



**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.

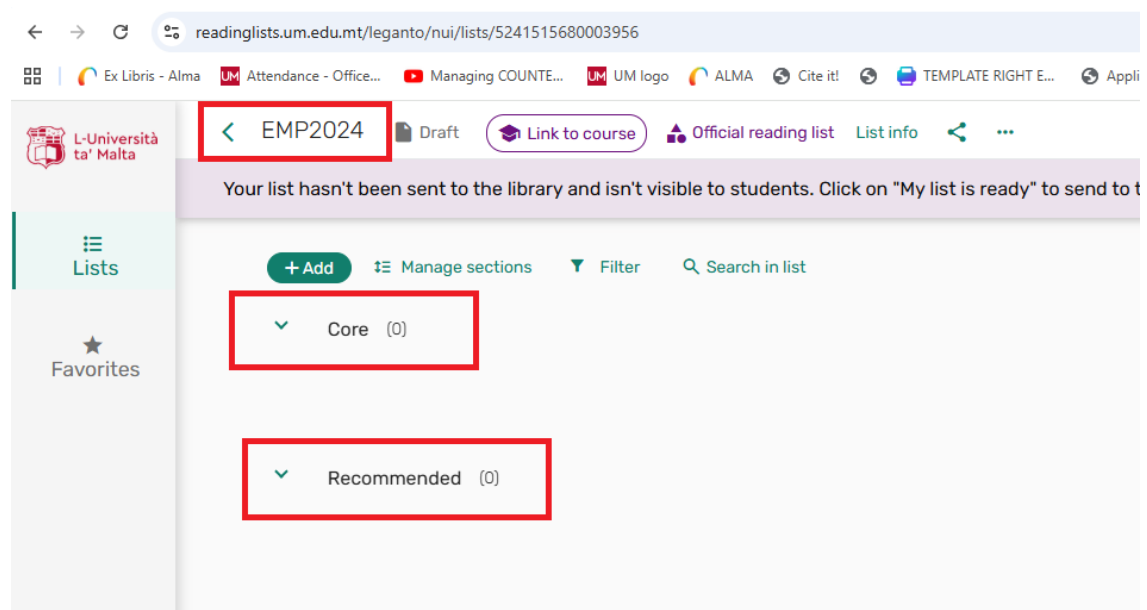
Include the following mandatory information in your email:

- 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.

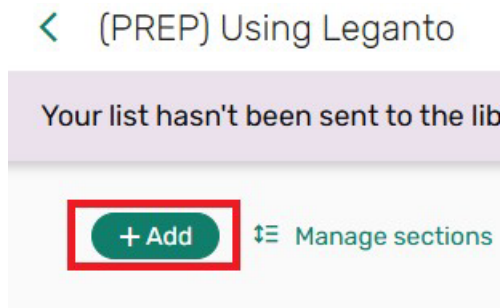
You will be assigned instructor permissions and will receive an email notification from the Library when your list is ready. Upon opening the link in that email, your Reading List will appear as shown below:



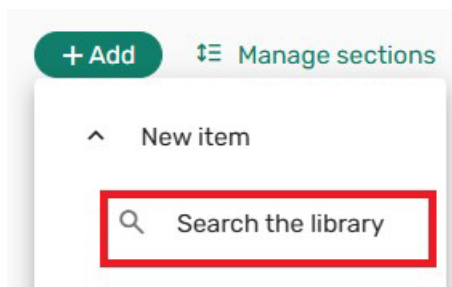
3. Adding Citations to your Official Reading List

