My Module Resources (MMR):

A guide for Academic Staff

Version 3 December 2014

Table of Contents

1. Introduction to My Module Resources 3
2. Getting Started 4
   2.1. Accessing My Module Resources 4
   2.2. Logging in to My Module Resources 4
   2.3. Administration permissions to edit your list 5
   2.4. Finding a list 5
3. Creating a new module 5
4. Managing My Module Resources 6
   4.1. Updating the list content 6
   4.2. Deleting Items 6
   4.3. Deleting multiple items 6
   4.4. Editing Items 7
   4.5. Adding Item Notes 8
   4.6. Tagging your My Module Resources list 8
      4.6.1. Tagging Items 9
      4.6.2. Tagging multiple items 9
   4.7. Re-ordering the resource list 10
5. Adding new items to a My Module Resources list 10
   5.1. Adding a book 12
      5.1.1. Not-in-Stock items 12
      5.1.2 Requesting digitisation of a book extract/chapter 13
   5.2. Adding an eBook 14
   5.3. Adding a website 15
   5.4. Adding journal titles (print only) 15
   5.5. Adding a journal article available in print 16
      5.5.1 Requesting digitisation of a print journal article or out of stock article 16
   5.6. Adding an e-journal available via Discover 17
   5.7. Adding an e-journal article 18
      5.7.1. Creating stable links 18
      5.7.2. Discover Permalinks 18
      5.7.3. Stable URL and DOI 19
6. Previewing My Module Resources list in the student view 19
7. Request digitised reading ..... **Error! Bookmark not defined.**20
8. Publish a list 20

1. Introduction to My Module Resources

My Module Resources was introduced in summer 2013 and provides an interactive, online area where students can follow direct links to resource details, online information including ebooks, journal articles, web pages and scanned extracts all in one place. My Module Resources can be viewed directly at the library web page or from within a Sunspace module area, the latter route helping to make recommended library resources accessible alongside module teaching and learning materials.

Module Resources allows for flexibility in list construction, reflecting individual teaching styles, module structures (for example, general and directed reading) and skills development (for example, Level 4 lists may include direct access to all individual online journal articles whereas Level 6 lists may give a generic link to the Discover search tool with students expected to search and retrieve the article themselves). Additional functionality allowing creation of notes and tags gives further opportunities to enrich and improve students' experience of using and accessing resources.

During the academic year 2013-14, library colleagues populated My Module Resources with resource lists for modules where information has been available. This includes:

- data transferred from the existing Library Services reading list software (Talis List)
- indicative reading lists sourced from the Module Catalogue
- lists provided by academic staff for resource checks
- lists available in SunSpace module areas

My Module Resources is therefore currently populated with a mix of indicative and extended reading lists, available for academic staff to edit and maintain themselves. Liaison librarians are happy to provide additional support as required.

2. Getting Started

2.1. Accessing My Module Resources

My Module Resources is a web-based tool and can be accessed from the link on the Library Services website, from within SunSpace modules and directly at https://moduleresources.sunderland.ac.uk/

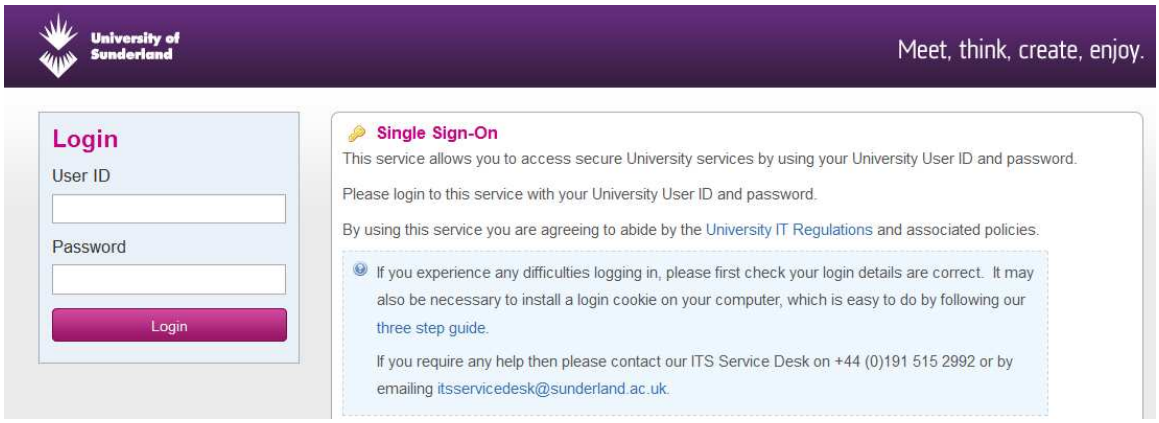
Note: To access the My Module Resources lists that you have permission to edit, you will need to log in to My Module Resources at https://moduleresources.sunderland.ac.uk/ **It is not possible to edit My Module Resources within SunSpace**.

2.2. Logging in to My Module Resources

It is not necessary to log in to My Module Resources to view module resource lists. Students will be able to search for, browse and use their module resource list without logging in. All academic staff will be able to log in to the system in order to maintain their own resource lists.

To start managing your My Module Resources lists, log in using the Staff Access link in the top right corner.

You will be taken to the Single Sign-On page where you will be required to enter your University user ID and password.

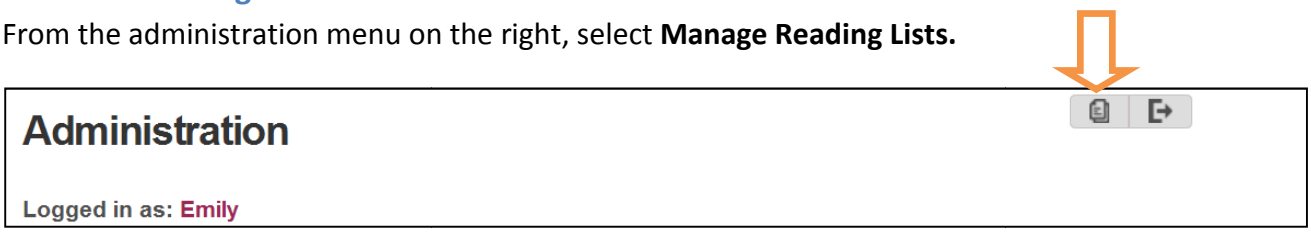


2.3. Administration permissions to edit your list

When you first log into My Module Resources using Single Sign-On, an account will be automatically created for you. However, it is necessary for Liaison Librarians to assign specific permissions to edit individual modules. If you do not have permissions for a particular list, please contact your Liaison Librarian.

2.4. Finding a list

From the administration menu on the right, select **Manage Reading Lists.**



A list of modules will appear showing your resource lists. If this is a long list, you may wish to use the search box to find the module using the code or title.

Click **Items** next to the relevant list to begin editing your Module Resource list. *Ensure you choose the list for the current academic year, this will be the one that is 'Published to Public'*

Note: if no search results are returned you will need to contact your Liaison Librarian to create your new reading list or assign you editing permissions. See Creating a new module.

3. Creating a new module

To request creation of a new Module Resource list, email your Academic Liaison Librarian with the module code, module title, and number of students currently registered on the module (needed for digitisation purposes). Your Academic Liaison Librarian will create a blank resource list in My Module Resources on your behalf, assigning you as the module list owner and giving you permissions to add list content.

