

# PLMS “Reading List” Management Manual

---

<Contact>

**Academic Information Resources**

[library@postech.ac.kr](mailto:library@postech.ac.kr)

054)279-2544



# What is the “Reading List” tool for?

## For a more convenient way to build a “Reading List”

- Course resources can be added simply from library catalogs, files, or websites.
- Accurate information on course readings will be given.
- Able to save and reuse the “Reading List” for another semester.

## Give library course material information for better support

- So far, the University library has only limited information on materials used in courses.
- Through this system, “Reading List” will be connected to the library system simultaneously and the library will be better ready to fulfill it.

## Better access to course resources for students

- E-resource URLs or library items’ location will be linked from the “Reading list”, so students can have access easily.

## Shows statistics of reading materials

- Students’ usage of each material will be given for lecturers to review.

# 1. Add a "Reading List" to PLMS Course Home (1/2)

Activities/Resources —

Activities Resources

Assignment Add

Board Add

Chat Add

Forum Add

Group Evaluati Add

Poll Add

Quiz Add

**Reading List Add**

Survey Add

WebEx Meeting Add

Wiki Add

Zoom meeting Add

Adding a new Reading List

Week/Topic

Week/Topic Course Summary

General

Activity name Course Reading

Preconfigured tool Reading List

Select content

Tool URL

Privacy

Grade

Common module settings

Restrict access

Save and return to course Save and display Cancel

① Click **Add** to add a "Reading List" to Course home

② Type Activity name (name of the "Reading List" shown in course home) and set Preconfigured tool to the "Reading List"

③ **Save and return to course**

# 1. Add a "Reading List" to PLMS Course Home (2/2)

The screenshot shows the PLMS Course Home interface for the course "Leganto Test - List From Alma". The user is logged in as Lee Jinsol. The interface includes a navigation menu on the left with sections for "Course Home", "Students Notifications", and "Activities/Resources". Under "Activities/Resources", there are options for Assignment, Board, Chat, Forum, Group Evaluation, Poll, and Quiz, each with an "Add" button. The main content area displays a "Course Summary" section with three icons: "공지사항" (Notice), "Q&A", and "Course Reading". The "Course Reading" icon is highlighted with a red box. Below the "Course Summary" is a section for "All topic course" with a dropdown menu set to "All". The topics listed are "Topic 1", "Topic 2", "Topic 3", and "Topic 4". On the right side of the main content area, there are several floating action buttons: "Lecode", a share icon, a plus sign, and a document icon.

The "Reading List" (named "Course Reading") is added to Course Home.

You can freely use the "Reading List" (named "Course Reading") by clicking it to add and edit books and reference items.

## 2. "Reading List" (1/2) : When the former "Reading List" exists

Course Home

Course Info

- Participants list

Grade/Attendance

- Online-Attendance
- Grades
- 과제 성적 통계

Students Notifications

Others

Activities/Resources

- Board
- Reading List

Reading List **Name of Reading List**

PUBLISHED 5494 (2021/22) More info >

Tip of The Day

Add public notes to citations to provide students with additional information required before or after accessing the materials

Stop showing tips

Resources (5) Sections 2022/01/03 - 2022/02/11

book Checklist of library building design considerations [electronic resource] / [edited by] William W. Sannwald. Sannwald, William W, 4th ed., Chicago, American Library Association, 2001

Lecture Readings X Add Tag

Sent Available at Library Book Collection(3F) : Z679.2.U54 C44 2001 Check availability >

Resources Included in Sections

book Library leadership & management (Online) Library Leadership and Management Association., American Library Association, 2009

Recommended X Add Tag

Complete Check availability >

book Handbook of Research on Library Response to the COVID-

List Adviser : Tips and Discussion with Student&Library Can hide by [>>] button

47%

Make this list better >

Collaborators (1) >

Instructors (1) >

Student Discussion (0) >

Library Discussion (1) >

From the icon added, the "Reading List" will appear in PLMS.

