

Library  
Services



# Leganto Reading List handbook for Business School administrators

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# 1. Introduction

Leganto Reading Lists is an interactive, student facing reading list system that will allow you to build reading lists for students and manage, edit and update them in one place. A link to Leganto Reading Lists can be placed into a VLE and the Business School Hub, allowing students to click straight through from a reading list to the relevant library catalogue entry, journal paper or e-book.

Leganto Reading Lists will make it easier for the library to check your lists and make sure that items are made available for students.

For more information please visit: [www.imperial.ac.uk/reading-lists](http://www.imperial.ac.uk/reading-lists)

## 1.1 How to access Leganto Reading Lists

- Go the Library home page – [www.imperial.ac.uk/library](http://www.imperial.ac.uk/library)
- From the **Learning Support** menu select **Leganto Reading Lists** and click on the **Log in to Leganto** button
- Use your Imperial College London login to access Leganto

The first time you access Leganto you may see a help wizard on the welcome screen.

# 2. How to build a reading list

## 2.1 Creating a new list

Most departmental reading lists will already be created and available for editing in Leganto. However, it is very quick and easy to create a new reading list from scratch.

To create a new reading list:

- Click the menu button in the top left of the screen and select **Lists**
- Click on the **New List** button in the top right of the screen
- Give your reading list a title, ideally this should be the name of the course and add a **Description** if desired (Note: if the module is delivered online please add **(Online)** to the end of the reading list name)
- Hit the **Create** button
- Select a template from the options provided. Templates provide a section structure for your reading list allowing you to divide the list into weekly readings, by topic or type of material. If you select **Blank** you can create your own sections
- Select **Associate List** to connect your reading list with a module. Details of modules have already been entered into Leganto; select the correct module by typing a module code or name into the search box when prompted. If you are unable to find your module details, please contact the library (see [Requesting a new Leganto course for your module reading list](#))
- Check that the academic year, term and the number of participants (students) are correct and click **Associate and Close**. It is important to have an accurate participant numbers as this affects the number of copies of books the library will purchase for the module
- The module code will now appear in the header for the reading list
- Click the **New Section** button
- Enter a section title and a description, enter **Start** and **End** dates if required and click **Create**
- You can decide to show or hide a section from view by entering Start and End dates in section title box and check the **Section visible only during these dates** box. If you want to enter dates for information purposes only, leave the box unchecked.

- If the module takes place Online or at a campus other than South Kensington, you need to add a campus location to your section by clicking **Select Module Location** and choosing the required campus(es). This ensures that books will be made available at the nearest campus library. If the module is delivered online, please select **Online Learning**.
- You can add further sections as required e.g. if you want to create sections for each lecture, topic or type of material. You can also drag and drop sections to change the order in which they appear in the list and to students. To do this click the **Toggle section view** icon (which looks like a bulleted list) to collapse the sections.

### 2.1.1 Duplicating an existing list

An existing list can be duplicated to create a new list. This is useful if a list from a previous year is unchanged, or only requires minor amendments.

To duplicate an existing list:

- Click on the three dots (...) next to the list title to open the menu
- Select **Duplicate List**
- To work on your new list, go to **Lists**. The duplicated list will have the same name as the original but with (1) at the end and have a status of **Draft**
- The duplicated list will be associated to the same module as the original. To associate the duplicated list to a new module, click on the three dots (...) icon and select **Manage Course Association**
- Type in the new course name, or course code and click **Associate and Close**

If you cannot find the new module in Leganto see [Requesting a new Leganto course for your module reading list](#).

Please note that any additional collaborators will not be copied over to the duplicated list. To add colleagues as collaborators go to the section on [Adding collaborators to a list](#).

