



L-Università  
ta' Malta

## **Compiling Official Reading Lists using Leganto: step-by-step guide**

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## For current study Units:

### 1. Request Your Leganto Reading List

To initiate the process of creating a Reading List for your study unit on Leganto, the study unit owner should send a formal request to the Library.

Action Required: Please send an email to the dedicated Reading List Team at [readinglists.lib@um.edu.mt](mailto:readinglists.lib@um.edu.mt).

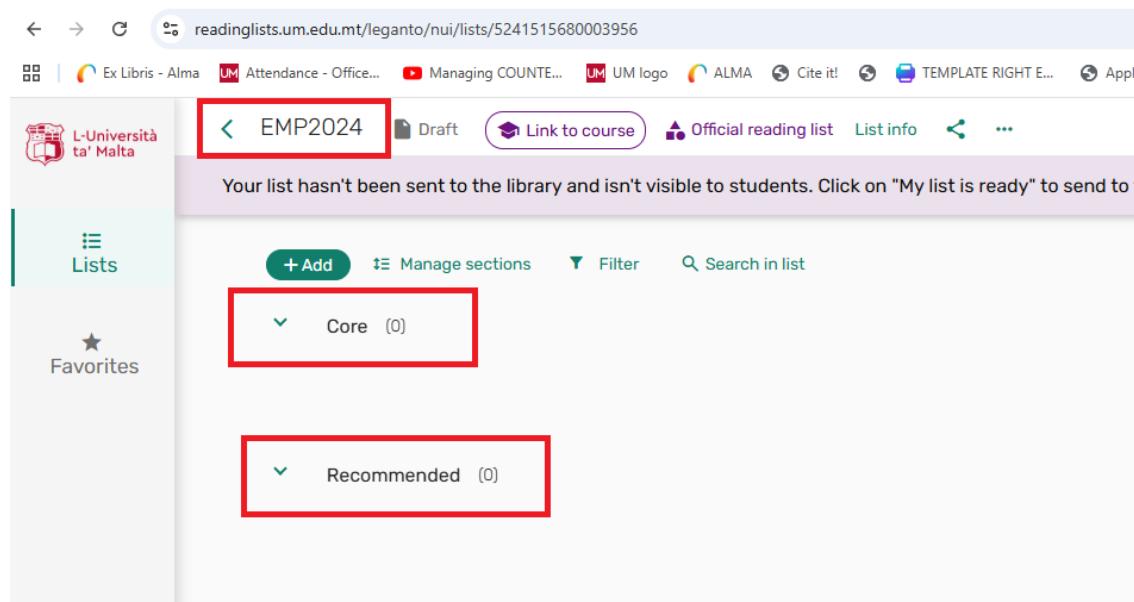
Include the following mandatory information in your email:

- The study unit code
- The study unit title
- Your UM email address

### 2. Reading List Structure Setup

Following your request, the Library Team will create a new Leganto Reading List for your study unit. The list will include a basic structure with sections for Core and Recommended readings to help you get started.

You will be assigned instructor permissions and will receive an email notification from the Library when your list is ready. Upon opening the link in that email, your Reading List will appear as shown below:

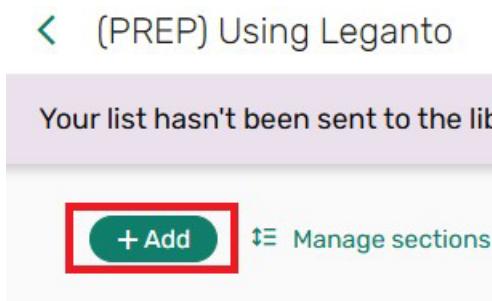


The screenshot shows the Leganto reading list interface. At the top, there is a navigation bar with various links and a search bar. Below the navigation bar, the list title 'EMP2024' is displayed, with a red box highlighting it. To the right of the title are buttons for 'Draft', 'Link to course', 'Official reading list', 'List info', and '...'. A message box states: 'Your list hasn't been sent to the library and isn't visible to students. Click on "My list is ready" to send to the library.' On the left, there is a sidebar with 'Lists' and 'Favorites' sections. The main content area shows two sections: 'Core (0)' and 'Recommended (0)', both of which are highlighted with red boxes. At the bottom of the interface, there are buttons for '+ Add', 'Manage sections', 'Filter', and 'Search in list'.