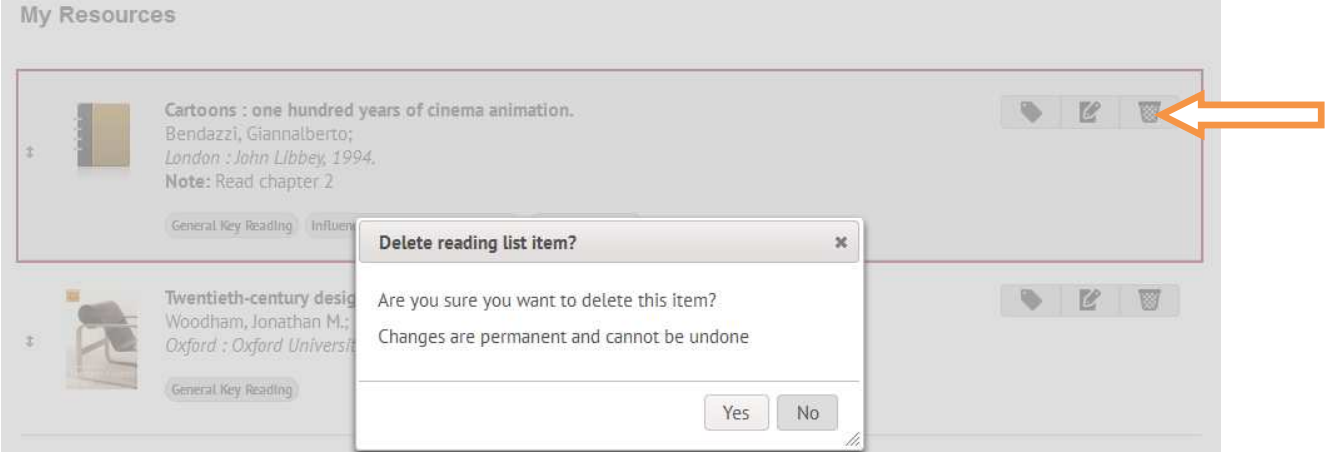
4. Managing My Module Resources

4.1. Updating the list content

You may update or edit your list at any time, offering a flexible approach to keeping lists current. Resource lists cannot be updated in SunSpace, you should log into your Module Resource account directly at https://moduleresources.sunderland.ac.uk/.

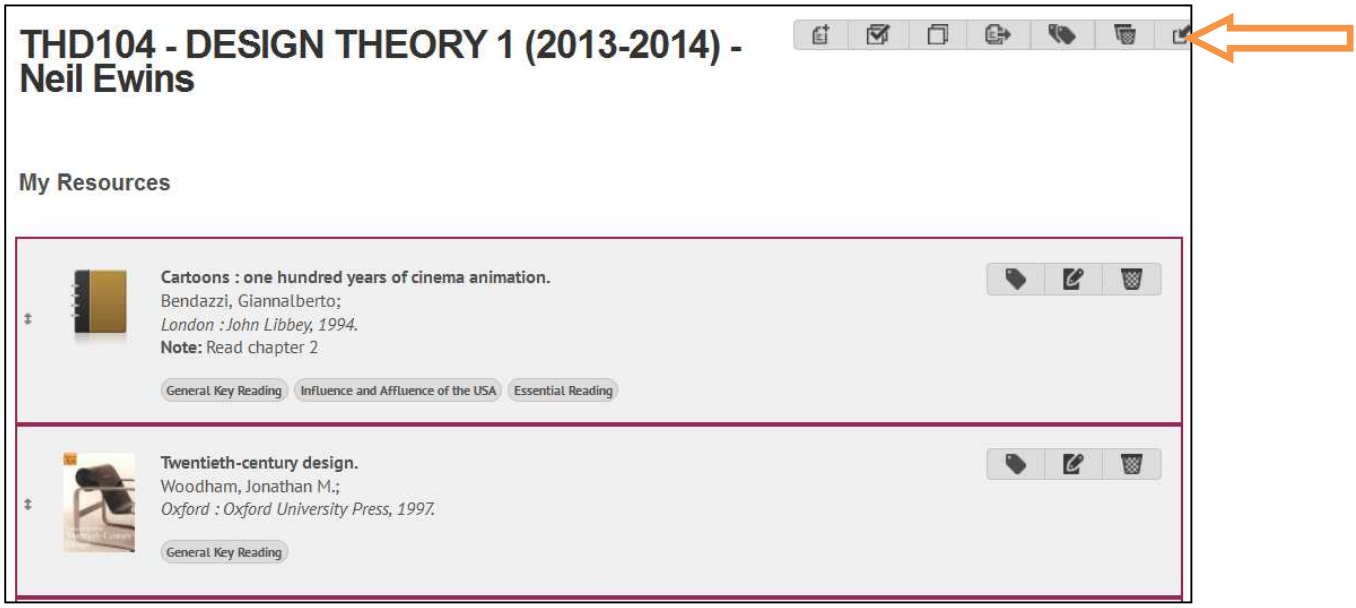
4.2. Deleting Items

If there are items on your list that are no longer relevant, or perhaps a newer edition or alternative resource is now more appropriate remove it from the resource list by selecting the **Delete Item** icon and follow the onscreen instructions. *You must not remove scanned extracts from lists*



4.3. Deleting multiple items

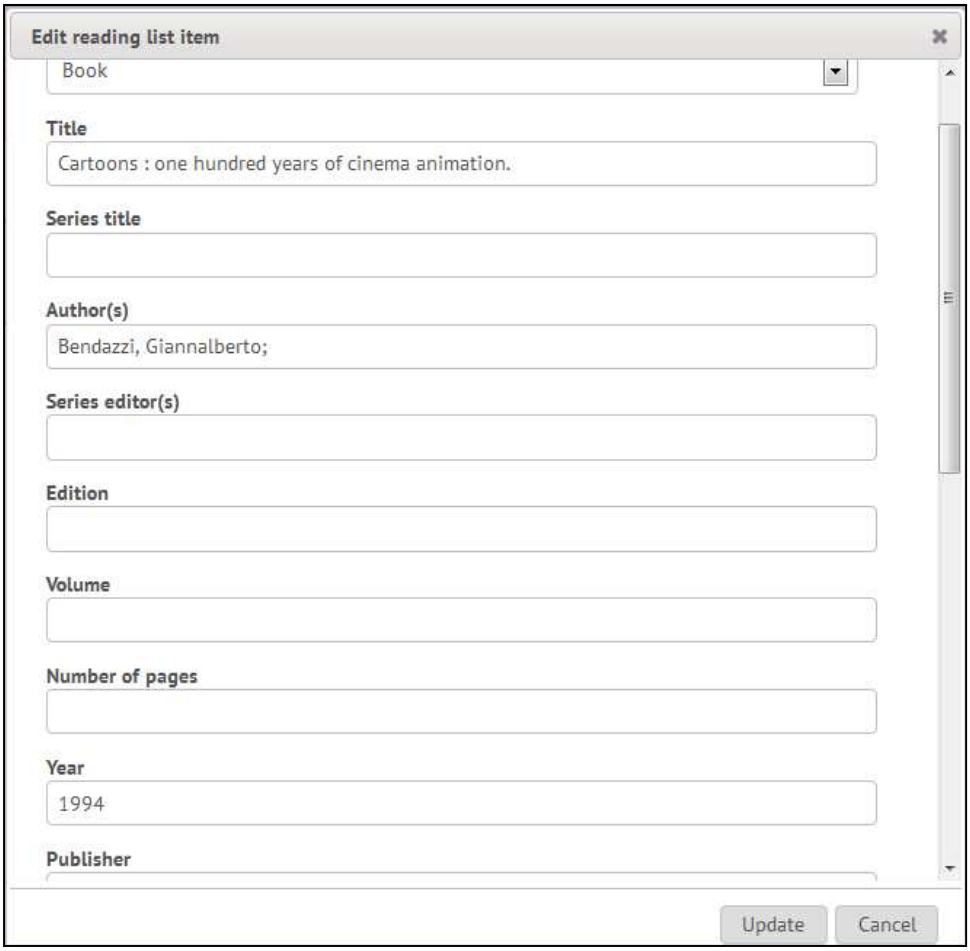
It is possible to delete multiple items from a list. To select multiple items on a list, left-click on the first item. Press and hold **Ctrl** and click on the other items that you want to delete. At the top of the screen click **Delete Selected Items** and confirm to accept the changes.