For the 2025-1 semester, If the former "Reading List" from the courses which has the same code exists, it can be copied

### <Language Setting>

To change the UI language setting, click your profile icon from the "Reading List", and change language setting (Eng or Kor)

유비은11 Log out

Leganto, Test User

English

## 2. "Reading List" (2/2) : How to create a new "Reading List"

Leganto Test - List From Alma

유비은11 Log out

Course Home

Course Info

Grade/Attendance

Students Notifications

Activities/Resources

Board

Reading List

Course Reading

POSTECH

Welcome to your course materials

This application is a next generation reading list management tool. It enables academics to easily collect citations, create and manage reading lists, automate workflow with the library, and create a holistic user experience for students.

You are about to create a reading list for the following course:

5494 (2021) : Leganto Test - List From Alma

Please select how you would like to begin from the following options

Create a new reading list from scratch

Add citations from the web, library search, manually, or import from existing citation tools. You can start from blank, or use a template based on academic schedules

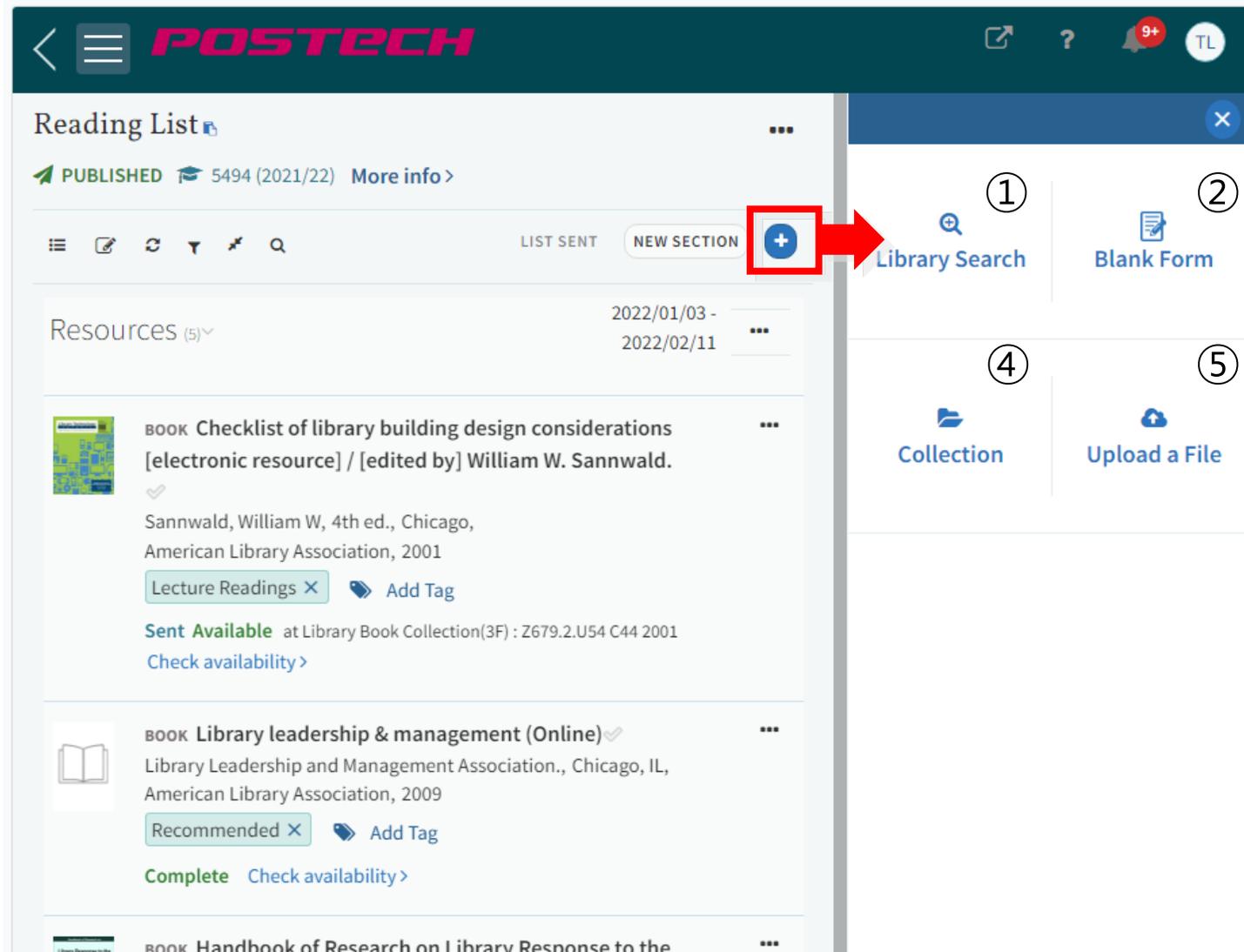
CREATE IT

If there isn't a "Reading List" made, you can create or upload a new "Reading List".

- Click on [Create] > Enter the title for the "Reading List" > Select [Template] > Choose [Default] to create an empty list.

- After creating the empty list, update the course materials by searching the library resources, uploading files, or adding items from web pages.

### 3. Adding item to a “Reading List”



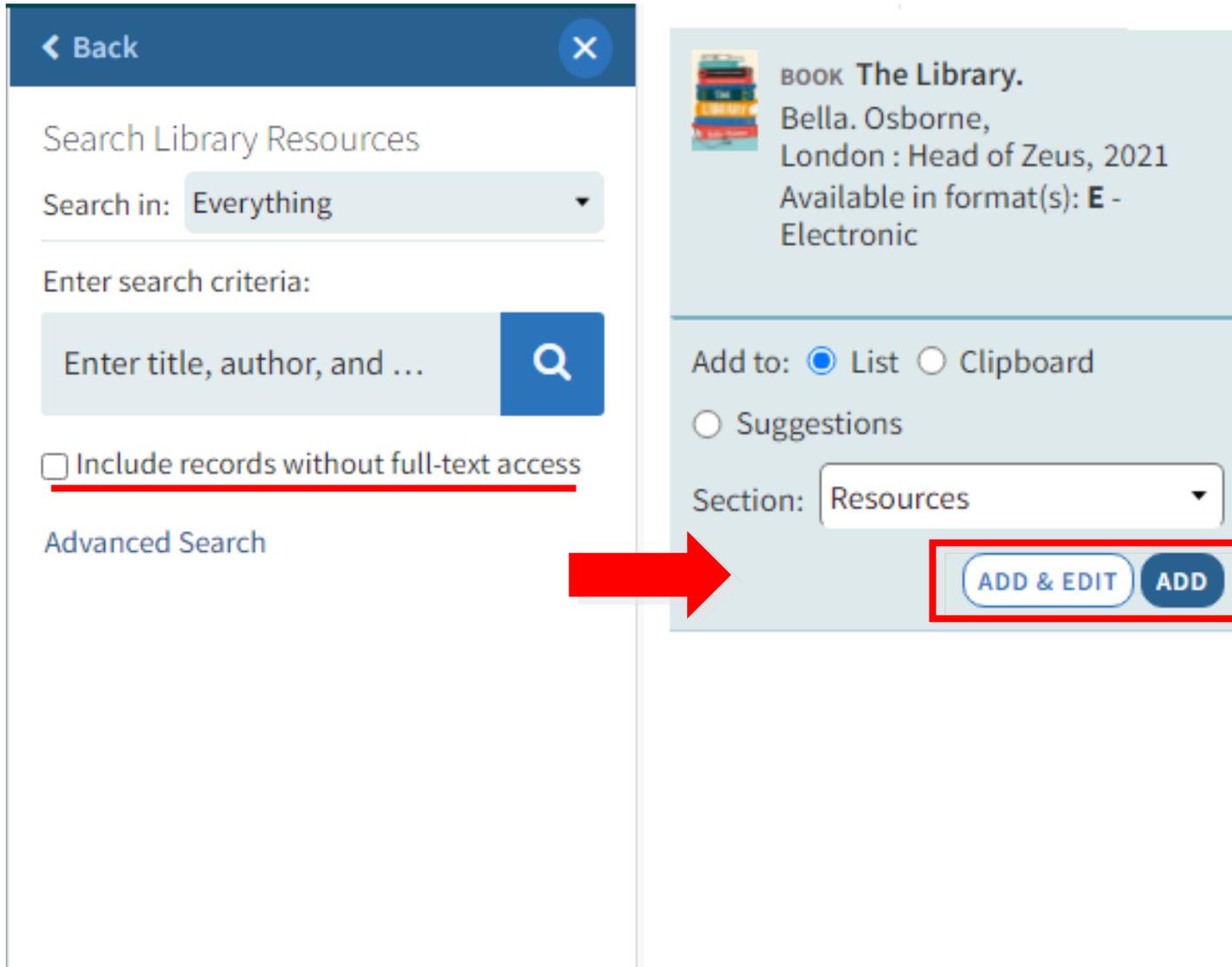
The screenshot shows the POSTECH Reading List interface. At the top, there is a navigation bar with the POSTECH logo and a menu icon. Below the navigation bar, the page title is "Reading List" with a sub-header "PUBLISHED 5494 (2021/22) More info >". A toolbar contains icons for list management and a "NEW SECTION" button with a plus sign icon, which is highlighted by a red box and a red arrow pointing to a modal menu. The modal menu contains five options: "Library Search" (1), "Blank Form" (2), "Collection" (4), and "Upload a File" (5). The main content area displays a list of resources, including "Checklist of library building design considerations" and "Library leadership & management (Online)".

