

# Adding full text documents to your Leganto reading list

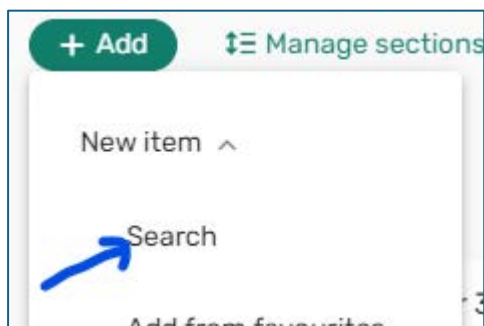
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This guide will help you add new full text documents to your course reading list

## First steps:

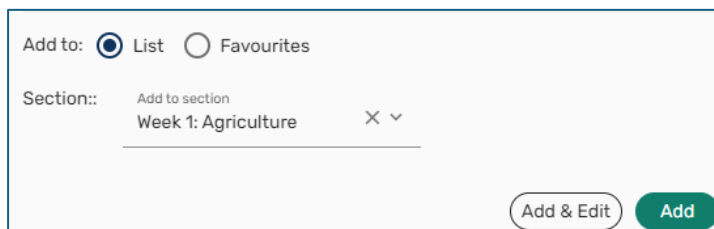
- Start in Akoraka | Learn and click on your master reading list
- If asked, select the latest published list
- Click the **+ Add** button on the top left of the screen
- Select "Search"



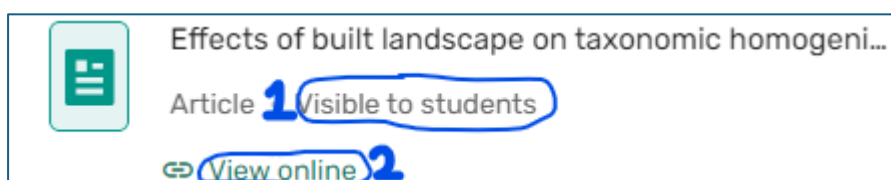
- Search for your topic in the right side search box

## If you find the desired article, and it states 'Full text available':


- Mouse over the desired item and click the **+** icon
- Select the correct section for the item and click "Add"




- Close the search box
- You will see that the selected item is now (1) "Visible to Student" but you should (2) test the link to ensure it is working:



## If you find the desired book, and it states ‘Full text available’:

- Mouse over the desired item and click the  icon
- Select the correct section for the item and click “Add”
- Electronic books sometimes have limited access, especially when downloaded. You can request different access types:

Ebooks sometimes restrict access, especially after downloads. Do you want us to:

 Uploading a book chapter?  
Remember to add the chapter title and change the citation type.


leave as is - only supplementary reading

restrict downloads - online viewing only (where the publisher allows, limits may apply)

request more licenses (where the publisher allows)

Cancel **OK**

- Make your selection and click “OK”
- Select the correct section for the item and click “Add”
- Close the search box and you should see the selected item has now been added, is “Visible to students”, can be “Viewed Online”.




Constructing gardens, cultivating the city : Paris's new parks, 1977-1995


Book - Visible to students

[View online](#)

## If you find the desired book, and it states ‘Book Physical’:

- Mouse over the desired item and click the  icon
- Select the correct section for the item and click “Add”
- You will then get a chance to select a restricted loan period.

This book is held in the library. Do you want us to:

 Uploading a book chapter?  
Remember to add the chapter title and change the citation type.


keep it in the main collection

put it on 1-day loan

put it on 2-hour loan

Cancel **OK**

- Make your selection and click “OK”
- Close the search box and you should see that the book has been added to the reading list
- Depending upon your choice, the book may not be visible to students until the library response to your request.




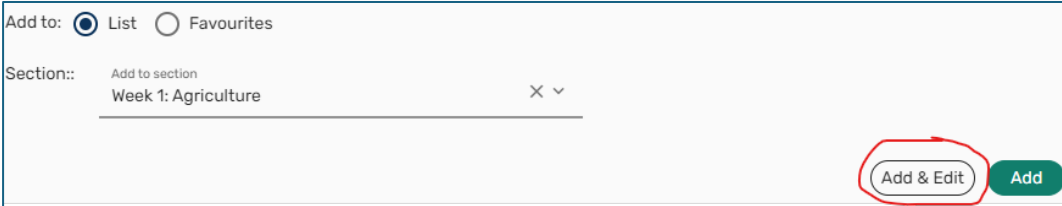
Land matters : landscape photography, culture and identity

Book - Hidden pending library action

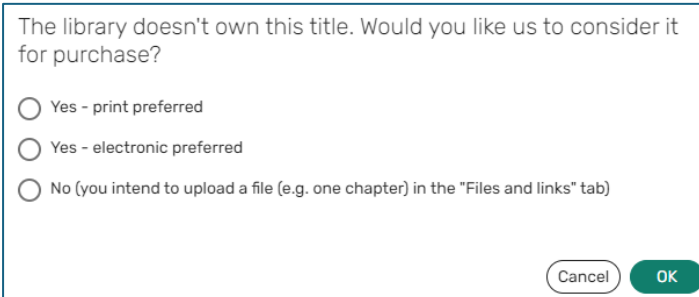
[Available at George Forbes Memorial Library Level 2: TR660 Wel 2011](#)

## If you find an article or book with ‘No full text available’, but you have a file to upload:

- Mouse over the desired item and click the  icon
- Select the correct section for the item and click “Add & edit”




- If this is a book, you will be asked if you would like the library to purchase the book. Make your selection and click “OK”



- Click on the ‘Files and links’ tab
- Add your item in the “Files” upload box
- Complete the copyright statement
- N.B. Start and end page numbers are required fields, so ensure they are entered correctly.
- Click “Save” (at top right of the page)
- Close the search box and you will see the item has been added to your reading list, but it has been hidden waiting for the library to apply / record the correct copyright statement.



## If you did not find the item you wanted but have a file:

- Close the search box then click the  Add button on the top left of the screen
- Select “Upload file”
- Add your item in the “Files” upload box (drag and drop or click to browse)
- Select type of item and title
- Complete the copyright statement
- N.B. Start and end page numbers are required fields, so ensure they are entered correctly.
- Click “Next” (at top right of the page)
- Fill out as many of the details as possible, and click “Next”
- Select the correct section to place the item and click “Add”
- Close the search box and you will see the item has been added to your reading list, but it has been hidden waiting for the library to apply / record the correct copyright statement.