3.1 Adding items from the Library catalogue (HyDi)

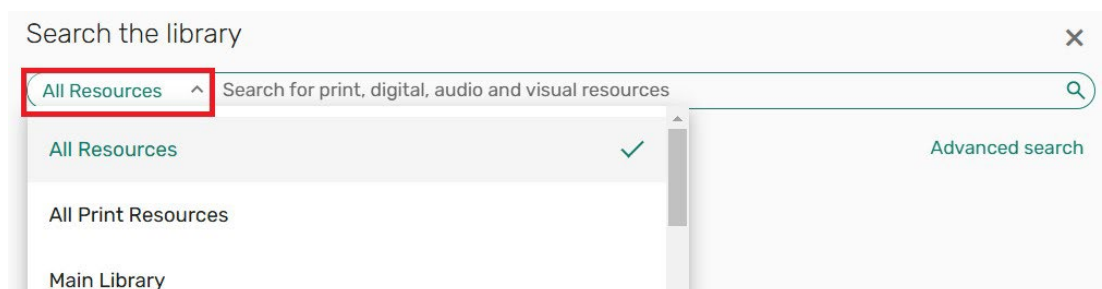
3.1.1 To add items to your Reading List, click on **Add** on the left hand side of the screen:



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


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

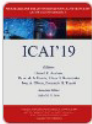
Advanced search

☐ Include records without full-text access

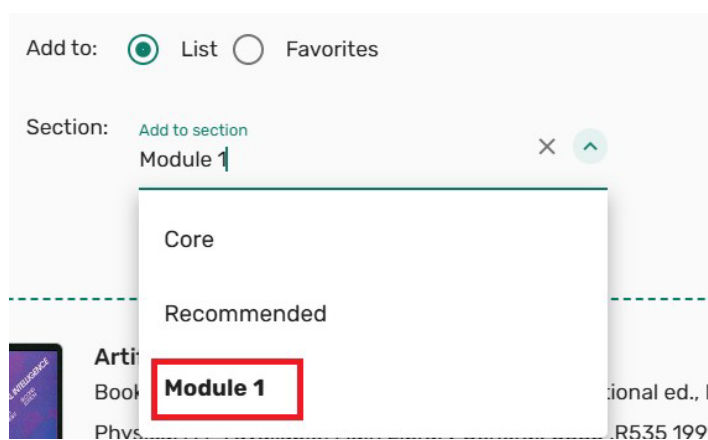
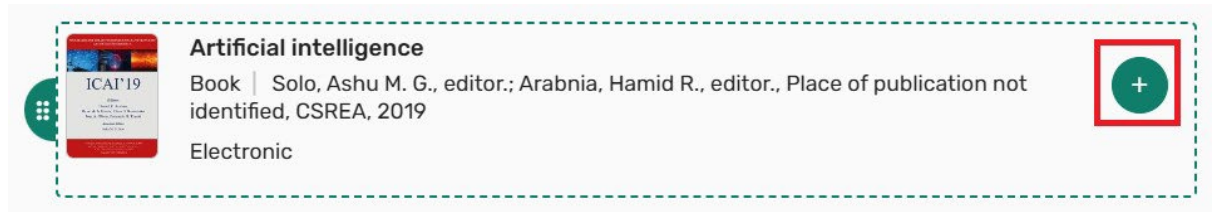
Showing 20 out of 1,902,607 results

Filter

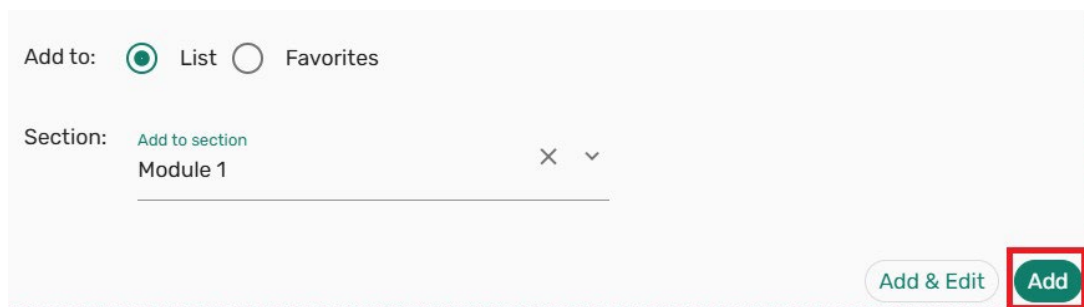
 **A Brief History of Artificial Intelligence: On the Past, Present, and Future of Artificial Intelligence**
Article | Haenlein, Michael ; Kaplan, Andreas, California management review, 61(4), 2019-08-01, 5 - 14
Full text available