4.4. Editing Items

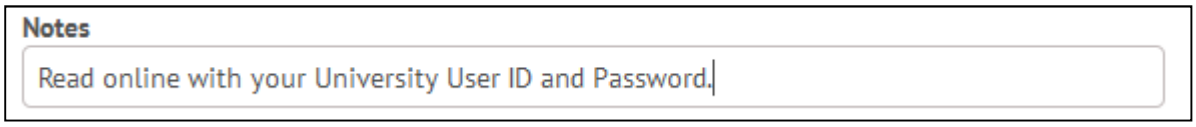
The records for items displayed is populated in the first instance from the library catalogue, therefore the bibliographic details should be correct. The metadata (bibliographic data) can be edited if required. Click on **Edit Item** and you will be taken to the full item record.

You can add additional details, such as series notes, specific page numbers or explanatory notes that will help students navigate the list.



4.5. Adding Item Notes

The **Notes** field is an incredibly useful tool to include additional annotations for students such as relevant sections to focus on, if the resource is available in an alternative format or how the resource applies to specific class requirements.



This is a free-text field and can be used to add value to your My Module Resources list. Click **update** to apply any changes.

4.6. Tagging your My Module Resources list

Category tags allow students to filter a reading list and locate relevant readings quickly and easily, particularly on lengthy lists. Multiple tags can be applied to one item.

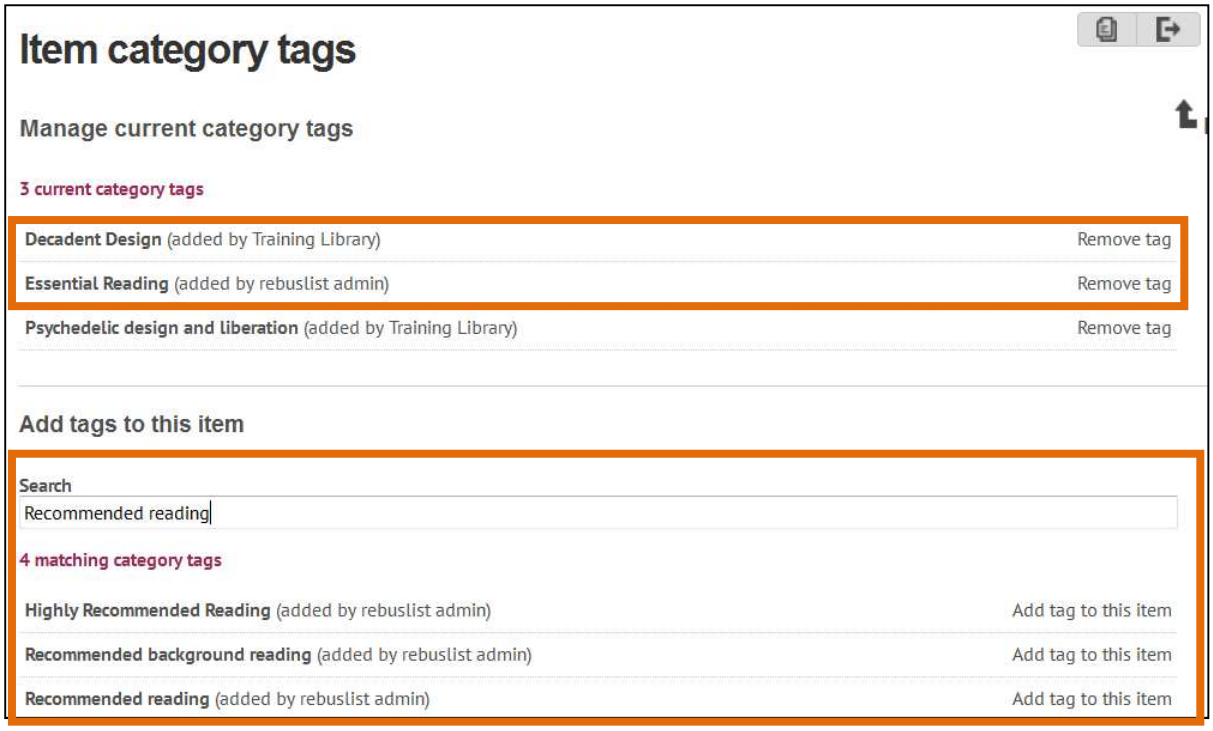
Tags should be used to indicate essential, recommended and background reading; or lectures and sessions that readings relate to, a particular theme or type of resources. Tags appear on a reading list item as shown in the following example:

To filter a list by a tag, students can click on the tag as shown above or select the tag icon. The tag list will then appear (shown below) from which students can choose the tag they are looking for.

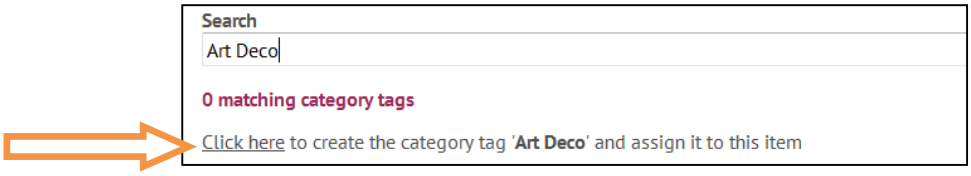
4.6.1. Tagging Items

To add a new tag to an item, click **Edit Item Category Tags**

Search for a category tag to see if an appropriate tag has already been created and select your tag from the search results by clicking **Add tag to this item.** Multiple tags can be added to a single item to describe the subject, type of resource and relevant lecture. Tags are removed by clicking on **Remove tag**.



If you are unable to find an appropriate category tag you can create new category tags.

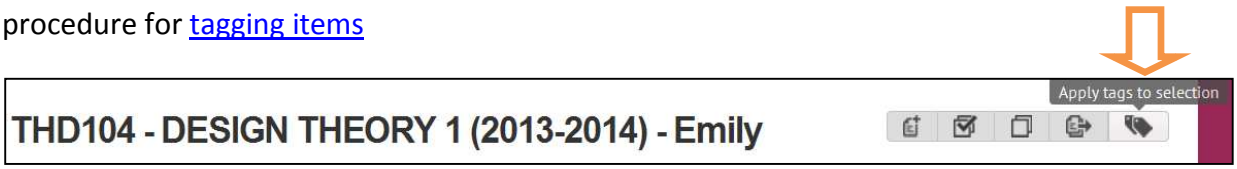


Note: Tags are a free-text field and will not be spell-checked, so please ensure accuracy before creating a new tag. The database of tags is very large and when searching it may take a few seconds for a matching tag to be found. Be patient to see if a relevant tag is found. It is always best to use an existing tag wherever possible.

