Adding Resources

**Books**

To add a known book:

1. Click the ‘plus’ icon at the top of the section.
2. When the Search Library window pops up, click the drop-down options to select a search option.
3. In the search bar, type the book title.
4. Scroll through the results list and select the required item.
5. Once highlighted, click the ‘Add’ button.
6. The book citation is dropped into the section.
7. Tag the resources (this is important) to let us know what you want us to do with them. See Adding Notes and Tags Guide.
8. Check details in the citation. You may sometimes need to edit by adding or modifying the information.

For book chapters you will need to manually add the chapter details

1. Using the horizontal menu bar for the relevant book, select edit item and change the type to ‘Book Chapter’.
2. Type the chapter Title, Author, page numbers and chapter number in the appropriate fields.
3. Save the edited book details
4. Click the title link to open the full citation record.
5. Scroll down to ‘Public note’. Click ‘Add note’.
6. Type the author/s, chapter title and pages in the notes field.
7. Save these changes.

**Journal Articles**

To add a journal article citation by searching in Course Readings:

1. Click the ‘plus’ icon at the top of the section.
2. When the Search Library window pops up, click the drop-down options to choose where you wish to search.
3. In the search bar, type search keywords.
4. Scroll through the results list and select the required item.
5. Once highlighted, click the ‘Add’ button.
6. The article citation is dropped into the section.
7. Tag the resources (this is important) to let us know what you want us to do with them. See Adding Notes and Tags Guide.
8. Check details in the citation. You may sometimes need to edit by adding or modifying the information.

**List and Collection**

When you are using the Cite It bookmarklet to obtain resources for your list you have two options to add the citation to. Your list or your collection.

The Collection is the equivalent of a cart. It holds resources for future action. It displays in the panel to the right of your reading list.

You can choose to place items in the Collection during your online searching when you use the Cite It button. This can allow for a more efficient workflow whilst you are gathering resources for your list. Once you have sourced materials you can organize them into your various sections.

**Chrome (Recommended)**

Add the bookmarks bar to the browser:

1. Open the Customization and Control menu (three vertical dots to the right of the URL window).
2. Hover over ‘Bookmarks’.
3. Click ‘Show Bookmarks Bar’.
4. Alternatively, ‘CTRL Shift B’ also shows / hides the bar.
5. In Course Readings, open the drop-down menu under your profile image in the top ribbon of the reading list.
6. Click Cite It’.
7. The ‘Cite It’ button appears in the pop-up window.
8. Click on the blue Cite It! button, hold and drag onto your Bookmarks bar.

**Installing the Cite It Bookmarklet**

To add the citations of web-based resources to your reading list section, you will need to drag the ‘Cite It’ button to the Favourites bar of each different browser that you use. These instructions include making the bookmarks bar visible.

**Adding Resources using the Search Function**

1. Click the ‘plus’ icon at the top of the section.
2. When the Search Library window pops up, click the drop-down options to select a search option.
3. In the search bar, type the book title.
4. Scroll through the results list and select the required item.
5. Once highlighted, click the ‘Add’ button.
6. The book citation is dropped into the section.
7. Tag the resources (this is important) to let us know what you want us to do with them. See Adding Notes and Tags Guide.
8. Check details in the citation. You may sometimes need to edit by adding or modifying the information.
Journal Articles
You can add journal article citations to your reading list whilst searching within a database. The integrity of the citation information transferred depends on the quality of the available metadata.

1. Type search terms in the search field.
2. Select the desired item from the results list.
3. Click the title to go to the article’s abstract page.
4. Click the 'Cite It' button you placed on the Favourites bar of your browser.
5. The citation pop-up window appears. Check the information. In this instance, the title is missing so I type it in the appropriate field. Additional edits can be done in Course Readings.
6. Choose to add the citation to 'Collection' or 'List'. Click the relevant radio button at the bottom of the window. If you choose 'List', select the appropriate options for reading list and section from the drop-down menu.
7. Click the 'Add it' button.
8. Check the citation in the relevant section of your reading list. Complete editing to ensure the citation displays accurately.

Videos
USC provides educational video resources through dedicated databases Kanopy and Alexander St. You can search for suitable video materials to add to your list. You will use the 'Cite It' button to add the citation to your reading list.

1. Go to the Library Database page.
2. Select the relevant database.
3. Type search terms into the 'Search' field.
4. Select the desired resource.
5. Click the title of the resource to go to the record’s metadata page.
6. Click the 'Cite It' button.
7. Check / edit the citation in the pop-up window.
8. Click the relevant radio button to add to 'Collection' or Reading List and required Section.
9. Click ‘Add’.

YouTube
1. Go to the YouTube website
2. Type search terms into the 'Search' field.
3. Select the desired resource.
4. Click the title of the resource to go to the record’s metadata page.
5. Click the 'Cite It' button.
6. Check / edit the citation in the pop-up window.
7. Click the relevant radio button to add to 'Collection' or Reading List and required Section.

Please ensure you read the Adding Notes and Tags Guide as this is a critical step for accurate processing of the list.

Copying Resources to your Collection
You can copy a resource in the list across to the Collection to allow you to use it multiple times in the list. You then only need to drag the item into each relevant section. Once in the relevant section of the list you can then add a public note to the citation to advise students which chapters or pages are required at specific times.

1. Click the menu buttons in the citation record.
2. Choose 'Copy to my collection' from the drop-down options.
3. Click the 'Open Collection' button at the top of the list.
4. the 'My Collection' panel displays. It includes the copied citation.
5. You can hide the Collection panel by clicking the 'Close Collection' button at the top of the reading list.

Move citations to 'Sections'
1. Click the 'Open Collection' button in your Course Readings List
2. Click, hold and drag the citation across to the relevant Section.
3. Repeat for additional citations to be moved across
4. Click the 'Close Collection' button.
Editing Citations

The quality of the citation depends on the available metadata from the site. Sometimes you will need to edit the citation that is harvested from databases or websites.

1. Go to the Item drop-down menu [ ... ]
2. Select ‘Edit item’.
3. Make appropriate changes or additions within each field.
4. Make sure to check that the type of item is correct. If not select relevant type from the drop-down options in the ‘Type’ field.
5. Show more item details to add information.
6. Paste the item DOI if it is missing from an article citation.
7. Click ‘Save’ when done.
8. Click ‘View online’ to access if it is an online resource.
9. In this example, further editing will remove the unnecessary correspondence details of authors.

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Help

Other Help Guides Available

- Blackboard Linking Guide
- Structuring Your List
- Adding Resources
- Adding Notes and Tags
- Finalizing your List
- Adding Additional List Editors

Liaison Librarians

Your Liaison Librarian can help you with advice on resources.

Science, Health, Nursing and Midwifery and Sport Sciences
Roger Carter   5456 5095   rcarter@usc.edu.au

Education
Shan Kelly    5430 2806    skelly1@usc.edu.au

Business and Public Health
Courtney Moran    5459 4405   cmoran@usc.edu.au

Law and Engineering
Karen Randall   5459 4583   krandall@usc.edu.au

Communication, Social Sciences and Psychology
Sue Svensen   5430 2807   ssvensen1@usc.edu.au

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FURTHER ASSISTANCE

Email: CollServ@usc.edu.au
Web:  https://libguides.usc.edu.au/coursereadings