

Adding tags to identify essential, recommended and background reading

To help students understand their reading list and to support the Library in making appropriate purchasing decisions, it is important to correctly tag your items as essential, recommended or background reading

Essential reading: students will require regular access to the item while taking the unit.

Recommended reading: students will require some access to the item while taking the unit.

Background reading: students may use the item for additional breadth/interest.

You can add tags when adding items to lists.

After finding the item to add, click 'add and edit'

Then select 'item actions'

Under Tags, select the reading preference

Click 'save'

To add tags to items already on a list;

Click on the relevant entry and select the reading preference