4.6.2. Tagging multiple items

If multiple items in a list are to be labelled with the same tag, it is possible to do this in one go. Use the icon to select all of items on the reading list. Alternatively, left click on the first item, press and hold **Ctrl**, and click on the other items that you want to tag.

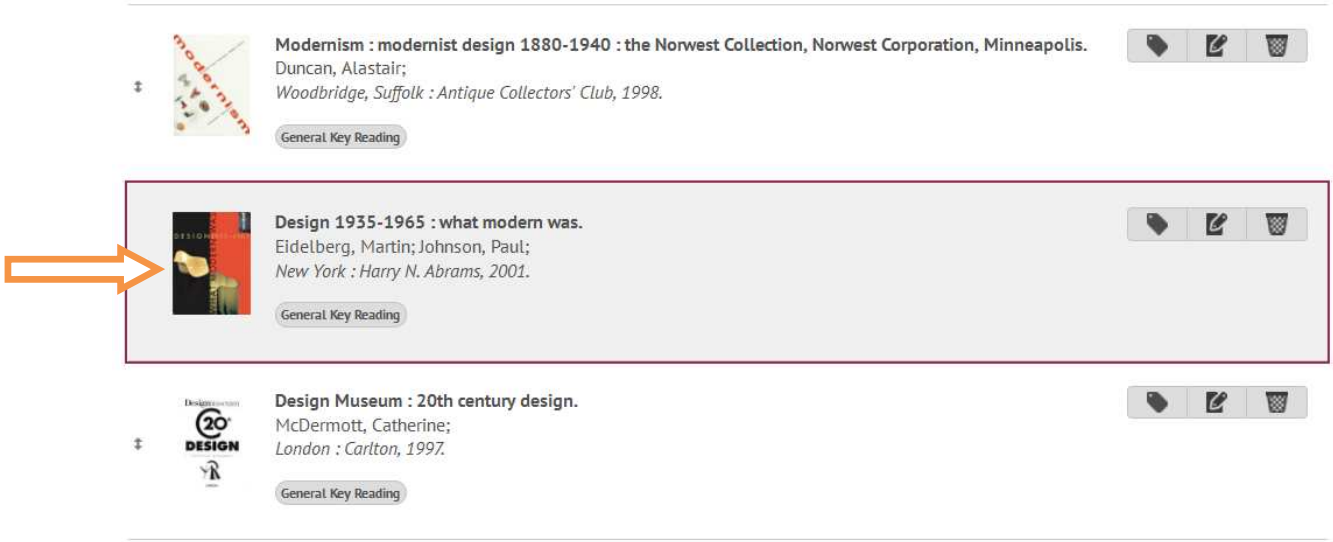
When you have selected the items you want to tag, click on **Apply tags to selection** and follow the procedure for tagging items



4.7. Re-ordering the resource list

As a default, items are arranged in the list in the order in which they are added, therefore when new items are added they will automatically appear at the bottom of the list. Items can be re-organised into your preferred order, for example alphabetically by title, weekly reading, theme or resource type, by dragging and dropping into the correct place.

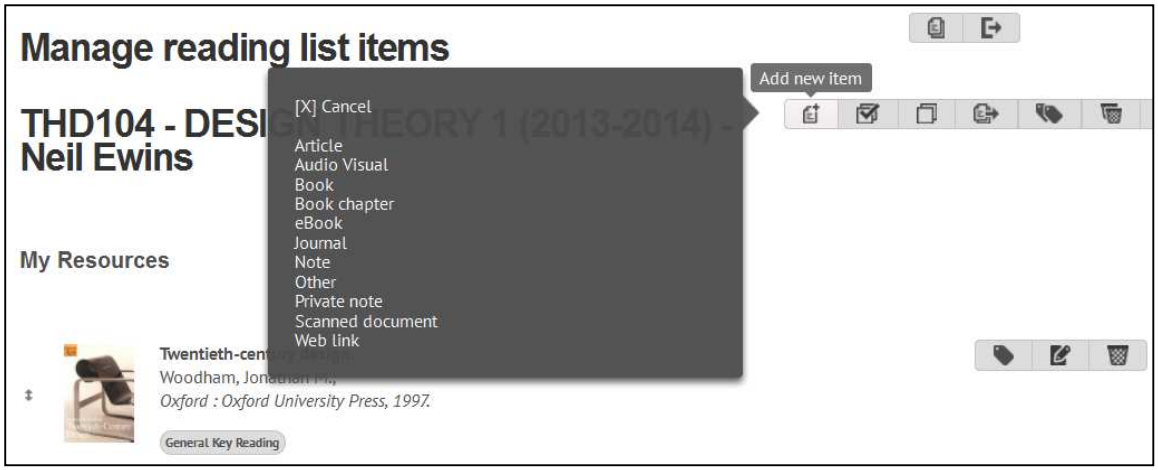
Click on the item you would like to move (it will be highlighted in grey) and keeping the mouse clicked, drag it to the new position in the list.



It is possible to select and move multiple items as described for Deleting multiple items.

5. Adding new items to a My Module Resources list

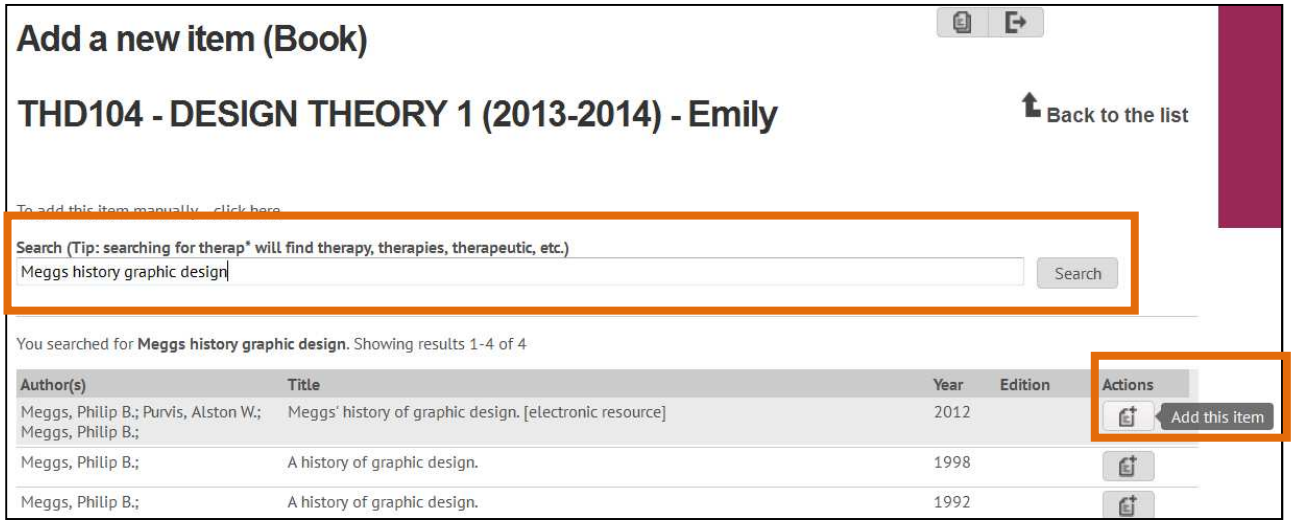
To begin adding new items to a module resource list find the appropriate list, using the Finding a list section above. Click on **Add new item**, in the top right, and select from one of the material formats which display in the pop-up.