## 2.2 Adding items to your reading list

New items can be added to your reading list in various ways:

- [directly into your list](#)
- [from Library Search](#)
- [copied from My Collection](#)
- [Cite it! for new books](#)
- [digitised book chapter or section](#)
- [manual creation of item details for an uploaded document](#)
- [bulk upload via file import](#)

### 2.2.1 Adding items directly into your list

To add items directly into your list:

- Click the **Add items +** button on the right to open the **Search** panel and select **Library Search**
- Use the search options to find relevant items from the Library's collection of books and articles. Using the **Advanced Search** option allows you search for title, author or ISBN.
- Select the item you want to add from the results list, choose a Section from the drop-down menu if desired, and click **Add**, or drag and drop the item into your list

- Tick the appropriate option from the reading level designation pop up menu: **Core** (essential), **Supplementary** (students encouraged to use) or **Background Reading**. The library will ensure that there are enough copies of books available based on the number of students and the category you have selected. The library may also buy an e-book if one is available.
- Continue to add items as required or click the **X** at the top of the **Search** box to close it
- The selected item/s will now appear in your reading list

### 2.2.2 Adding items from Library Search

You can also add items to your list directly from Library Search:

- Log into Library Search
- Search for the item you want to add
- Click on the item title to open the **Details** page
- In the **Send to** section click on **Reading List**
- Make sure the **List** option is selected and choose your list from the drop-down options
- Select a section to add the item to if desired and click **Add to Reading List**
- Open your list in Leganto to view the added item
- Change the designation of the item to **Core** (essential), **Supplementary** (students encouraged to use) or **Background Reading** by clicking **Select reading level**. The library will ensure that there are enough copies of books available based on the number of students and the category you have selected. The library may also buy an e-book if one is available

### 2.2.3 Adding items from your collection

Information about creating a Collection is available in the [How to Build your Collection](#) section.

To add a single item from your collection:

- From your reading list click on the **Add Items +** button. Your collection will now appear as one of the options on the right-hand side
- Hover over item you want to add and click, drag and drop it into your reading list, or click the **Add** button
- The selected item/s will now appear in your reading list
- Change the designation of the item to **Core** (essential), **Supplementary** (students encouraged to use) or **Background Reading** by clicking **Select reading level**. The library will ensure that there are enough copies of books available based on the number of students and the category you have selected. The library may also buy an e-book if one is available.

To add multiple items from your collection:

- To move several items at one time you can use the **Add to Clipboard** function
- From your reading list click on the **Add Items +** button. Your collection will now appear as one of the options on the right-hand side
- Click on the item you wish to add to view additional options and select **Clipboard** and **Add to Clipboard**
- The status of the item will show as **In Clipboard**
- To view the items in your **Clipboard**, click on the **Clipboard** icon in very top right corner
- To move all the items in your **Clipboard**, click on the **Clipboard** icon and click in your list where you'd like the items to be inserted
- All the items will be added to your list

- Select the designation of the item/s to **Core** (essential), **Supplementary** (students encouraged to use) or **Background Reading** by clicking **Select reading level**. The library will ensure that there are enough copies of books available based on the number of students and the category you have selected. The library may also buy an e-book if one is available.

#### 2.2.4 Adding items using Cite it!

**Cite it!** is a tool that pulls across core information about an item from a wide range of academic and popular websites (e.g. Amazon; PubMed; ScienceDirect). If the Library does not have copies of the item you want, use **Cite it!** to add details to your list, the Library will be prompted to obtain a copy of the item.

- Click on your initials on the top right of the screen and click **Cite it!**
- Drag and drop the **Cite it!** button to your browser toolbar
- Find a relevant item on your chosen website and click on the **Cite it!** button in your browser toolbar.
- **Add this to my list** popup appears containing the details of the item
- Select **List** from the **Add to** options, and navigate to the required list, you can then select a section if desired
- Click **Add & Close** to add the item to the specified reading list
- Select the designation of the item/s to **Core** (essential), **Supplementary** (students encouraged to use) or **Background Reading** by clicking **Select reading level**. The library will ensure that there are enough copies of books available based on the number of students and the category you have selected. The library may also buy an e-book if one is available.

Please note the amount of item information pulled into Leganto via **Cite it!** varies depending on the source used. Manual editing to improve the data may be required.

