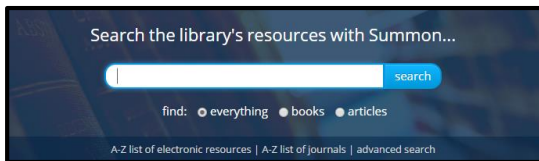


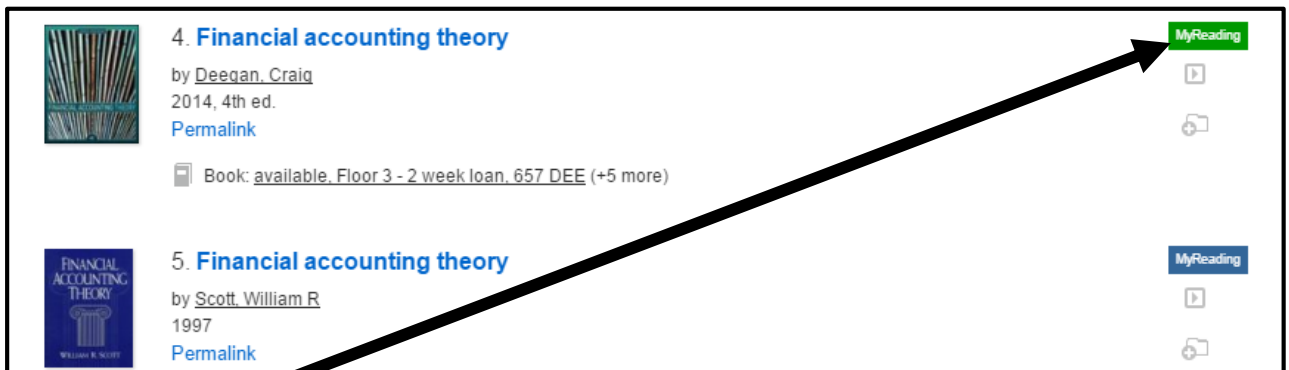
The process for adding a book chapter is similar to adding a book, however you need to make changes to the items type manually to ensure the item appears on MyReading as a book chapter.

The library will add scanned copies of book chapters added to your reading list however not everything can be digitised so the library will check on your behalf. Usually only one chapter per book can be digitised per module. See the [copyright and digital extracts](#) guide for more information.



Search for the book using Summon
<https://library3.hud.ac.uk/>

1



Click the add to MyReading button to add to your reading list

2

Change the item type at the bottom of the screen to BOOK CHAPTER.

Then add details about the chapter title, author, chapter number and chapter pages. Please provide as much information as possible.

3

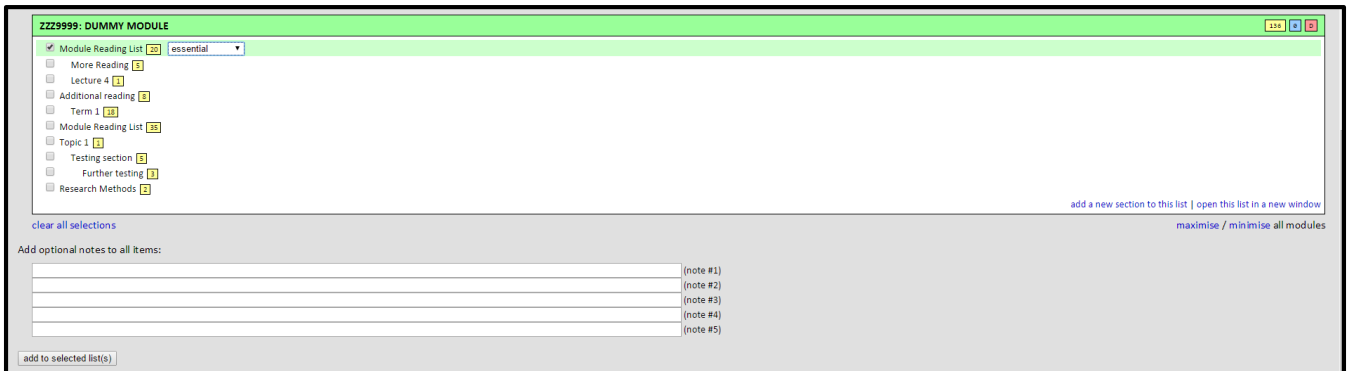
Please check the item reference for accuracy...
fields in red are mandatory
fields in green affect how the software displays the reference and should be altered with caution

item type:	BOOK CHAPTER	
book title:	Financial accounting theory	
book author(s):	Deegan, Craig	?
chapter title:	Positive Accounting Theory	?
chapter author(s):		?
chapter number:	7	?
chapter page(s):	270-337	?
publication year:	2014	?
edition:	4	?
publisher name:	McGraw-Hill Education	?
publisher location:	North Ryde, NSW	?
book series:		?
organisations:		?
ISBN 10:	0071013148	?
ISBN 13:	9780071013147	?
item URL:	http://library.hud.ac.uk/catlink/bib/1050956	?
library catalogue ID:	1050956	

submit

extra options...

change item type to:
BOOK CHAPTER (no change) ▼
change



On the next screen you will see all of the reading lists you have access to here you select the list(s) that you want to add the book to. If the list(s) you select already has sections you can also choose which section(s) to add it to.

At the top is the 'clear all selections' tab this deselects everything in the module menu.

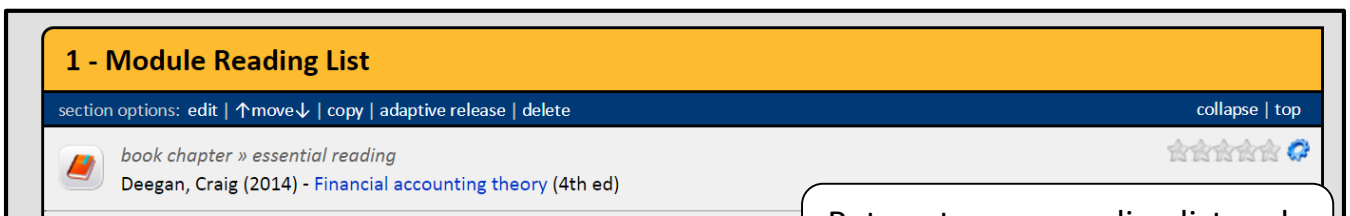
4

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

5

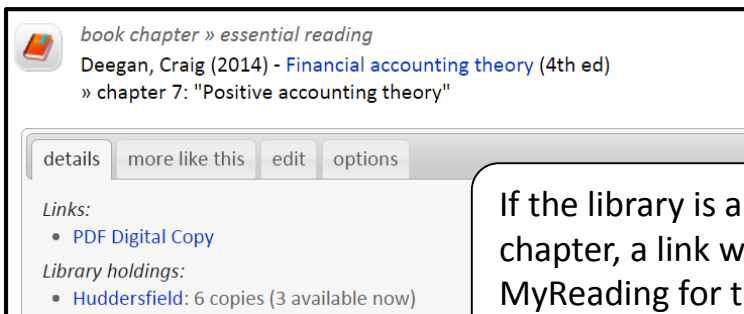
Click on 'add to selected lists' located at the bottom and top of the menu.

6



Return to your reading list and you will see the item has been added.

7



If the library is able to create a digital extract for the chapter, a link will be added to the item on MyReading for the PDF Digital Copy. You will be notified by email when the digital copy is available.

8