 **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:



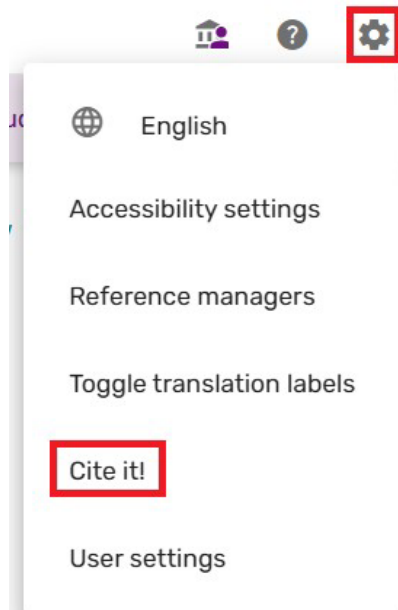
Click **Add** at the bottom right:



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!**



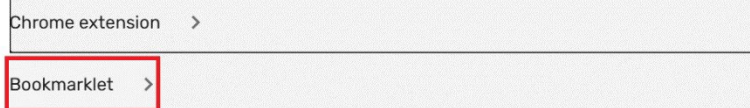
3.2.3 You will see a pop-up window with more information about the add-in. To install Cite It! in your browser, click on **Bookmarklet**:

Cite it!

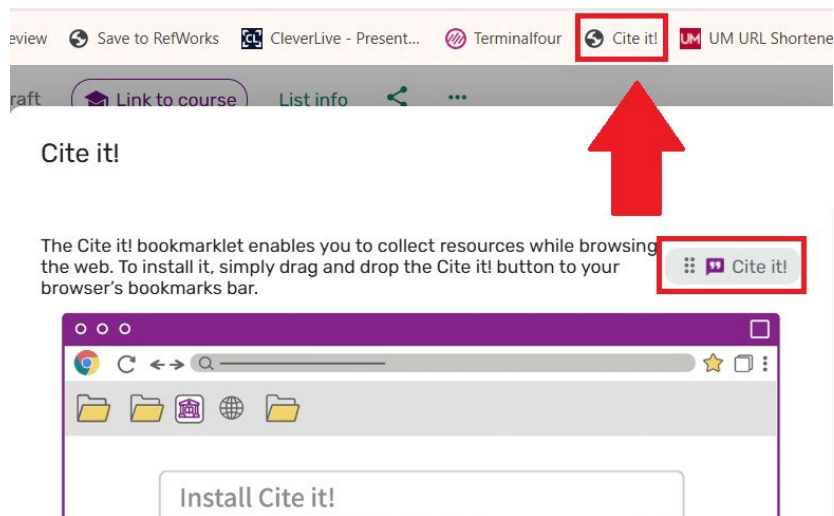
Cite it! enables you to collect resources while browsing the web.