#### 2.2.5 Adding items in bulk by file import

Items can be imported into a list from RIS and BibTeX files and PDFs. Please note that the citations in the PDF must be correctly formatted.

- Select the section you want to add the items to
- Click three dots (...) to open the menu and select **Import**
- From the **Type** menu select the appropriate file type
- Drag and drop or click to navigate to your file and click **Save**

#### 2.2.6 Electronic access to book chapters

Where possible, the library will seek to provide electronic access to book chapters in a reading list where details of a book chapter or page range are added to a reading list using the **Book Chapter** item type as described below.

To enter details of a book chapter to your list:

- Click the **Add Items** button to open the navigation panel and select the **Create Item**
- From the **Type** drop down menu select **Book Chapter**
- In the **Chapter Title** field enter the chapter number in brackets, followed by the name of the chapter. Enter the name of the chapter author in the **Chapter Author** field. Enter the book title, book author/editor, edition and chapter number in the appropriate fields. Finally, enter the start and end page of the chapter
- Click **Add** to insert the book chapter details into the appropriate section of your reading list

The Library may purchase an e-book if appropriate in order to provide electronic access. Alternatively, it will use the College's CLA HE Licence to make digital chapters from books held in the Library and the British Library. You should be aware that not all readings can be supplied electronically because of licence restrictions and other factors.

Should there be a problem, you will be contacted by a member of library staff.

### 2.2.7 Adding documents to your list, and including a copyright statement

You can upload documents into your reading list, but you must have permission to do so from the copyright holder. More information about obtaining copyright can be found on the [library website](#). You may also find our [copyright tips](#) helpful. You should also consider if the library can obtain a digitised copy for you under the College CLA license. See [Electronic access to book chapters](#) for more information.

To upload and enter details of your document:

- Click the **Add Items +** button to open the navigation panel and select the **Create Item** tab
- Drag and drop or click in the upload box to add your document
- From the **Type** drop down menu select most appropriate type for your document
- If your document has a Creative Commons license, please select the license type from the drop-down menu
- Enter all relevant details about your document, you may need to click **More Item Details** to view and complete some fields
- In the **Public Note** field please enter details of the permissions you have to upload the document. Choose the most appropriate from the list below:
  - It is my own unpublished work
  - My publishing agreement includes permission to use this work in my teaching
  - The work is licensed for use in teaching (e.g. under Creative Commons Licence)
  - I have purchased or obtained written permission from the copyright holder
  - My previous university permits staff to reuse their teaching materials in subsequent posts.
  - Other – please specify
- Send copies of licences and permissions documents to [recommended-reading@imperial.ac.uk](mailto:recommended-reading@imperial.ac.uk)
- Use the **Add to List**, or **Add to Clipboard** options to insert the document details into the appropriate section of your reading list

Please note that if you cannot provide evidence of permission to upload the work, the Library reserves the right not to include the document when making the citation available to students



### 2.2.8 Adding a reading list designation to your items

Change the designation of the item to **Core**, **Supplementary** or **Background Reading** by clicking **Select reading level**. The library will buy multiple copies of an item designated as Core reading and may also buy an e-book if one is available.

Usually only one copy will be purchased of items designated as supplementary reading. The library does not buy copies of items designated as background reading.

Please note that the Library cannot process your list unless each item has a reading level designation.

### 2.2.9 Linking Harvard Business Review articles using EBSCO

Harvard Publishing allows linking from online reading lists to *Harvard Business Review* articles that are findable in the database **EBSCO Business Source Ultimate**.

Please note, this does not apply to Harvard Business Review case studies, which the Business School still needs to individually purchase for reading lists.