Article	Journal article. May be print or online
Audio Visual	May include DVDs, language listening materials, music, podcasts
Book	May be print or ebook available in
Book chapter	May be print or ebook
eBook	Ebooks which have been purchased and are available within the library collection and accessed from the Library Catalogue
Journal	Recommended journal title. May be print or online.
Note	Used to provide additional information and guidance within the list.
Other	Resources available on the internet as PDFs, such as reports, should be added with the item type **other,** with a URL to the hosting web site rather than to the pdf directly. It is your responsibility to ensure that any PDFs you source from the internet do not infringe UK copyright.
Private note	A note that is not visible in the public view.
Scanned document	All requests, reviews and amendments to scanned documents **must** be done through your Academic Liaison Librarian.
Web link	Links to pages freely-available on the web, for example videos, podcasts, open access research, websites, free online resources, websites of useful organisations or digital repositories such as Internet Archive.

5.1. Adding a book

Select **Book** as the item type. Enter search terms in the box provided to carry out a search of the library catalogue. Search for the item by author surname, title or keyword excluding all punctuation. A list of relevant results will be returned. Click on the **Add this item** icon to the right of the relevant entry.



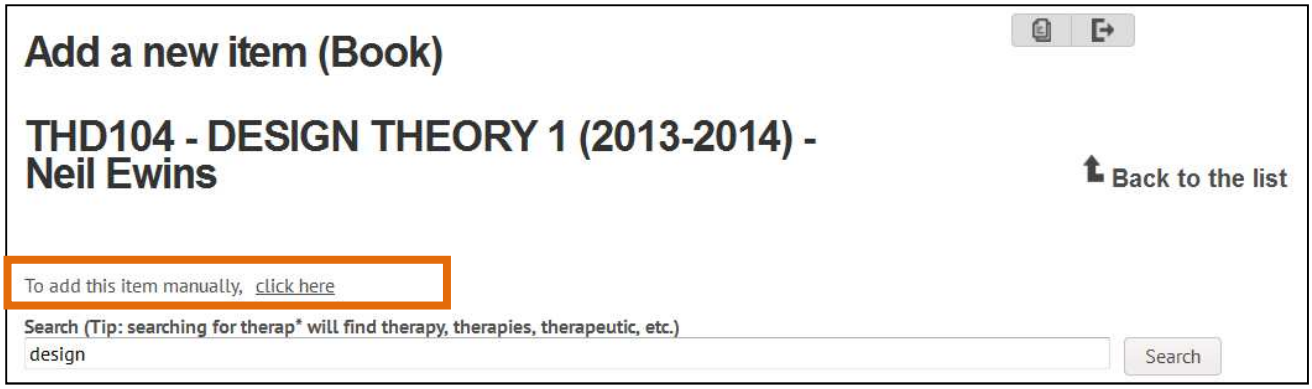
The **Add Item** form will appear. Check the details to ensure that the information is correct and add any additional notes as in the Editing Items and adding notes section above. Click **Add Item** and **Refresh List** to return to the list.

Tag your item with relevant tags.

From here you can check or preview the item you've just added by clicking on the book image or click the **Add Items** icon again to add further items.

5.1.1. Not-in-Stock items

It is possible to include items that are not in stock in your resource list, for example, primary sources that are recommended for purchase or purchase suggestions. Select the item type you wish to add e.g. book, and complete the search of the catalogue. If the resource you were looking for is not found, select **To add this item manually, click here.**



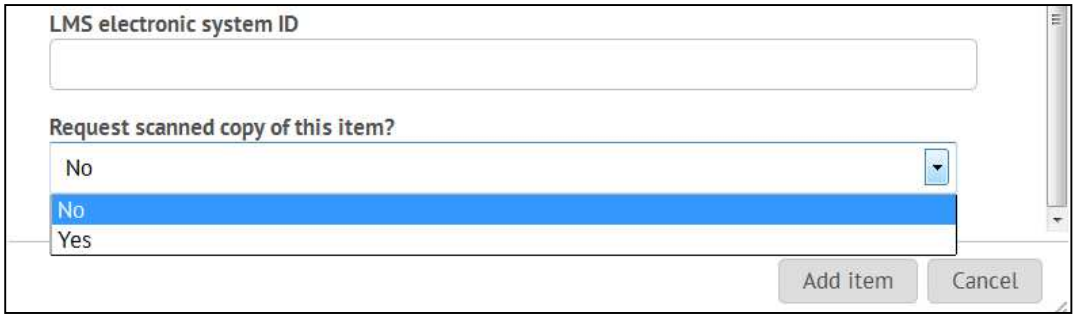
You will be given the option to complete the item details manually. Please notify your Liaison Librarian when adding out of stock titles or making extensive changes to your list.

5.1.2 Requesting digitisation of a book extract/chapter

University of Sunderland has a licence with the Copyright Licensing Agency (CLA), which allows authorised users within Student and Learning Support (SLS) to create digital copies of journal articles, book chapters and images for teaching purposes, within the limits of the licence. The digitisation service scans items and makes them accessible through My Module Resources. **In order to comply with the CLA requirements scanned documents may only be added to/deleted from a list or appended from one list to another by the digitisation team.**

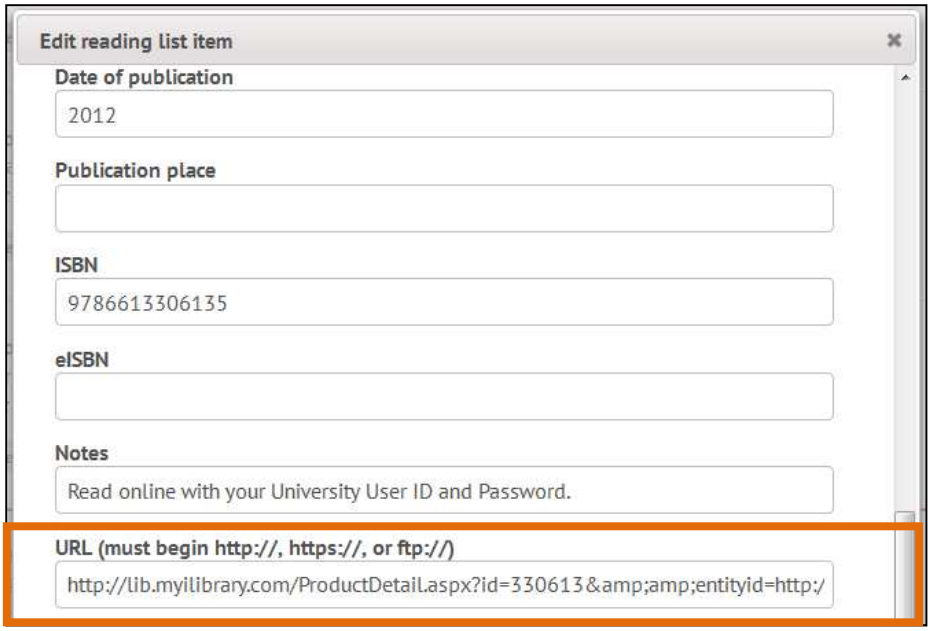
Note: not all publications fall within the CLA licence and there are extent limitations that must be adhered to. For information about what can be digitised visit http://library.sunderland.ac.uk/servicesfor/staff/academicstaff/digitisationofmaterialsandcopyright

While adding an item to your module resource list, it is possible to indicate that you would like it to be digitised. At the bottom of the **Add Item** choose **Yes** from the drop-down menu under **Request scanned copy of this item?** A notification will be sent to your Liaison Librarian.



