

Library
Services



Leganto Reading List handbook for Business School administrators

May 2024



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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 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

1.1 How to access Leganto Reading Lists

- Go the Library home page – www.imperial.ac.uk/library
- From the **Learning and Teaching 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 **Create List** button in the top left of the screen
- Give your reading list a title, ideally this should be the name of the module plus the academic year, e.g. Introduction to Mathematics-24/25, and add a **Description** if desired (Note: if the module is delivered online please add **(Online)** to the end of the reading list name)
- Click in the **Associate to Module** 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
- Click **Next**
- Select a template from the options provided and click **Create List**. Templates provide a section structure for your reading list allowing you to divide the list into weekly readings, by topic or type of material. The **Weeks** and **Sessions** templates include 10 sections by default, and you can reduce or increase this number if required. If you prefer to create your own section structure, select **Module Reading**.
- A banner will now appear at the top of your new list reminding you to publish it. Publishing a list makes it visible to students and alerts the Library that a new list has been created. You can choose to publish your list at any time and if you add additional items post publication, these will automatically be visible to students and sent to the Library.
- You can add further sections as required e.g. if you want to create sections for each lecture, topic or type of material by clicking the **Add** button at the top of the list. You can also drag and drop sections to change the order in which they appear in the list. To do this click **Manage sections** to collapse the sections. Then hover over the section name and click the six dots to the right of the section name and drag the sections into the desired order.

- You can show or hide a section from student view by entering Start and End dates. To do this, hover over the section name and click the three dots to the right which opens the section menu. Enter the desired 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.
- If the module takes place at a campus other than South Kensington, you need to add a campus location to your section by hovering over the section name and clicking the three dots to the right which opens the section menu. Select **Edit section**, click in the **Add tag** field and select 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**.

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 name to open the menu
- Select **Duplicate List**, edit the list details as required and associate the new list to a module
- Click on **Advanced Settings** to copy specific information and reading list collaborators to the duplicated list and click **Create List**

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 your Favourites](#)
- [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 **Add** button and select **Search the Library**
- 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.
- Hover over item you want to add and click **+**, select a section and click **Add**.
- 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
- Add the designation of the item to **Core** (essential), **Supplementary** (students encouraged to use) or **Background Reading** by clicking **Full details** and **Add tag**. 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 Favourites

Information about creating Favourites is available in the [How to add items to your Favourites](#) section.

To add a single item from your Favourites:

- From your reading list click **Add – Add from Favourites**. Your favourites will now appear right-hand side
- Hover over item you want to add and click, drag and drop it into your reading list, or click the **+** button to select a section
- The selected item/s will now appear in your reading list
- Select 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 favourites:

- Click on Favourites in the left hand side navigation
- Select the items to add and click Add to list at the top of the page
- Enter details of the list and section and click **Add**
- Add the designation of the item to **Core** (essential), **Supplementary** (students encouraged to use) or **Background Reading** by clicking **Full details** and **Add tag**. 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 the cog on the top right of the screen and select **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.

- Click **Add – Import References – From File**
- Select your file type and drag and drop or click to navigate to your file
- Choose the desired section of your list and click **Add all items**
- Add the designation of the item to **Core** (essential), **Supplementary** (students encouraged to use) or **Background Reading** by clicking **Full details** and **Add tag**. 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

2.2.6 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 **Add – Manual Entry**
- From the **Type** drop down menu select **Book Chapter**
- Enter the name in the **Chapter Title** and click Next.
- Enter the chapter number, author, book title, book author, edition and the start page of the chapter in the appropriate fields and click **Next**
- Enter a Note for students if required click Add and select a **Reading level designation** from the options in the pop-up box.

Alternatively contact your [Subject Librarian](#) with the list details and the chapter required.

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 **Add Items – Manual Entry**
- 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
- Tick the Copyright information box confirming you have permission to share the document
- Enter all relevant details about your document, you may need to click **Next** to view and complete some fields
- If your document has a Creative Commons license, please select the license type from the drop-down menu and click **Next**
- In the **Notes for Students** 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
- Click **Add** and select a reading level when prompted

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 item 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 hovering over the items and clicking **Full details**. In the **Add tag** field delete the existing tag and the add the correct one.