- Click the **Add Items +** button to open the navigation panel and select the **Create Item** tab
- Select **Electronic Article** from the **Type** pull-down menu
- Fill in all relevant fields, using the **More Item Details** option as required
- In the URL field enter <https://iclibezp1.cc.ic.ac.uk/login?url=> (this allows access to students not on campus)
- Open [Library Search](#) and search for the article, click on the title to open the full details and click on the **EBSCO** link to open the article
- When the article opens in EBSCO click on the permalink icon in the right hand **Tools** menu
- A permalink to the article will appear at the top of the screen
- Copy the link, return to the list in Leganto and paste the EBSCO permalink into the URL field in the item after <https://iclibezp1.cc.ic.ac.uk/login?url=>
- Use the **Add to List**, or **Add to Clipboard** options to insert the article details into the appropriate section of your reading list

If you are unable to find the article in Library Search open [Harvard Business Review](#) in EBSCO and navigate to the article using **Issues and Articles**.

### 2.2.10 Adding Harvard Business Review Case Studies and other documents to your list

To add HBR Case Studies and other documents you should create a manual item from scratch.

To ensure access to documents is available to students using the Hub a link to the document should be added to Reading Lists, rather than adding the document itself via the drag and drop feature.

Documents not available online should be uploaded to the Business School server and the link provided added to Reading Lists.

- Click the **Add Items +** button to open the navigation panel and select the **Create Item** tab
- Select **Case Study** from the **Type** pull-down menu
- Fill in all relevant fields, using the **More Item Details** option as required
- Enter the URL for the document on the Business School server to the **URL** field
- Use the **Add to List**, or **Add to Clipboard** options to insert the case study details into the appropriate section of your reading list

Note that access to HBR Case studies may expire. If you are editing an existing list, please check that the link to HBR case studies is functional.

Be aware of copyright restrictions on material you choose to upload. Contact the library if the material requires copyright clearance, or if you have any questions. More information about obtaining copyright can be found on the [library website](#). You may also find our [copyright tips](#) helpful.

## 2.3 Organising your reading list

### 2.3.1 Re-ordering and indenting sections and items in your reading list

You can change the order in which sections and items appear by individually dragging and dropping them into new parts of the list. To reorder sections, click the **Toggle section view** icon (which looks like a bulleted list) to collapse the sections. Hover your mouse over the section you wish to move and a blue tab will appear at the right hand side of that section. Hover your mouse over the blue tag and click, drag and drop to move the section.

To reorder sections and items in bulk you can use the **Copy/Clipboard** function.

- Click on the three dots (...) icon for the sections or items you wish to move and choose **Copy** for a single section/item, or **Add to clipboard** to move multiple items
- Click the part of the list you wish to move the chosen sections or items to, and they will be inserted
- Sections and items must be moved separately

To indent sections to create a hierarchy:

- Click the **Toggle section view** icon (which looks like a bulleted list) to collapse the sections
- Hover your mouse over the section you wish to indent, and a blue indent tab will appear at the left hand side of that section
- Click the tab to indent the section in or out as required

### 2.3.2 Adding a note to your section

You can subdivide a section by adding a note to it.

- Click on the three dots (...) icon for the section you wish to add a note to
- Click **Add a note**
- Give your note a title, and add a description if desired
- Click **Create**. Your note will appear at the bottom of the section
- Drag and drop the note into the correct position within the section

### 2.3.3 Collapse/expand sections

By default, all sections in your list will appear in expanded view. Click the **Toggle section view** icon (which looks like a bulleted list) to collapse all sections and use the arrow next to section names to expand or collapse individual sections.

### 2.3.4 Show/hide sections or items

You can decide to show or hide a section, or an individual item from view by entering Start and End dates.

To show/hide a section:

- Click the three dots (...) to the right of the section name and select **Edit Section**
- In the section title box enter **Start** and **End** dates and check the **Section visible only during these dates** box. If you want to enter dates for information purposes only, leave the box unchecked.

To show/hide an item:

- Click the three dots (...) to the right of the item title and select **Edit Item**
- Scroll down the **Edit** window and click on **More item details**
- Enter **Start** and **End** dates for either the item, or any attached materials

## 2.4 Adding notes to items in your reading list

You can add a note to items on your reading list which provide additional information.

