 in this case):

RLMS is not compatible with Internet Explorer 6: please contact the ITS Service Desk to upgrade to Internet Explorer 7
4.1.2 Instructions for Internet Explorer 7

If you have Internet Explorer 7, you can follow the steps outlined in the Bookmarklet Installation Tutorial:

1) Select View in your Internet Explorer main menu and position your mouse cursor over Toolbars
2) Make sure Links is ticked
3) To add your “Bookmarklet” to the toolbar, **RIGHT-click** on the **Add to My Bookmarks** button that is **in the tutorial**.
4) Select **Add to favourites**, then using the **Create in:** pull-down menu select **Links** and then click on **Add**

![Image of adding a bookmarklet to the toolbar]

5) Add a “View My Bookmarks” link to your toolbar by **RIGHT-clicking** the **View My Bookmarks** button, again this is found **in the tutorial**, and repeat the process. **Add to favourites**, as above, and **Create in:** **Links**, then click on **Add**

4.1.3 Instructions for Internet Explorer 8

Please make sure that you **Ignore Step One** in the Bookmarklet Installation Tutorial and follow the next four steps instead:

1) Go to **Tools**
2) Click on **Toolbars**

![Image of navigating to Toolbars]

Installing the Bookmarklet: Internet Explorer

Installing the bookmarklet is easy, and takes just two simple steps:
3) You need to display your Favourites Toolbar. (Check that there is a tick next to Favourites Bar)
4) Check that the toolbar is unlocked (if it is unlocked then there will not be a tick next to Lock the Toolbars.)

Now go to Step Two within the tutorial

5) **RIGHT**-click on the Add to My Bookmarks button that is in the tutorial
   In the Add a Favourite dialog box that opens select Favourites Bar in the Create in: drop down menu.
6) Click on Add and the Add to My Bookmarks should appear on your toolbar

Now go to Step Three within the tutorial

7) Right click on the View my Bookmarks button
8) In the Add a Favourite dialog box that opens select Favourites Bar in the Create in: drop down menu.
9) Click on Add and the Add to My Bookmarks should appear on your toolbar
4.2 Instructions for Mozilla Firefox

1) Go to My Bookmarks.
2) Go to the Bookmarklet Installation Tutorial in the upper right hand corner.
3) Click Install for Firefox.

4) In the Firefox browser menu go to view – toolbars - bookmarks toolbars
5) The bookmarks toolbars line should now be ticked.
6) Add your “Bookmarklet” to the toolbar by RIGHT-clicking on the Add to My Bookmarks button that is in the tutorial.
7) You will be asked if you would like to Add to favourites. Select Yes, making sure that you are adding the page to your toolbar, not just your normal favourites file, by using the pull-down menu and setting it to: Folder: Bookmarks Toolbar

8) Click on Done.
9) Add a ”My Bookmarks” link to your toolbar by RIGHT-clicking the View My Bookmarks button, again this is in the tutorial, and repeat the process above. Add to favourites as above, set it to Folder: Bookmarks Toolbar and click on Done.
5 How to add items to My Bookmarks

Now that you have set up your browser toolbar, you can start to build up a collection of items in your My Bookmarks section.

5.1 Creating bookmarks using records from the library catalogue

1) Open a new tab and go to the library catalogue: https://opac.ntu.ac.uk/
2) Find a book, whole journal, DVD or other item. Click on the title of the item to display the Full View of Record:

3) Click on the Add to My Bookmarks button that you have recently added to your browser toolbar:

4) The next screen displays bibliographic information for the item. Check, add or amend details and notes as necessary before clicking

5) A record should now have been successfully added to your bookmarks!
5.2 Adding websites to My Bookmarks

1) Locate the web page online and click on Add to my Bookmarks.
2) You will be presented with this screen:

3) Check the information in your bookmark and amend or add details as necessary before pressing

4) This item has now been added to your My Bookmarks section.

5.3 Adding items to My bookmarks from other sources

It is possible to add items such as journal articles to your bookmarks. If you are at the stage where you wish to do this, please contact your Liaison Librarian.

Now that you have some bookmarked items to experiment with, proceed to the next section to create, and organise your resource list.
6 Creating a draft resource list

1) To view all of your listed resource lists click on My Lists on the navigational bar:

![My Lists image]

2) Click on Edit to open up your resource list.
3) You are now presented with your resource list, in editable form, on the left:

-![Resource list image]

4) Your bookmarks are located on the right. This panel is used to both organise a resource list into sections and populate it with your bookmarked items.
5) - indicates an item that you can drag across to your list.
6) To create a section in your resource list, simply left-click and hold on the crossed arrows of New Section and drag it into your resource list. Fill in the title of the section and any notes to students in the window that appears:

-![Add Section image]
Each section/sub-section heading is automatically added to a Table of Contents. You can use this to reorder the sections/sub-sections in your resource list.

7) You can now drag any item from My Bookmarks into your newly created section. They can be positioned anywhere: dotted lines form where the item will land:

8) Once you have positioned your bookmark on your resource list, you can assign an ‘importance’ to the item by clicking on Set Importance:

9) If you click on Set Study Note you can write a note to the student (which will be visible on the list) and a note to the library to help inform our stock management decisions and acquisitions processes (this will not be visible on the list).
IMPORTANT NOTE: Each time you edit your list the changes are automatically saved on a draft version of your list, and can be viewed only by you and other module authors. To view the draft version of your list select the green Unpublished Changes option.

7 What to do with a completed draft list: publishing and requesting a review

When you have completed your list it is essential that you:
1) Select Publish to make your list ‘live’ and available for your students to access and use.
2) Once the list is published, you must notify LLR that your list is finished, LLR will then be in a position to process the list to ensure that the list is appropriately resourced. To do this, request a review of your published list:

Once the review process is completed you will be notified by LLR.

8 Making your resource list available via NOW: the new Resource List Widget

The Resource List Widget has been released in NOW. This links your module learning room directly to its resource list in RLMS. It has automatically replaced the old reading list widget on your learning room home page.

If you have customised your learning room homepage and removed the old reading list widget, you can add the new Resource List widget manually. For further information about how to do this please contact your Liaison Librarian.

You can also refer to Adding Widgets to a Learning Room in NOW. This publication forms part of the New Academic Year in NOW guide, available within the NOW Community.
9 Searching for other resource lists

To search for and view any other resource lists at NTU, follow the steps below.

1) Click on Home on the toolbar OR go to http://resourcelists.ntu.ac.uk/index.html

2) You can EITHER type in the complete module code or module title in the search box and click on search OR As you type in part of the module code or title, a list containing like -matches will appear, click on the module resource list that you wish to view (see below).

3) Alternately, use the Browse Hierarchy option to track down the module you seek by its place within the college-school structure of NTU.

Search for lists, modules & courses

[Image of search interface]

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