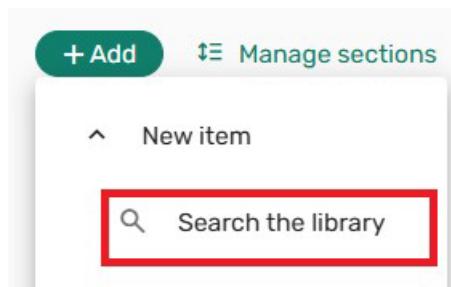
### 3. Adding Citations to your Official Reading List

#### 3.1 Adding items from the Library catalogue (HyDi)

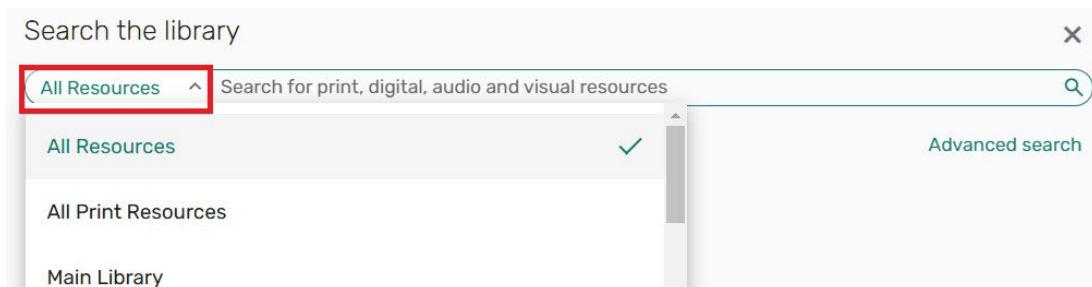
3.1.1 To add items to your Reading List, click on **Add** on the left hand side of the screen:



3.1.2 You will see a drop-down menu. Click on **Search the Library**:



You can search for material using the title, author or keywords. This panel allows you to search for print and electronic material from the UM's Library collection. You can choose a search scope from the drop-down menu:



You can also use the Advanced Search where you can also search by the ISBN or ISSN:

Advanced search

Scope  
All Resources

Search by **Any field** Type contains

Any field

Title

Author

ISBN

ISSN

3.1.3 Search for material by title, author or a keyword and select an item from the result list:

All Resources **artificial intelligence** Advanced search

↳ Any field contains **artificial intelligence** in All Resources

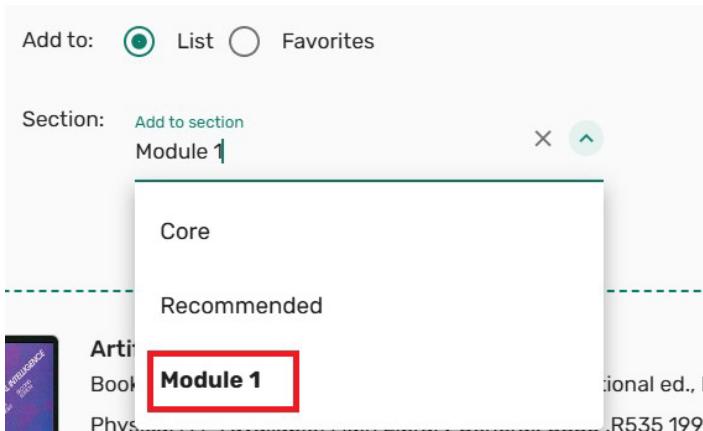
Include records without full-text access