How to add resources to the “Reading List”:

Click  from the list menu and,

- (1) Add from Library Search
- (2) Add from Blank Form manually
- (3) Add from Web (Cite it)
- (4) Add From Collection
- (5) Add from File

### 3. Adding item to a “Reading List” (1)



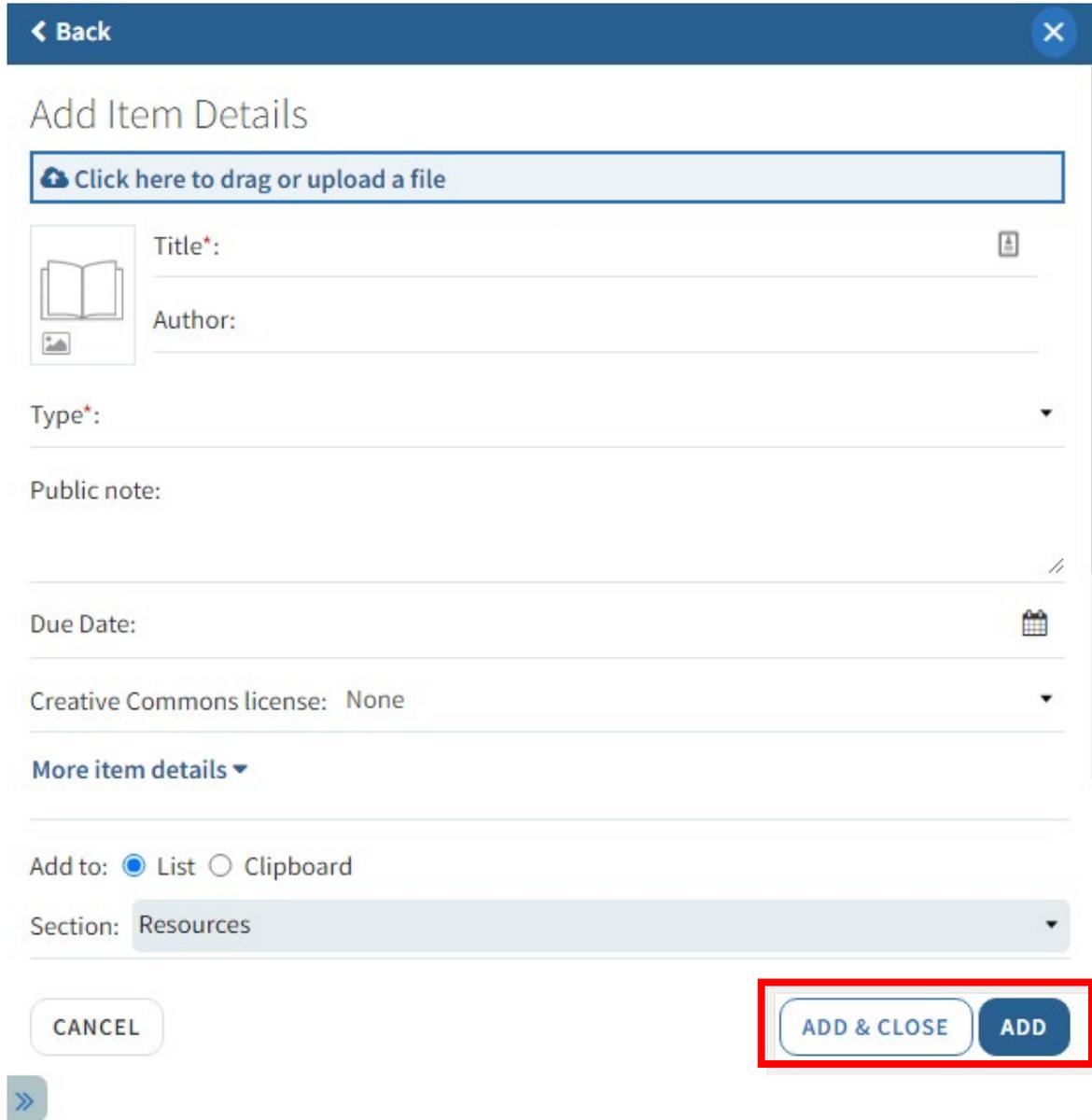
The screenshot shows a mobile library application interface. On the left, there is a search panel with a 'Back' button, a search bar, and a dropdown menu set to 'Everything'. Below the search bar is a text input field with a magnifying glass icon and a checkbox labeled 'Include records without full-text access'. A red arrow points from this checkbox to the right. On the right, a book result is displayed: 'BOOK The Library. Bella. Osborne, London : Head of Zeus, 2021 Available in format(s): E - Electronic'. Below the book title are radio buttons for 'Add to: List' (selected) and 'Clipboard', and a 'Suggestions' option. A 'Section: Resources' dropdown is also visible. At the bottom of the book result, two buttons are highlighted with a red box: 'ADD & EDIT' and 'ADD'.

#### (1) Add from Library Search

- From the search results, choose the resource to add in the “Reading List” and click **[Add]**.
- If the item is held on the library, physically or electronically, it will be immediately available in your “Reading List” with direct links.

You can search from the library catalog or include records that are not currently available. Then, add it and request it for purchase. (Add Purchase Request tag - refer to the Manual P.15)

### 3. Adding item to a “Reading List” (2)



← Back

#### Add Item Details

Click here to drag or upload a file

Title\*:

Author:

Type\*:

Public note:

Due Date:

Creative Commons license: None

More item details ▾

Add to:  List  Clipboard

Section: Resources

CANCEL

ADD & CLOSE

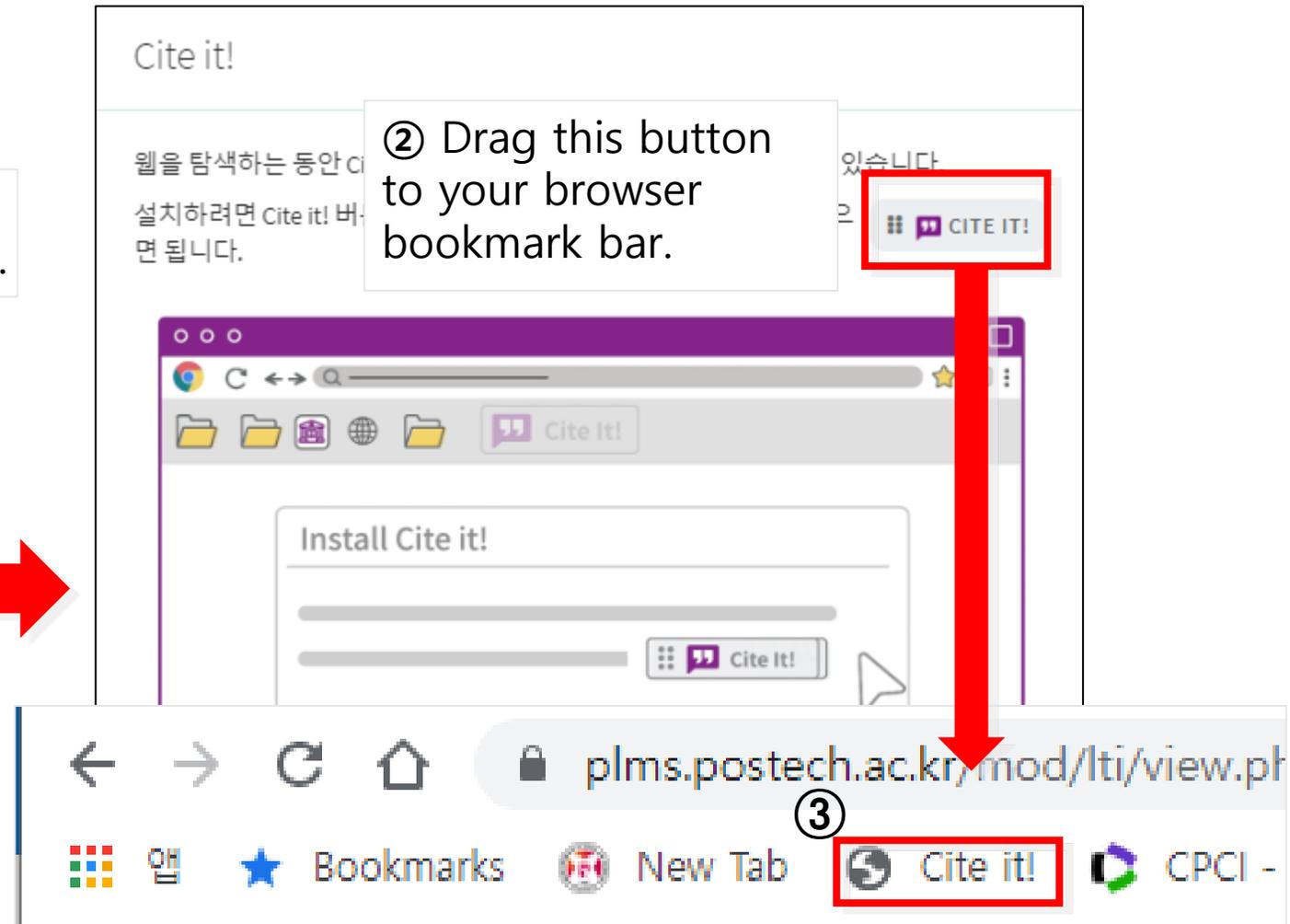
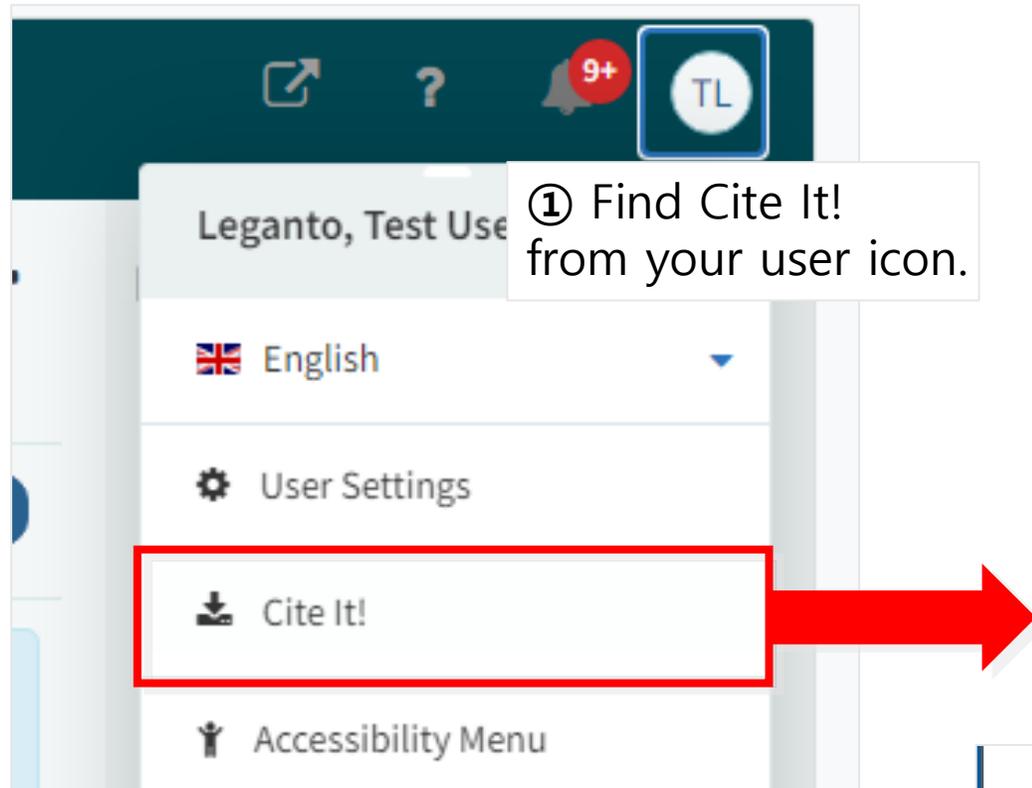
ADD