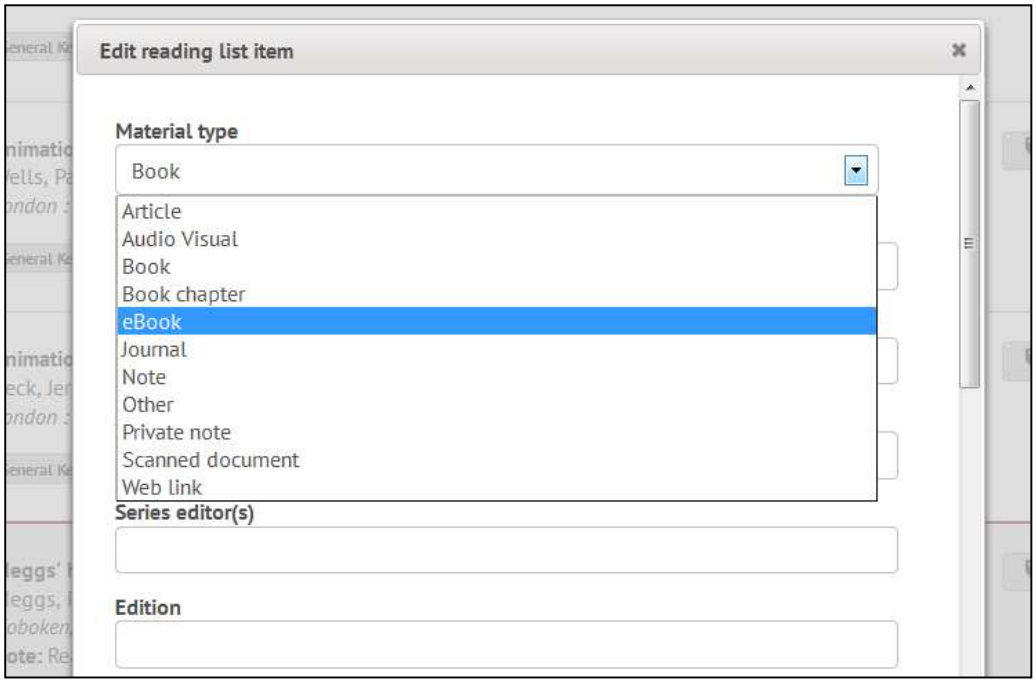
5.2. Adding an eBook

eBooks in the Library Catalogue are attached to the same record as the print copies therefore, items should be added initially as an Book and then edited to show that an electronic copy is available. Select **Book** as the item type. If an electronic version of the book is available in the library collection there will be a URL present in the item record, as shown below. Follow the process for Adding a Book and refresh the list.



You will now need to edit the item type. Select **Edit Item > Material Type > eBook.**

Add a note to the Notes field to indicate that there is an electronic book available such as “Read online with your University User ID and Password” and tag the item as Ebook.



5.3. Adding a website

Click on **Add new item > Web link**.

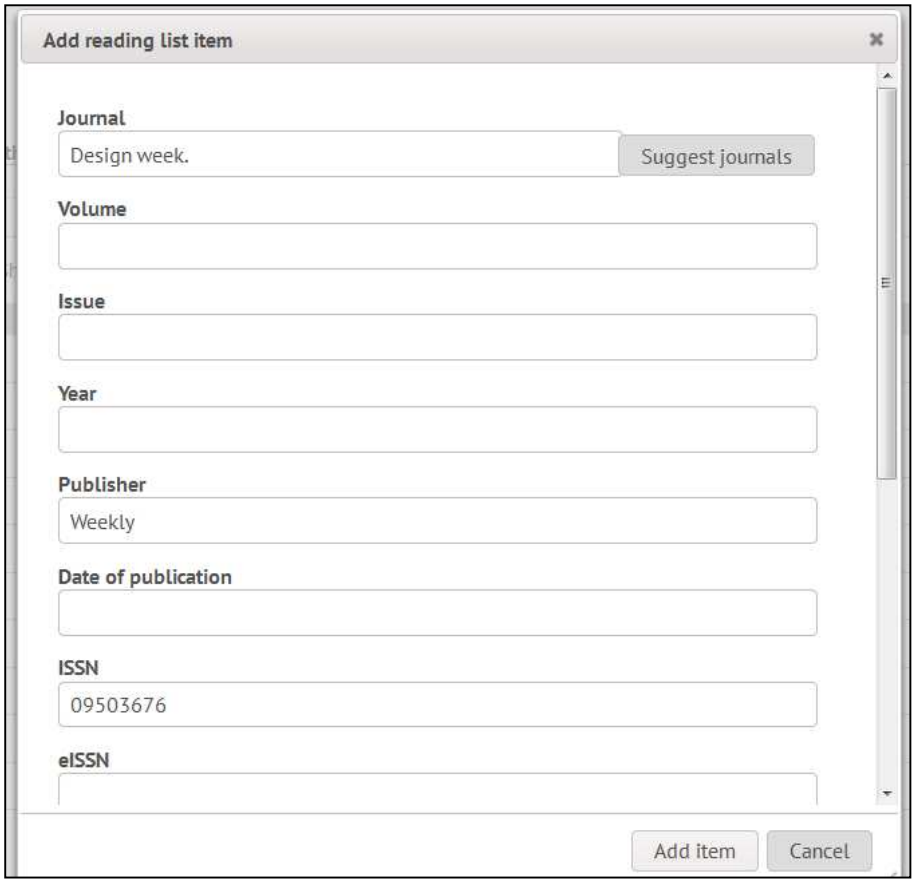
Enter the website address to the **Web site URL** box. Add the **Web page title**, **Web site title** and additional notes as required. Click **Add Item.**

Note: web links will appear as **out of stock** in the Administration view but will display and link correctly in the student view. You may find it helpful when adding/editing lists to have two tabs open concurrently, one where you are logged in as a staff member to do the adding/editing and one where you see the list in the student view to check links.

5.4. Adding journal titles (print only)

You may wish to highlight specific journal titles which are useful for developing subject knowledge and for wider reading. It is possible to link to the library catalogue to indicate where we have a subscription to a journal title in print. Select **Add New Item > Journal** and in the search box, search for the journal title. Click **Add this Item.**

In the **Add Item** box ensure the item information fields are correct and add any additional notes required.



5.5. Adding a journal article available in print

To add the details of a recommended journal article click **Add New Item > Article.**

Search for the journal title - this will look for a match within the library catalogue. If the journal title is found click **Add this Item.** The journal details will have been completed and you will need to add the additional details about the article, including the author, article title, year, volume, and issue.