Showing 20 out of 1,902,607 results Filter

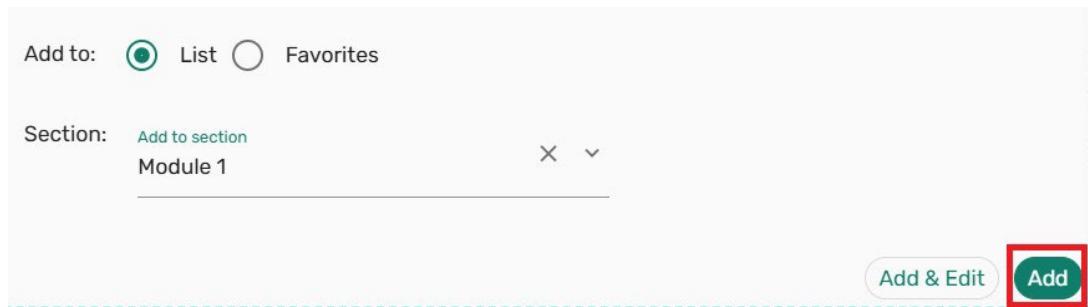
**A Brief History of Artificial Intelligence: On the Past, Present, and Future of Artificial Intelligence**  
Article | Haenlein, Michael ; Kaplan, Andreas, California management review, 61(4), 2019-08-01, 5 - 14  
Full text available

**Artificial intelligence**  
Book | Solo, Ashu M. G., editor.; Arabnia, Hamid R., editor., Place of publication not identified, CSREA, 2019  
Electronic

3.1.4 To add the item to your Reading List, click on the **Plus** button next to the item and select the section where you wish to add it:



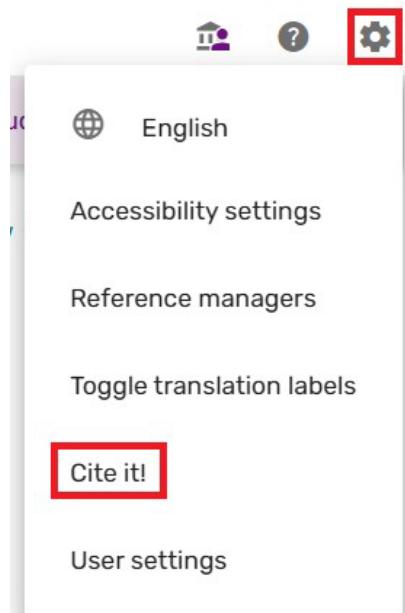
Click **Add** at the bottom right:



## 3.2 Adding citations from the Web via Cite It!

3.2.1 Another way to add citations to Leganto is to use a browser widget called Cite It! It allows you to add a webpage or an item on a webpage to your Reading List.

3.2.2 To install Cite It! on your browser, click on **Settings** icon (right-hand side of the screen) and click **Cite It!**



3.2.3 You will see a pop-up window with more information about the add-in. To install Cite It! in your browser, click on **Bookmarklet**:

Cite it!

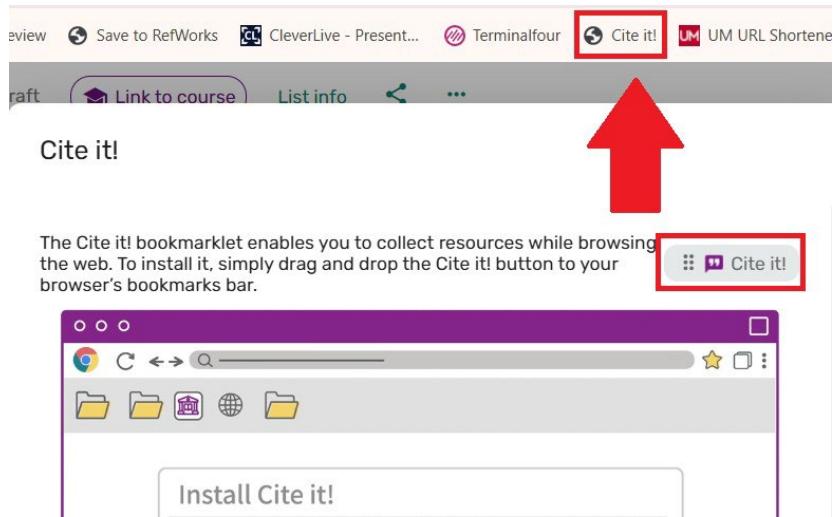
Cite it! enables you to collect resources while browsing the web.

