The iFind Reading service allows staff to create and manage reading lists in one place, and will then present the list in your module's blackboard pages, the module catalogue and module maintenance.

Students will gain easy access to reading list, with active links to recommended reading and online resources.

Your subject librarian team can offer help and advice on creating reading lists.

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**How to login**
To access **iFindReading** go to [http://swansea.rebuslist.com](http://swansea.rebuslist.com) and click on the administration tab (top right). Your login details are as follows:

Your username is your e-mail prefix e.g. j.bloggs
Your password is the same as the one you use to login to home.swan etc.

**How to create a new reading list**
Using the tool bar to the right of the screen click on manage reading lists, and click on the tab “Add a new reading list”

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**List name** - should be Module code followed by title of module eg: **MN-1006 Managing people**

Year – the start of the academic year the module appears in.

Organisational Unit – this is your College.

Number of students on this course – approx., if known.

Module code - this should be the module code as found on the module catalogue found at [https://intranet.swan.ac.uk/catalogue](https://intranet.swan.ac.uk/catalogue)

Once you have completed this click on add list.
Adding items to a reading list
Search for your module using the search box and then click on items.

On the next screen click on the icon to add new item, then choose the type of material you wish to add.

Adding books
The search box links to iFind (the library catalogue). The easiest way is to search by ISBN (although you can also search by title or author). Once you find the item you wish to add to your reading list click on add new item. This will create the live link iFind for the students.

Adding Journal Articles
Journal titles can be added in the same way as book (follow the instruction above).

Journal articles have to be added manually. You need to complete these fields:

- Title
- Journal
- Article Author(s) = not the “Author" field, this is not displayed.
- Volume
- Issue (if needed)
- Start Page
- End Page
- Year = not the “Date of Publication" field, this is not displayed.

Your reading list in blackboard will provide a GetIt@Swansea link that should go directly to the article. If this link does not work you may need to add a URL manually by searching for the article on iFind (ifind.swan.ac.uk) and copying the ‘permalink’ from the ‘actions’ menu.
Adding items not in library stock

Should you wish to add something which we do not have in stock you can add items manually. However, please add a note to advise your students it is not available in the library. Alternatively order the item for inclusion in the Library stock (contact your library subject team) or use the ISS Scanning Service. You are not permitted to upload PDFs that you have obtained yourself.

Organising your reading list

Once you’ve added a new item you can drag and drop that item into the various categories of Essential reading / Recommended reading / Background reading / Other reading.

Adding tags to your reading list

It is possible to add clickable tags to your reading list. You could use tags to group items together for different lectures i.e.: Lecture 1 reading.

- Chose the edit category tag to the right on the reading list item.

- Type in your tag(s), e.g. “EIO989 –Week 15” or “Report Writing Skills for Engineers” etc and choose ‘click here’ to create the tag.

Completing the Reading List

Once you have satisfied with the preview and have finished creating your reading list, you need to “Publish” it to make it visible. This can be done from the “manage reading lists” tab, click on the link which says publish.