**Public notes** can be only viewed by anyone with access to the reading list.

**Private notes** can only be viewed by you.

To add a Public note:

- Click the three dots (...) to the right of the item title and select **Edit Item**
- Enter your note text in the **Public note** field and click **Save**

To add hyperlinks to a Public note:

- Type the URL of the website including http:// e.g. <http://www.imperial.ac.uk>
- Enter the text you wish to appear in your note surrounded by the 'pipe' symbol e.g. <http://www.imperial.ac.uk> | Imperial College |

To add a Private note:

- Open the reading list and select the item you want to add a note to
- Select **Private note - Add Note** and enter your note text in the box and click **Save**

Items with public notes will display the text of the note under the item in list view. The note can also be seen if the item is selected and opened. Private notes can only be viewed by opening the item.

## 2.5 Adding collaborators to a list

If you want to allow other people to be able to edit your reading list, you can add them as a Collaborator.

There are two privilege levels available:

**Manager** - can add other collaborators to the list, edit and delete items, or delete the entire list.

**Editor** - can edit the list, but cannot delete the list or add other collaborators.

To add collaborators:

- Open the reading list
- Select **Collaborators** in the right hand panel and click **Manage Collaborators**
- Enter the name, username or email address of the colleagues you'd like to add as collaborators
- Click on **Add**. By default, the privilege level for collaborators will be set to **Edit**, to change this to **Manager** click on **Manage Collaborators** in the **Collaborators** tab and change the privilege level of your colleagues using the drop down menu next to their name.

## 2.6 Publishing your list

To make your list visible to students it needs to be published. Unpublished lists will have a status of **Draft** and can only be viewed by list creators and collaborators.

Publishing a list also sends the list details to the library for checking and actioning.

**Please note** that Library Services will check your lists to make sure that items are available in the library. If there are issues with any items on the Reading List then Library Services reserves the rights to make edits or delete items, you will be contacted if this is the case.

To publish a list click the **Confirm and Publish List** button.

The list status will now change to **Published** and the status of the items on the list will change from **Being Prepared** to **Sent**. Once the library has checked the items is available the item status will change to **Complete**

### 2.6.1 Adding additional items to a published list

Please note, if you add additional items to a list once you've published it you must click the **Update Published List** button. Additional items may not be visible to students unless the list is updated.

## 2.7 Using Student View to check your list

You can use **Student View** to see what your list will look like to students.

- Click the menu button and select **View list as a student**
- To exit **Student View** click the **X** at the bottom of the screen

## 2.8 Creating Reading List shareable links

Shareable links are direct hyperlinks to your reading list, list section, or individual items that can be added to areas such as module guides, or VLE pages.

To create a shareable link:

- Open the reading list you wish to create a link for
- Click the three dots (...) next to the list name to open the menu and select **Create a Shareable Link**
- Click **Copy to Clipboard**
- Paste the Shareable link into your module guide or VLE page

To create a shareable link from a section or item click the three dots (...) next to the section name or item and follow the instructions above.

## 3. Editing Reading Lists

### 3.1 Edit multiple items

- To edit multiple items click the **Edit Multiple Items** icon denoted by a square with a pencil
- Tick the check box next to each item you wish to edit
- In the left hand navigation pane click **Edit multiple items** to view the options, or click **Delete items** if required
- Options available are to add or remove reading level designation tags, and add Private and Public notes to multiple items

### 3.2 Deleting & restoring

Deleting Reading Lists:

- In List view hover over the list you wish to delete and click on the options drop down menu (...)
- Use the drop-down menu to select **Delete**

Restoring recently deleted Reading Lists

- Click on the **Sort Lists** icon and select **Recently Deleted**
- Click on the three dots (...) icon for the reading list you wish to recover
- Click **Restore**
- The restored reading list will have a status of **Draft**

Please note that you can only restore deleted lists for modules which are currently active. If you wish to restore a list for a module which has already ended, please contact your librarian.