Cite it! will automatically harvest the title, URL, and other details. Remember to check for accuracy when adding resources to your list.

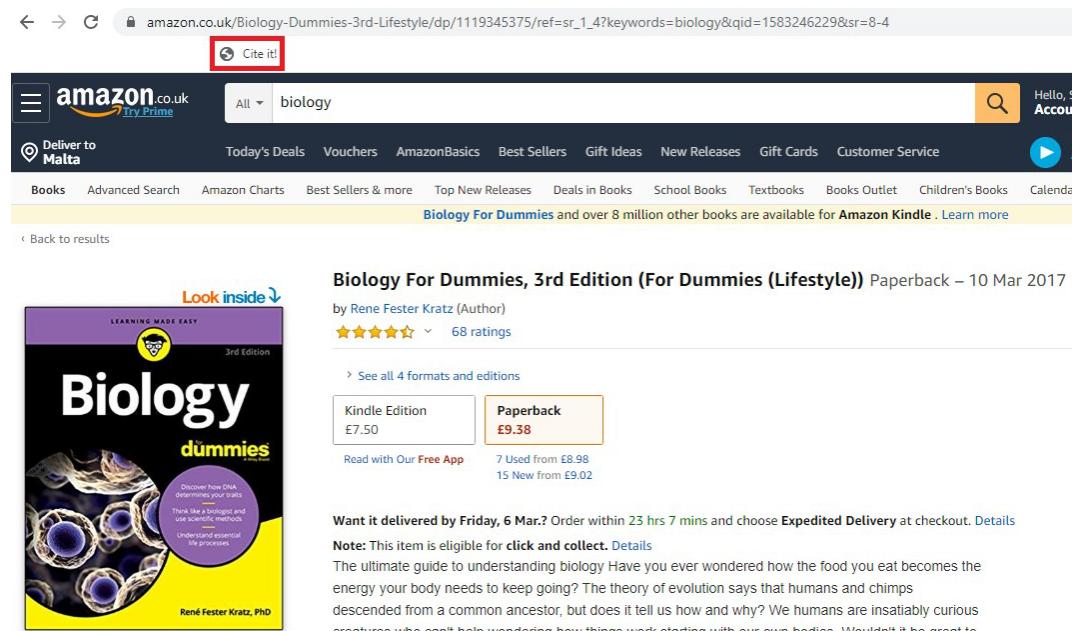
Install Cite it! using the following options:



Drag and drop the **Cite It!** button on your browser toolbar:



### 3.2.4 To add an item from the web page to your Reading List, access the website and then click **Cite It!**



3.2.5 A pop up will appear with the details of your item. Please make sure to check the details before adding this item to your Reading List:

Add this to my list

Games Beauty Pet Supplies PC & Video Games PC Health & Personal Care

General information

Type\* Book

 Title\* Biology For Dummies, 3rd Edition (For Dummies (Lifestyle))

Item details

Creator  
Rene Fester Kratz

Check availability

Add to:  List  Favorites

Select or search a list\*

Add

3.2.6 To add an item to your Reading List, select a Reading List and a relevant section from the drop-down menu. When you are ready, click **Add**.