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

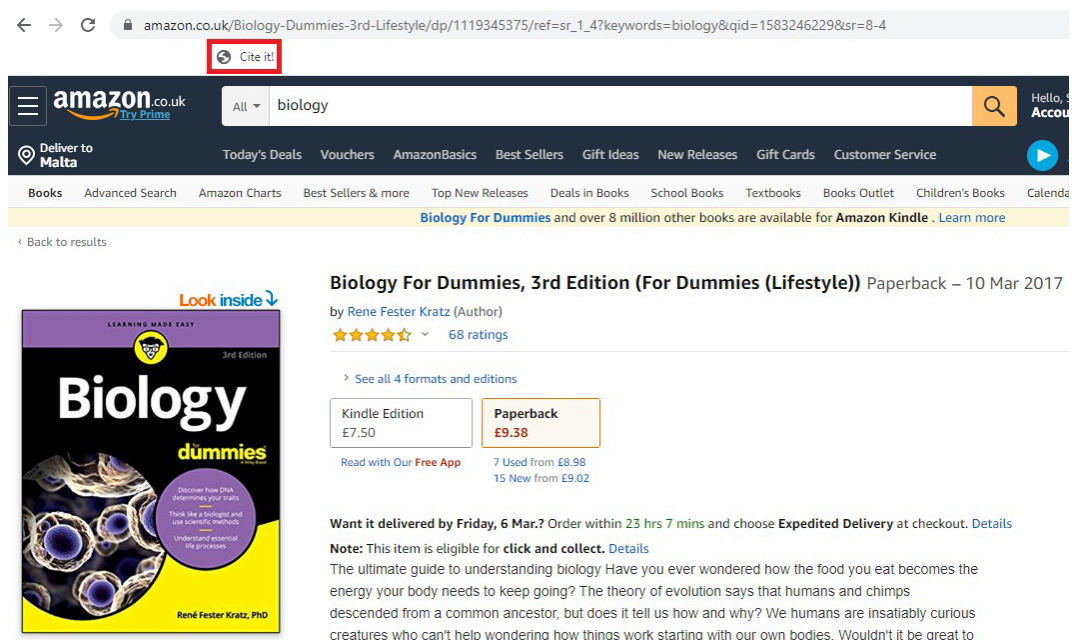
Install Cite it! using the following options:



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

GamesBeautyPet SuppliesPC & Video GamesPCHealth & Personal Care

General information

Biology

Type*
Book

X

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

X

Item details

Creator
Rene Fester Kratz

Add to:

☒ List ☐ Favorites

Select or search a list*

Check availability

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

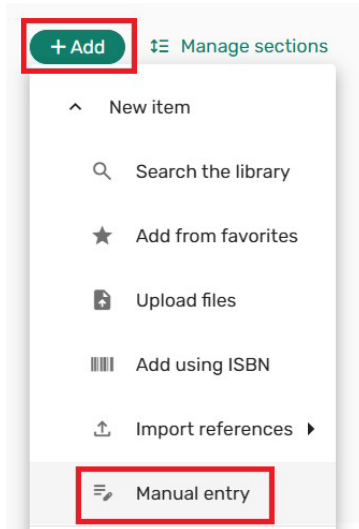
Select or search a list* EMP1022 X ▾

Select or search for a section* Core X ▾

Add

3.3 Adding citations manually

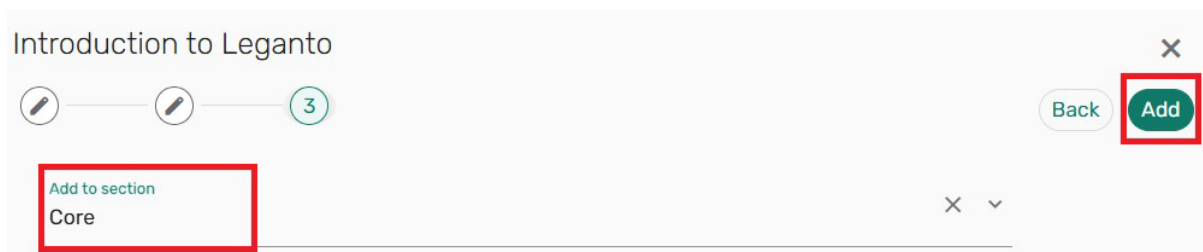
You may add citations manually. To do this, click **Add** and select **Manual entry**:



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

A screenshot of a form titled 'Introduction to Leganto'. The form has a progress bar at the top with three steps: '1' (selected), '2', and '3'. Below the progress bar, there is a 'Type*' dropdown menu with 'Article' selected, and a 'Title*' text input field with 'Introduction to Leganto' entered. Both the 'Type*' dropdown and the 'Title*' input field are highlighted with red rectangular boxes. In the top right corner, there is a 'Next' button, also highlighted with a red rectangular box.

