# Using your online reading lists by Hannah Woods [Video Transcript]

Welcome to your online reading lists.

Many of your modules will have online reading lists.

This means that all of the recommended reading materials for your module, including books, ebooks and journal articles are available in one place.

Your reading lists can usually be found on the NILE site for each module.

Scroll down the page to see the items on your reading list.

You can use the table of contents button to jump to a specific section.

This list is broken down into assignment topics, but other lists might be arranged differently, for example by week or session.

You can use the ‘View’ option to filter your list to print or online resources.

You can also filter items by their importance, for example essential, recommended or optional.

If you want to look for a specific author or title, type it into the top right-hand box. The list will automatically narrow down your results.

To find out more about any item, click on the title. The page will expand to give you further details.

For print books, you can see how many copies of a book are available and the shelfmark number of the item. You’ll need this number to find the item on the shelf in the library.

If a resource is available online, you’ll see the View Online button on the right-hand side. Click this to get access to the resource. You may need to log in with your University username and password.

Some of the items will have been scanned in for you by the library. You will need to sign in with your University username and password to view these. You can also print or download your scanned item.

You can use your online reading list to organise your reading.

To do this, start by logging in with your University username and password.

The circle icon gives you the option to mark your reading intentions. You can say you will read, are currently reading, or have finished reading a particular item.

You can also add a personal note to each item. These notes are personal to you and won’t be seen by your lecturers.

If you have any questions about using your online reading lists, contact the academic Librarians who will be happy to help.

Thank you.