Add to:  List  Favorites

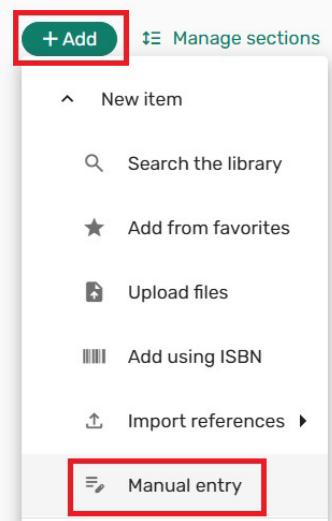
Select or search a list\* EMP1022

Select or search for a section\* Core

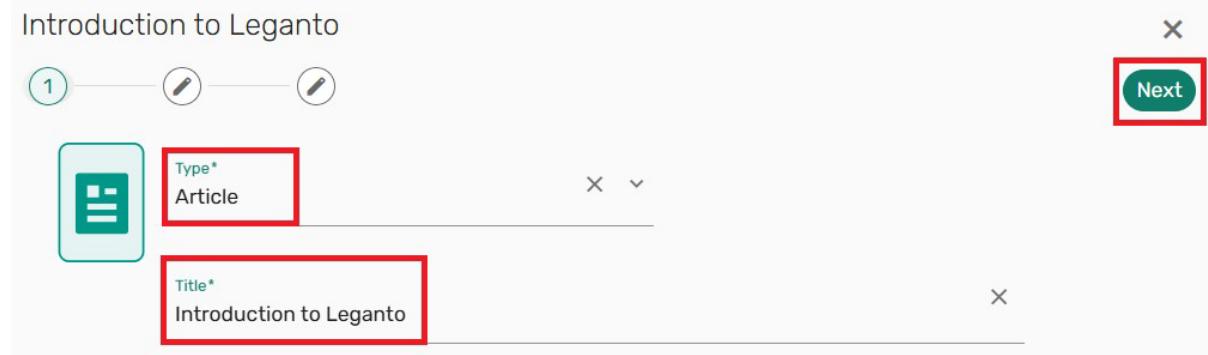
Add

### 3.3 Adding citations manually

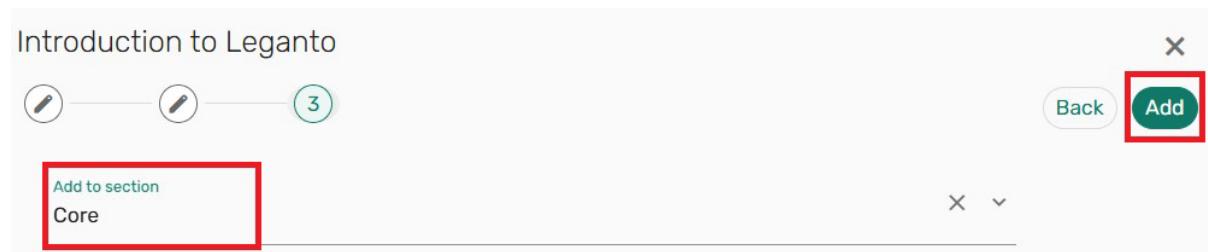
You may add citations manually. To do this, click **Add** and select **Manual entry**:



Choose the publication type and write the title. Click **Next**.



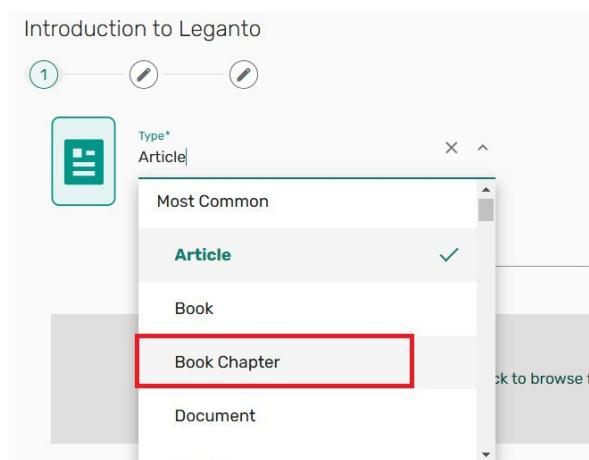
Fill in required information. Once you are ready, select a relevant section of your reading list and click **Add**.



### 3.4 Adding book chapters or specific page range

You may add a specific chapter or pages that you would like your students to read. You can do this by creating the reference manually or adding a note.