Deleting Reading List Sections:

- Select one of your lists and open a section.
- Click on the on the three dots (...) icon to the right of the section name.
- Use the drop-down menu to select **Delete section**

Deleting items from Reading Lists:

- Select one of your lists and open a section
- Hover over the item you wish to delete and click on the three dots (...) icon to the right of the item title
- Use the drop-down menu to select **Delete item**

### 3.3 Changing Reading List titles

- Select one of your Reading Lists.
- Click on the three dots (...) icon to the right of the list name and select **Edit**
- Change the name of the Reading List and click **Save**

### 3.4 Exporting Reading Lists

- Hover over the Reading List you wish to export click on the three dots (...) icon to the right of the list name
- Use the drop-down menu to select **Export** and choose an Export option

### 3.5 Exporting Reading List sections

- Select one of your lists and open a section
- Click on the section options menu (...)
- Use the drop down menu to select **Export** and choose an Export option

## 4. How to build your Collection

Your collection can be a starting point to gather together material you may wish to use to build your reading list/s.

### 4.1 Adding items to your Collection using Library Search

- Click the menu button in the top left of the screen and select **Collection**
- Click on the **Add items** button on the right-hand side and select **Library Search**
- Use the search options to find relevant items from the Library collection of books and articles. Using the **Advanced Search** option allows you search for title, author or ISBN.
- Select the item required and click the **Add** button

We advise you to use this option for adding material to your reading list as it provides the most complete reference for your students and allows easy linking to full text online.

### 4.2 Adding items to your Collection manually

- Click the menu button in the top left of the screen and select **Collection**
- Click on the **Add** button on the right-hand side
- Click on the **Create Item** tab
- Select the appropriate **Type** for your item from the pull-down menu
- Fill in all relevant fields, using the **More item details** option as required
- Note that any URL should be added to the **URL** field
- Click **Save**
- Drag and drop or click in the upload box to add files to your item

Be aware of copyright restrictions on material you choose to upload. See section [Adding documents to your list, and including a copyright statement](#) for further information. Contact Library Services if the material requires copyright clearance, or if you have any questions. You may find our [copyright tips](#) helpful.

Additional guidance is available on the Library's [Copyright webpages](#).

For information on requesting digital copies of book chapters and sections see [Electronic access to book chapters](#).

### 4.3 Adding items to your Collection using 'Cite it!'

**Cite it!** is a tool that pulls across core information about an item from a wide range of academic and popular websites (e.g. Amazon; PubMed; ScienceDirect). If the Library does not have copies of the item you want, use **Cite it!** to add details to your Collection. If you then add the item to a reading list, the Library will be prompted to obtain a copy of the item.

- Click on your initials on the top right of the screen and click **Cite it!**
- Drag and drop the **Cite it!** button to your browser toolbar
- Find a relevant item on your chosen website and click on the **Cite it!** button in your browser toolbar.
- **Add this to my list** popup appears containing the details of the item
- Select **Collection** from the **Add to** options, then click **Add & Close** to add to your collection, or select **List** to add the item to a specified reading list

Please note the amount of item information pulled into Leganto via **Cite it!** varies depending on the source used. Manual editing to improve the data may be required.

### 4.4 Adding tags to items in your Collection

Organise and filter your collection by adding your own tags to the items.

- Choose an item and click **Add Tags**
- Type in your tag(s)
- Click the **Save** button
- Go to the **Filter list** option on the top left-hand side of the screen (denoted by a funnel)
- Click on the tag you wish to filter your collection by

## 5. Requesting a new Leganto course for your module reading list

If your module is new, or hasn't previously had a reading list, there may not be a course in Leganto to associate your list to. If you cannot find your module details in Leganto please send the information listed below to [libbpd@imperial.ac.uk](mailto:libbpd@imperial.ac.uk) and library staff will create a Leganto course for you.

- Module code (this must be the Banner codes which begin with BUSI)
- Name of module
- If the module is delivered on campus, or online
- Term/s the module runs
- Number of students expected to enrol (this can be an estimate)