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 – Manual entry**
- Select **Electronic Article** from the **Type** pull-down menu
- Enter the article title and click **Next**
- 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=>
- Fill in any other relevant fields and click **Next**
- Select a section to add the item to and click **Add**
- Select a Reading level designation from the options in the pop-up window

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 – Manual entry**
- Select **Case Study** from the **Type** pull-down menu
- Enter the article title and click **Next**
- 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 and click **Next**
- Select a section to add the item to and click **Add**
- Select a Reading level designation from the options in the pop-up window

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 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 **Manage Sections** to collapse the sections.
- Hover your mouse over the section you wish to move and click the six dots to the right of the section name, and drag and drop the section into its desired position.

To reorder individual items:

- Hover your mouse over the item you wish to move and click the six dots to the right of the item name, and drag and drop the section into its desired position

To reorder items in bulk:

- Select the items you wish to move
- The **Edit items** menu will appear at the top of the list
- To move the selected items up or down the list use the arrows
- To copy or move the items between sections select **More Actions** and **Copy** or **Move**

Items can also be sorted by author or title in ascending or descending order.

To sort items, click the three dots next to the list name and select **Sort items within sections**. Please note this action affects items in all sections and cannot be undone.

2.3.3 Collapse/expand sections

By default, all sections in your list will appear in expanded view. Click **Manage sections** to collapse all sections and use the arrow next to section names to expand or collapse individual sections. To expand all sections click **Manage items**.

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 **Edit section** box enter **Start** and **End** dates and check the **Display section during these dates only** box. If you want to enter dates for information purposes only, leave the box unchecked.
- You can choose to enter a start date only

To show/hide an item:

- Hover over the item and click the three dots to open the item menu and select **Edit Item**
- In the **Edit item** box select the **Item actions** tab, click the **Hide from students** box and click **Save**
- To show an item repeat the steps above and untick the **Hide from students** box and **Save**

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.

Note to students can be viewed by anyone with access to the reading list.

Private notes can only be viewed by you.

To add **Notes to students**:

- Hover over the item and click the three dots to open the item menu and select **Edit Item**
- Select the **Item actions** tab, enter text into the **Note for students** field and click **Save**

To add a **Private note**:

- Hover over the item and click the three dots to open the item menu and select **Edit Item**
- Select the **Item details** tab, scroll to the bottom and enter text in the **Private note** field

Items with Notes for students will display a note icon in the item in list view. The full note can be seen if the item is selected and opened. Students viewing the list will see the full note without opening the item. 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:

Owner - 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 and click **List info** next to the list name
- Select **Manage Collaborators** and **Add collaborators**
- Enter the name, username or email address of the colleagues you'd like to add as collaborators
- By default, the privilege level for collaborators will be set to **Can Edit List**, use the drop-down menu to select **Owner** if required
- Click **Save**

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 **Publish List** in the top right corner

The list status will now change to **Published** and the status of the items on the list will change from **Draft** to **Library Processing**. 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, the Library will be notified automatically of any items you add to a list once it's been published.

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 three dot menu button next to the list name and select **View list as a student**
- To exit **Student View** click **Back to instructor view**
- **Notes to students** are fully visible in Student view

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 share icon next to the list name
- Click **Copy shareable link to list**
- Paste the Shareable link into your module guide or VLE page

To create a shareable link from a section or item click share icon next to the section name or item and follow the instructions above.

3. Editing Reading Lists

3.1 Edit multiple items

- Tick the check box next to each item you wish to edit, the edit menu will appear at the top of the list
- Options available are to add or remove reading level designation tags, Notes for Students, move, copy and delete items. Note: click More actions to view all editing options

3.2 Deleting

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**

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 list**
- 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. Adding items to Favourites

Your favourites 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 Favourites using Library Search

- Select Favourites from the side navigation
- Click **Add – Search the Library**
- 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 Favourites manually

- Select Favourites from the side navigation
- Click **Add – Manual Entry**
- 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 **Add**
- 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 Favourites 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 Favourites. If you then add the item to a reading list, the Library will be prompted to obtain a copy of the item.

- Click on the cog on the top right of the screen and select **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 **Favourites** 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 Favourites

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

- Choose an item/s and click **Tags**
- Type in your tag(s)
- Click the **Save** button
- Click **Filter** to select a tag to filter 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 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)