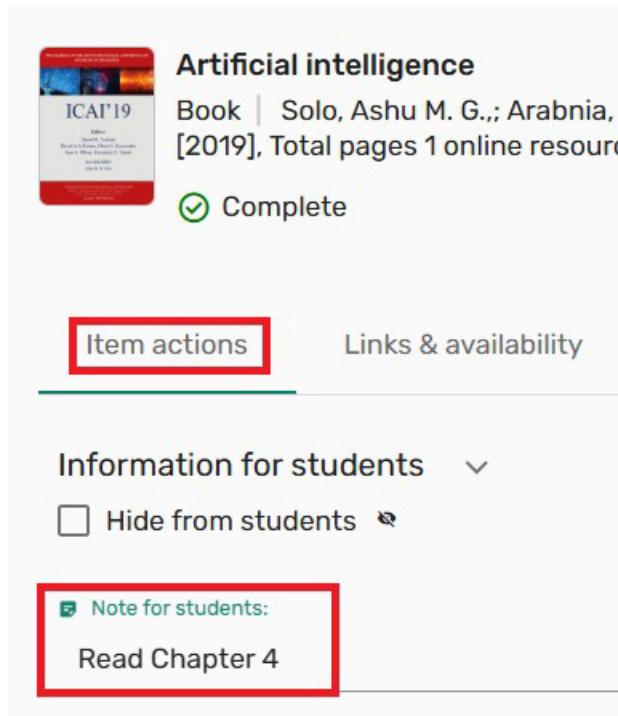
Follow the steps mentioned above and select **Book Chapter** as a publication type.



3.4.1 You can add a note to the item specifying which pages or chapters your students should read. To do this, place your mouse on the item which you would like to edit and click on **Full details** to display a full record.



3.4.2 Click on **Item actions**. You will see **Note for students** below. Add your note, and close the window.



Artificial intelligence

Book | Solo, Ashu M. G.; Arabnia, I [2019], Total pages 1 online resourc

Complete

**Item actions** **Links & availability**

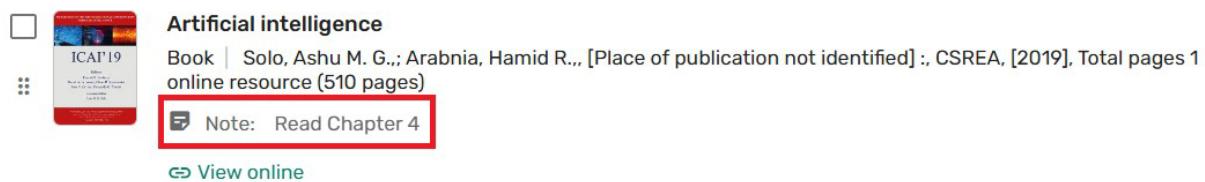
Information for students ▾

Hide from students 

Note for students:

**Read Chapter 4**

3.4.3 Your comment will be visible as part of the citation:



Artificial intelligence

Book | Solo, Ashu M. G.; Arabnia, Hamid R., [Place of publication not identified] : CSREA, [2019], Total pages 1 online resource (510 pages)

Note: Read Chapter 4

 View online

## 4. Sending your List to the Library

Once your Reading List is completed, click **My list is ready** on the top right corner of the screen to send it to the Library for processing.

Your list hasn't been sent to the library and isn't visible to students. Click on "My list is ready" to see next steps.

[View list as a student](#)

**My list is ready**

The Library will review all citations in your Eading List and will make the list available to the UM community once the review is completed.

## 5. Adding Collaborators

In Leganto, there are two main roles: **List Owner** and **Collaborator**.

- **List Owner:** Can add, edit, move, or remove items and list sections; add or remove collaborators; and delete the entire list.
- **Collaborator:** Can add, edit, move, or remove items and list sections.

As a course instructor, you will automatically be assigned the role of **List Owner**, which allows you to add collaborators to your Reading List.

If you would like to assign an additional **Owner** or **Collaborator** to your study unit's Reading List, please contact the Library. The Library will update the roles accordingly.

## 6. Updating your Reading List

Reading Lists should be updated periodically to reflect current publications. Instructors may edit their Reading List at any time by adding, deleting, or modifying citations. Any new citations added will be reviewed by the Library and acquired where appropriate.