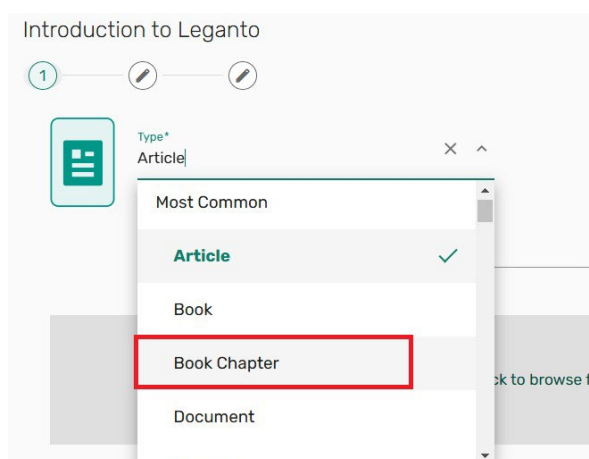
Fill in required information. Once you are ready, select a relevant section of your reading list and click **Add**.

A screenshot of the same form titled 'Introduction to Leganto'. The progress bar now shows three steps: '1', '2', and '3' (selected). Below the progress bar, there is an 'Add to section' dropdown menu with 'Core' selected. This dropdown menu is highlighted with a red rectangular box. In the top right corner, there is a 'Back' button and an 'Add' button. The 'Add' button is highlighted with a red rectangular box.

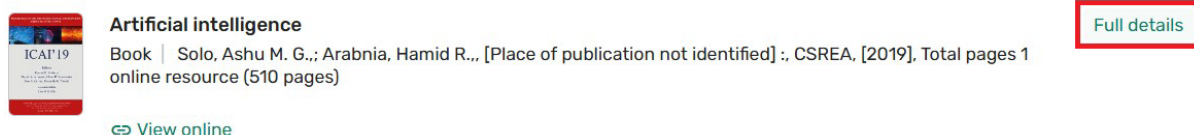
3.4 Adding book chapters or specific page range

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.

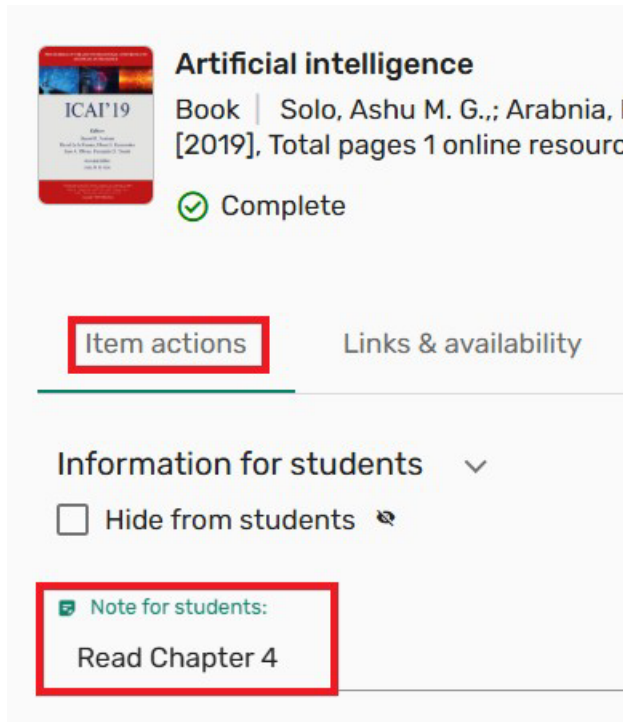
Follow the steps mentioned above and select **Book Chapter** as a publication type.



- 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 resource
✓ 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 Eeading 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.