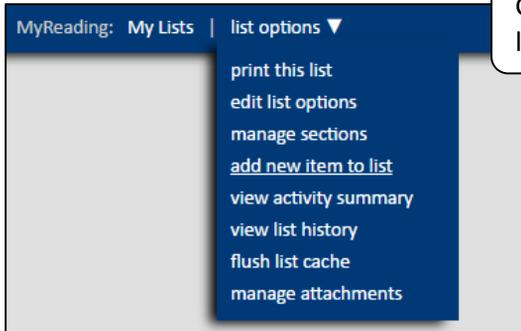


# Adding an item not found in Summon to MyReading

If you have searched Summon and the library doesn't already stock an item you want to add to MyReading, then you will need to add this as a manual reference in MyReading. For books, adding new items using this method will alert the library to purchase copies of the book to add to library stock, where possible.



Go to the list options link on the top menu bar in a reading list and select 'add new items to list'

1

## Quick Links

- [add a new item](#)
- [search Summon](#) for books, journals & articles
- [manage your Working Lists](#)
- [manage your access to demo lists](#)
- [MyReading documentation on iPark](#) (opens in new window)
- [Reports](#)
- [Need any help? Just send an email to \[myreading@hud.ac.uk\]\(mailto:myreading@hud.ac.uk\)](#)

Or click the 'add new item to list' from the Quick Links section on the MyReading homepage

2

## MyReading options: My Lists

### Add a New Item...

- [search Summon](#) for books, journals & articles
- [add a web site](#)
- [add a new reference manually](#)

Choose 'add a new reference manually' from the list of options

3

## Select the item's reference type...

- [audio \(UniTube\)](#)
- [book](#)
- [book chapter](#)
- [film](#)
- [journal](#)
- [journal article](#)
- [music score](#)
- [online image](#)
- [patent](#)
- [sound recording](#)
- [video](#)
- [video \(UniTube\)](#)
- [web site](#)

Select the item's reference type from the list.

For this example we are going to choose 'book' however this process can be followed for any of the item types listed.

If you don't see the specific item type you want to add then please contact [myreading@hud.ac.uk](mailto:myreading@hud.ac.uk) for help.

4

# Adding an item not found in Summon to MyReading

Complete the form with as much detail as possible including the title, author, publication year and ISBN. If you know the ISBN you can search for the book using the box at the top of the screen. This will fill in all the details about the book for you.

**please fill in all mandatory fields!**

If you have the book's ISBN, enter it here to search for the details:

**Please enter the details for the new reference...**

*fields in red are mandatory*  
*fields in green affect how the software displays the reference*

item type: BOOK

**book title:**

book author(s):

publication year:

edition:

publisher name:

publisher location:

book series:

organisations:

ISBN 10:

ISBN 13:

item URL:

library catalogue ID:

**Notes:**

- to ensure the library orders the correct stock to support your reading list, please include an ISBN

**extra options**

change item type to:

BOOK (no change)

5

Enter the ISBN and click 'look up' to automatically fill in the form

The book title is required

Add author names in the following format: Smith, A. For multiple authors separate names using a semicolon: e.g Jones, A; Smith, J

Providing either an ISBN 10 or ISBN 13 will help ensure the library orders the correct item for your reading list

If you need to change the item type, for example to a book chapter or journal article, select from the drop down menu, and then click change

## ZZZ0004: DEMO LIST 4

Pre-course reading

Term 1

Term 2

Optional reading

Term 3

essential  
recommended  
background  
for purchase

Click submit and then you will be able to asked to add the item to a reading list.

6

On the next screen you will see all of the reading lists you have access to. Choose the list(s) you want to add the item to.

Use the drop-down box to select the relevance category if the book is essential or background reading etc

7