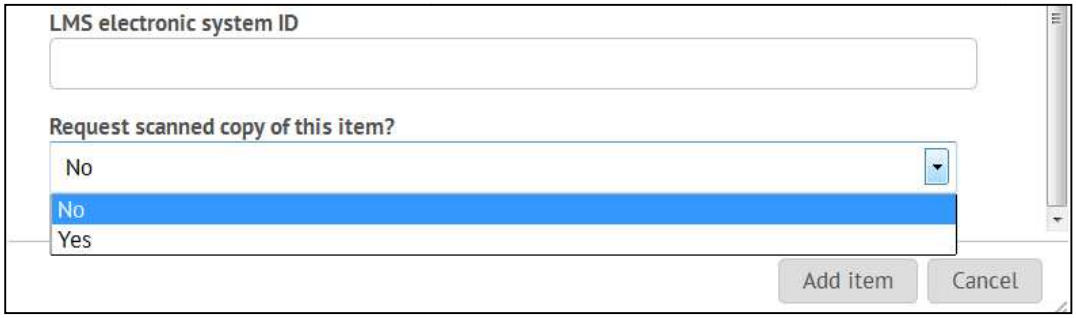
Please use the **Notes** field to indicate that the article is available in print from the Library.

5.5.1 Requesting digitisation of a print journal article or out of stock article

University of Sunderland has a licence with the Copyright Licensing Agency (CLA), which allows authorised users within Student and Learning Support (SLS) to create digital copies of journal articles, book chapters and images for teaching purposes, within the limits of the licence. The digitisation service scans items and makes them accessible through My Module Resources. In order to comply with the CLA requirements scanned documents may only be added to/deleted from a list or appended from one list to another by the digitisation team.

Note: not all publications fall within the CLA licence and there are extent limitations that must be adhered to. For information about what can be digitised visit http://library.sunderland.ac.uk/servicesfor/staff/academicstaff/digitisationofmaterialsandcopyright

While adding an item to your module resource list, it is possible to indicate that you would like it to be digitised. At the bottom of the **Add Item** choose **Yes** from the drop-down menu under **Request scanned copy of this item?** A notification will be sent to your Liaison Librarian.



5.6. Adding an e-journal available via Discover

It is possible to link to a whole journal title within Discover. You might do this to encourage students to access electronic journals to search and browse for articles relevant to their current research topic or theme, supporting and developing their wider reading. To add a journal available via Discover, click **Add New Item > Journal**.

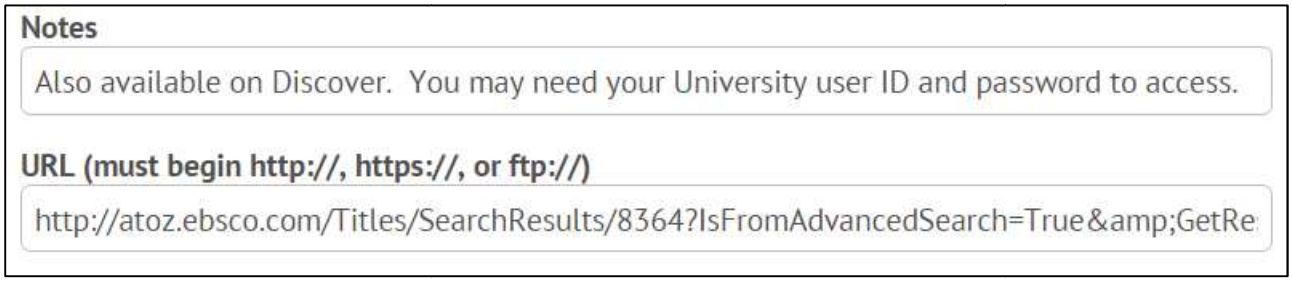
Search for an online journal title as if you were adding a print journal title –if the library has both a print and online subscription to a journal title you can adapt the print record, saving you time. If there is no print record you will need to create your record from scratch by choosing the **Manual** entry option. Once you have your base record, in the URL field, copy in the following template

http://atoz.ebsco.com/Titles/SearchResults/8364?IsFromAdvancedSearch=True&GetResourcesBy=IssnSearch&resourceTypeName=allTitles&resourceType=&SearchType=Contains&Find=ISSN

eg.
http://atoz.ebsco.com/Titles/SearchResults/8364?IsFromAdvancedSearch=True&GetResourcesBy=IssnSearch&resourceTypeName=allTitles&resourceType=&SearchType=Contains&Find=1748-944X

We would advise that you add text to the **Notes** field to indicate that students will be asked to sign in to access subscription resources. For example:

> Available in full text on Discover. You may need your University user ID username and password.



5.7. Adding an e-journal article

My Module Resources is unable to search Discover directly therefore you will need to add the article details manually.

Click on **Add new item > Article.**

Complete the form, including as much detail as possible. This will enable students to find and correctly cite the article. Now locate a stable link to the article and paste it into the URL field. If the journal article you require is not available in full-text via the usual library subscriptions please contact your Liaison Librarian who will work with you to try and order a copyright cleared copy for digitisation. Request digitised reading.

5.7.1. Creating stable links

There are several options available for adding a stable link to an e-journal article record – permalink, stable URL and DOI (Digital Object Identifier). The option you choose will depend on the source of your information, as different databases work in different ways.

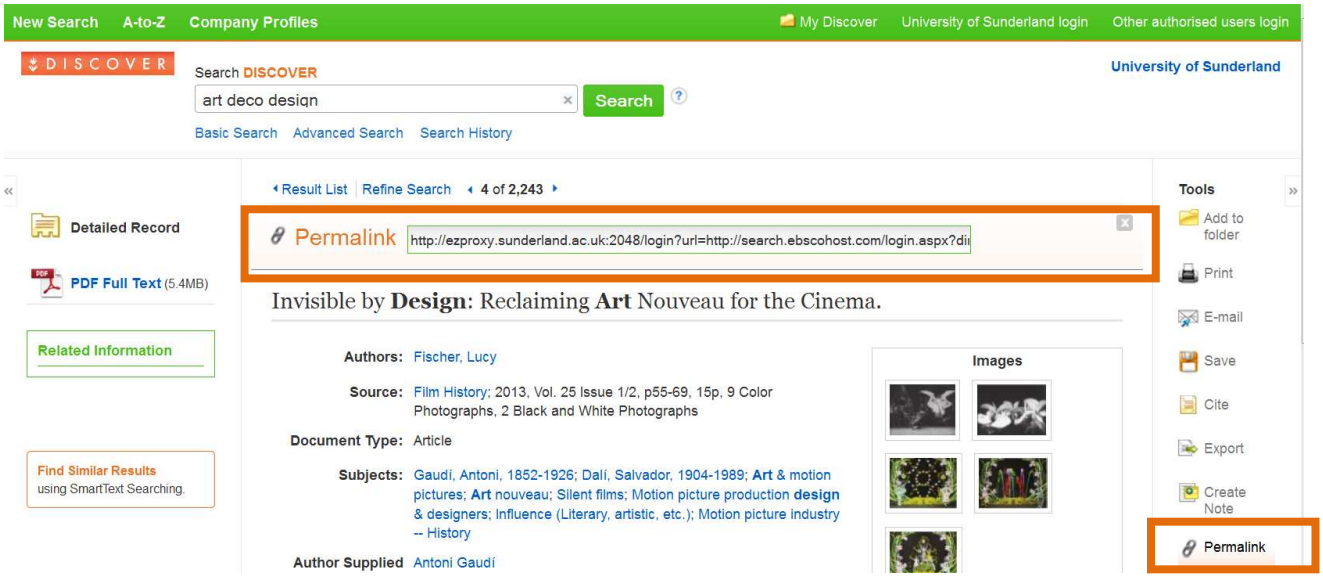
Stable links create a direct route to a specific article record online. They are not a link to the full text itself and do not include authentication details so sign-in with University User ID and password may still be required to view the full text of the linked-to article. Even stable links may break occasionally, for example when an article moves publisher or when an article falls out of the scope of our collection.

