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MyReading: Frequently Asked Questions

Accessing and Updating MyReading

How often should I update my reading list?

As often as you need to. You will be contacted by your librarian if your reading list has not been updated for more than 13 months.

Can I update my reading lists using my iPad or other mobile device?

Yes however some features won't work fully. You can update/edit items on a reading list using a mobile device however you won't be able to use the drag and drop feature to reorder sections.

How do students access their reading list?

Each module on UniLearn has a reading list link on the left hand menu. Students and staff can access lists in MyReading via this link. If there is a problem with this link please contact your School's Learning Technology Advisor.

Do I need to upload a copy of my reading list to UniLearn or the module handbook as well?

The University Reading List Policy states that all module reading lists should be on MyReading. You can add a link to your MyReading list in your module handbook. We don't recommend creating duplicate versions outside of MyReading as you will have more lists to keep up to date.

I teach a module which doesn't have any reading. How do I indicate this on MyReading?

If your module does not require any reading you can update the status of the list yourself to reflect this. There is a guide to modules with no required reading on the iPark.

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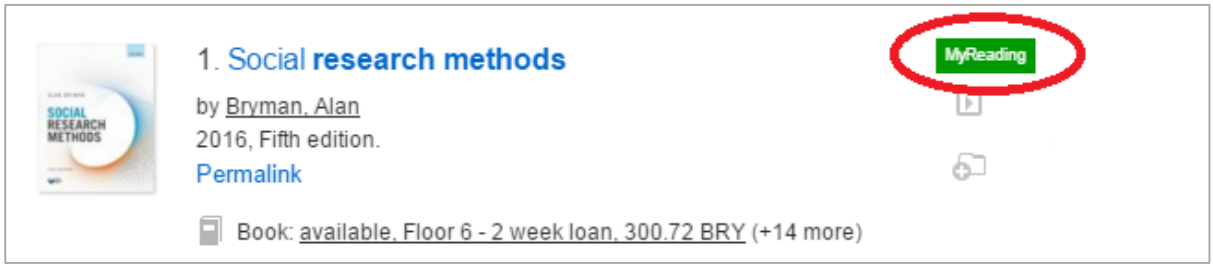
Managing Reading List Items

How do I add books to my list?

The easiest way is to locate the book on the library catalogue. Each book has an "Add to MyReading" link which you can use to quickly add a book to one of your reading lists.



A step by step guide to adding a book from Summon is on the iPark.

The book I want to add is not in Summon. How do I add it to MyReading?

If a book isn't already in the library you will need to add it manually. To ensure the library purchases the correct version of a book please provide the ISBN as well as title, author, edition and date of publication. See the iPark guide to adding an item not found in Summon.

How do I add journals/journal articles to my list?

The easiest way is to locate the journal article on Summon. See the adding a journal article guide on the iPark.

How do I add website links?

See the adding a website link guide on the iPark.

How do I add a video from UniTube?

Videos from UniTube can be added to MyReading and embedded so they can be viewed within the reading list. See the how to add a UniTube video guide on the iPark for step by step instructions.

Can I add an item to multiple reading lists at the same time?

When you add an item to a reading list you will have the option to choose which reading lists to add it to. You can add it to as many as you want at the same time.

Can I copy items from another reading list?

See the copying items guide on the iPark

How do I edit items already on a reading list?

You can edit items already on a reading list to change the relevancy level, add or update annotations, and move items to different sections. See the managing items guide on the iPark.

What is the 'relevance' for an item?

Items on reading lists must be assigned a relevance level from the drop down menu options when they are added to a list. The relevance options are essential, recommended, background or for purchase:

- **Essential**: reading that is required of all students to broaden and deepen understanding of the subject
- **Recommended**: reading that is desirable, as it expands understanding of the subject
- **Background**: in some disciplines, and at some levels of study, students may be expected to explore the subject in greater depth
- **For Purchase**: where it is necessary for all students to have access to the entire text for a number of weeks.

For more information on reading relevance see the Reading List Policy.

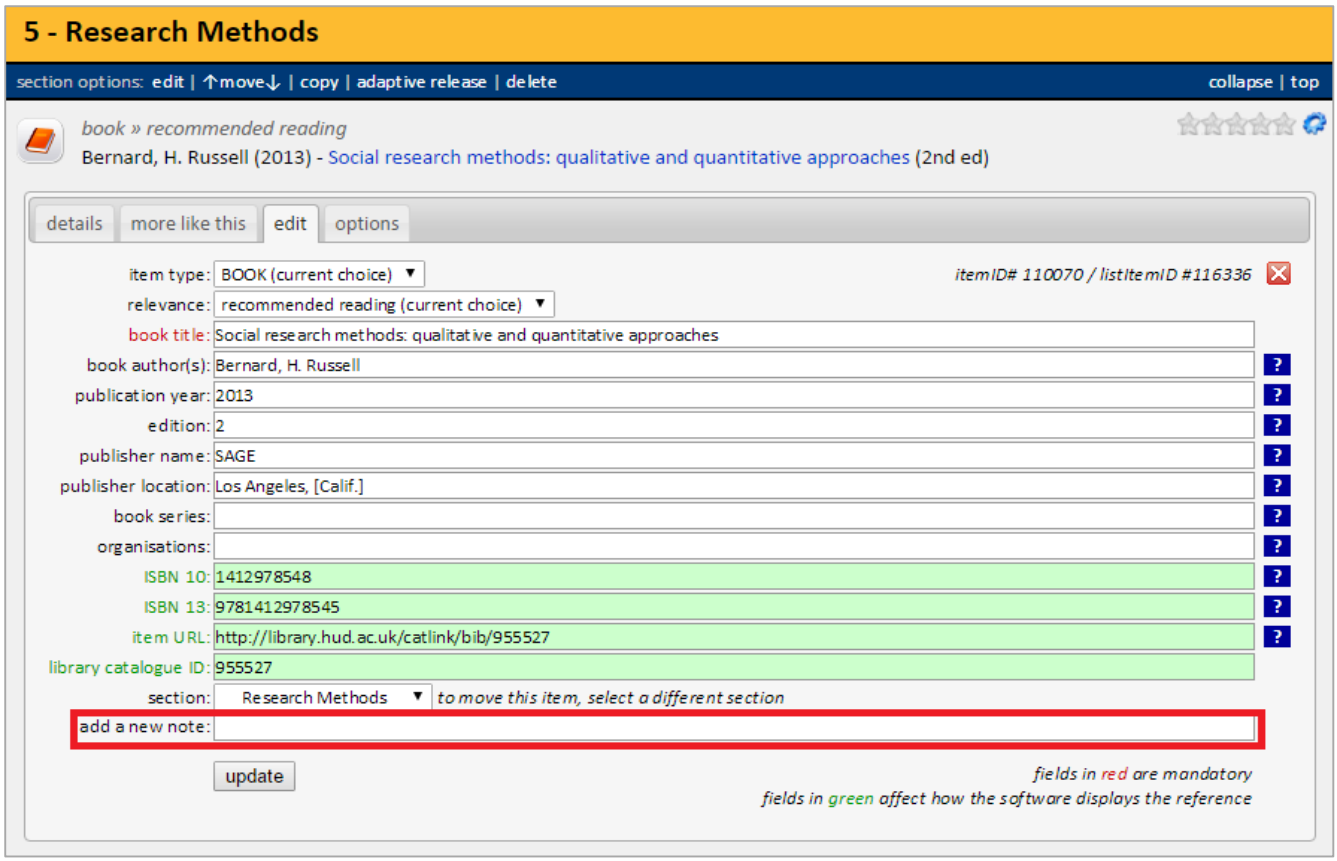
Assigning items a relevancy level helps students prioritise their reading, increases accessibility and helps the library determine how many copies of a book we require in stock.

Do I have to include essential reading?

The Reading List Policy states that all lists should have some items designated "Essential" reading to help students with disabilities prioritise their reading.

Can I add notes to items on a reading list?

You can add annotations to items on your reading list. Click on an item in your reading list and select the edit tab. Type a note about the item in the 'add a new note' box and click update.



How many items can I have on my list?

MyReading doesn't impose any limits for a maximum number of items. However, if you intend to include a large number of items, we'd recommend that you organise the items into sections.

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Organising Reading Lists

Can I organise my list?

It is recommended that you structure the items into sections and sub-sections. A guides to using sections are on the iPark.

Items within sections will appear in alphabetical order, you can't organise individual items apart from marking them as being "essential" (i.e. required reading), "recommended" or "background.

How should I organise my list using sections?

There is no correct way to organise your list into sections. How you choose to structure the list will depend on your module, subject area, and how you teach your module. MyReading allows you to create a structure that reflects your teaching practice. For example you could create a reading list structure based around weekly required readings for lectures, or organise readings by topic area.

How do I create new sections?

See the managing sections guide on the iPark.

Can I add the same item to more than one section?

The same item can be added to more than one section of a reading list. You will need to copy the item or add it again from Summon.

Can I change the visibility of sections/items?

It is possible to hide both individual items and entire sections on a reading list. This feature could be useful if you wish to start preparing a reading list for students but don't want it to be accessible yet.

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Library Processes

What does the library do with my reading list?

MyReading is linked into library ordering systems to ensure that adequate quantities of books are purchased ready for students to borrow. Whenever you add a book to one of your reading lists, the library will check to see if it is a title already held in stock and if we currently have online access to an ebook.