If the journal article you require is not available in full-text via the usual library subscriptions please contact your Liaison Librarian who will work with you to try and order a copyright cleared copy for digitisation. Request digitised reading.

5.7.2. Discover Permalinks

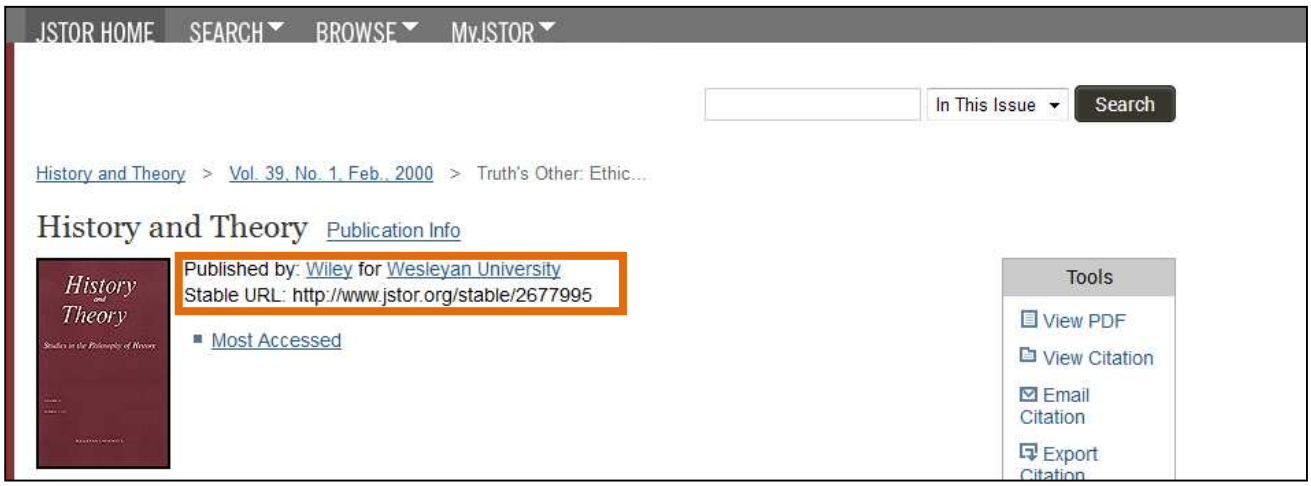
Resources available directly in Discover (especially those from EBSCO databases such as Business Source Elite, SocIndex, Literary Reference Center, etc) can be linked to using the Discover Permalink. Even Permalinks may break occasionally, for example when an article moves publisher or when an article falls out of the scope of our collection.

Search for the journal article in Discover. Click on the blue title link to access the full article details and from the tools menu, select Permalink. The Permalink box will appear. Copy this link into the URL field in My Module Resources.



5.7.3. Stable URL and DOI

Many journal providers such as JSTOR or the Cochrane Database offer stable URLs and DOIs (Digital Object Identifier). Stable URL or DOI are the most reliable options for linking to journal articles.



A DOI looks like this **doi:10.1177/0957926500011001002** and will appear on the article abstract page, and often printed on the article header or footer.

When using a DOI, prefix the numbers with http://doi.org/ to create the weblink you can use in the My Module Resources entry, e.g. http://doi.org/**10.1177/0957926500011001002**

6. Previewing a My Module Resources list in the public view

While editing a list it is possible to check the public My Module Resources view. This will allow you to check that links to web resources are working correctly, and review your tags. Click **Preview list** which will open the student view in a new tab or window.

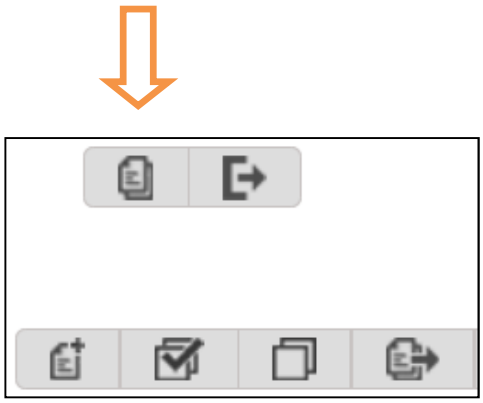
7. Copyright and digitisation

University of Sunderland has a licence with the Copyright Licensing Agency (CLA), which allows authorised users within Student and Learning Support (SLS) to create digital copies of journal articles, book chapters and images for teaching purposes, within the limits of the licence. The digitisation service scans items and makes them accessible through My Module Resources. In order to comply with the CLA requirements scanned documents may only be added to/deleted from a list or appended from one list to another by the digitisation team.

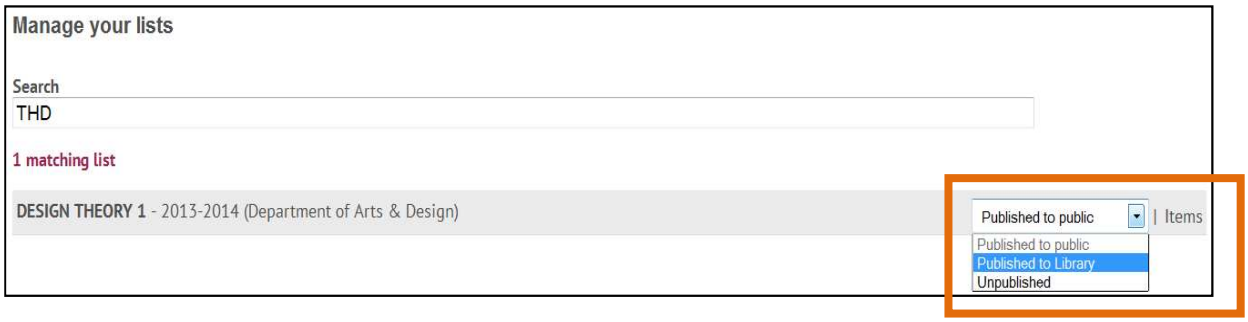
Note: not all publications fall within the CLA licence and there are extent limitations that must be adhered to. For information about what can be digitised visit http://library.sunderland.ac.uk/servicesfor/staff/academicstaff/digitisationofmaterialsandcopyright

8. Publish a list

When you have created your My Module Resources list, publish the list to your librarian. Select **Manage Reading Lists** from the administration menu on the right**.**



Click the arrow next to **Unpublished** and change to **Published to Library**



Your Liaison Librarian will check for items that are not in stock or might need to be digitised before making the list 'Published to Public'.

Please use this **Pre-Publication Checklist** before you publish your list:

- ✓ Module details correct
- ✓ Staff permissions correct
- ✓ Digitised reading requested if appropriate
- ✓ Web links checked and in working order
- ✓ Appropriate tags and notes applied
- ✓ Relevant liaison librarian notified of any additional requirements