Reading lists are used to make decisions about buying new books or additional copies of existing books. If the item is already held in stock, extra copies might be ordered to meet the anticipated demand by your students. If the item is not already in the library, it will be ordered. This process takes a few weeks so it is important to update reading lists in advance.

The library will also provide a digital copy of book chapters added to reading lists, accessible via MyReading, where possible. For more information visit see the copyright and digital extracts guide on the iPark.

How long will it take for a new book to be in the library once I've added it to a reading list?

In general, most print books can be easily obtained by the library, especially if they are recent publications. However, there are situations when the library will struggle to obtain copies — for example, if the book is no longer in print or if the edition you selected isn't the most recent edition.

For print books that are showing as "in stock" on our supplier's database, the library would expect the full acquisitions process for print books (i.e. ordering, delivery and then adding the item to the library stock so it can be borrowed) to take less than a month. The acquisitions process for ebooks is usually much quicker and they are typically available within 48 hours of being ordered.

Can I add scanned book chapters/journal articles to MyReading?

The library will add scanned book chapters and journal articles to your reading list. There are restrictions for this process. The library will need to check if the publication can be digitised. As standard only one chapter or 10% of each book (whichever is the greater) or one article per journal issue can be made available per module. The library can apply for publisher permission for

subsequent chapters however there are normally costs involved per student on the module. More information about copyright and digital extracts is available on the iPark.

For a book chapter, you will need to add the book using Summon but change the item type to 'book chapter' before you add it to your reading list. Add in the details of the chapter you want to add, including page numbers, chapter numbers, titles and authors where relevant. A step by step guide to adding a book chapter is available on the iPark

How long does it take to digitise a book chapter for MyReading?

Again it depends although the process is usually quick as long as the item is covered by the CLA Licence and we already have a copy in the library. It will take longer if we need to apply for permission from the publisher or obtain the book by interlibrary loan.

The library has been unable to source of copy of an item on my reading list. What does this mean?

This is a note added by the library to inform you that a copy of a book or journal article can't be sourced, for example because it is out of print. The library will contact you to advise the reasons for this and you can seek advice from your subject librarian regarding whether it would advisable to remove the item.

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Additional MyReading Features

What do the stars mean next to items on a reading list?

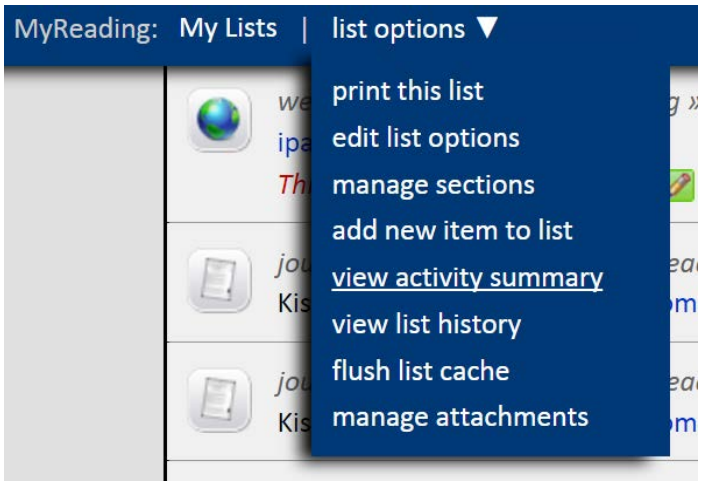
This is a feature which allows students to rate the items on their reading list. If the stars are grey it means nobody has rated the item. Yellow indicates the item has been rated. Green is your own rating of an item.

Can students add reviews to items on their reading list?

Students can rate items using the rating stars however they are not able to add written reviews of items.

Can I see how many students have viewed a reading list?

Scroll to the bottom of the reading list and there is a chart showing monthly views. This is how many times a reading list has been viewed in total.



Go to the 'Activity Summary' for more detailed statistics about how often items on your reading list have been viewed or borrowed.

Students do not have to log in to MyReading so we can't provide more specific statistics.

What is adaptive release?

Adaptive release allows you to set items or sections to become visible on a reading list at a specific date in the future. See the using adaptive release guide on the iPark

What does 'Items Waiting to be Checked' mean on the MyReading homepage?

These are items which you have clicked the MyReading button for in Summon but haven't clicked submit on the first screen to check the reference for accuracy.

What does 'Items Waiting to be Added to Lists' mean on the MyReading homepage?

These are items which you have clicked the MyReading button for in Summon, have checked the reference but haven't added the item to any reading lists.

Help and Training

Where can I get more help?

Please email your subject librarian for more help with MyReading library@hud.ac.uk

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