#### (2) Add from Blank Form manually

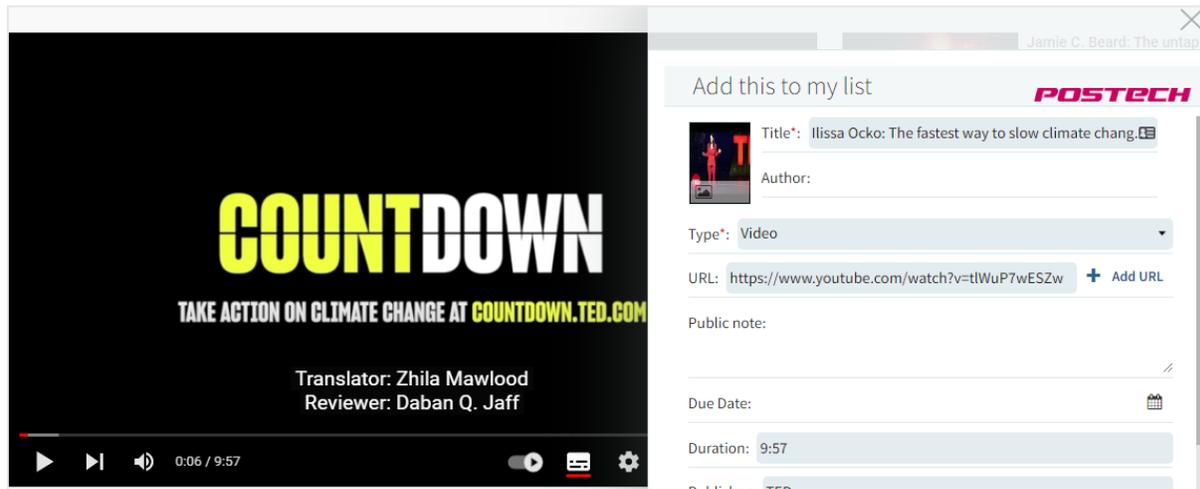
- You can manually type in information to add to the “Reading List”. Library will review and connect with the right resource if available.
- We recommend you use **Add from Web[Cite It!]** instead for more convenient and accurate input. (refer to the Manual P.10)

### 3. Adding item to a "Reading List" (3) (1/2)

**(3) Add from Web (Cite it):** Install a bookmarklet on your browser to read information from webpage and save it to the "Reading List"

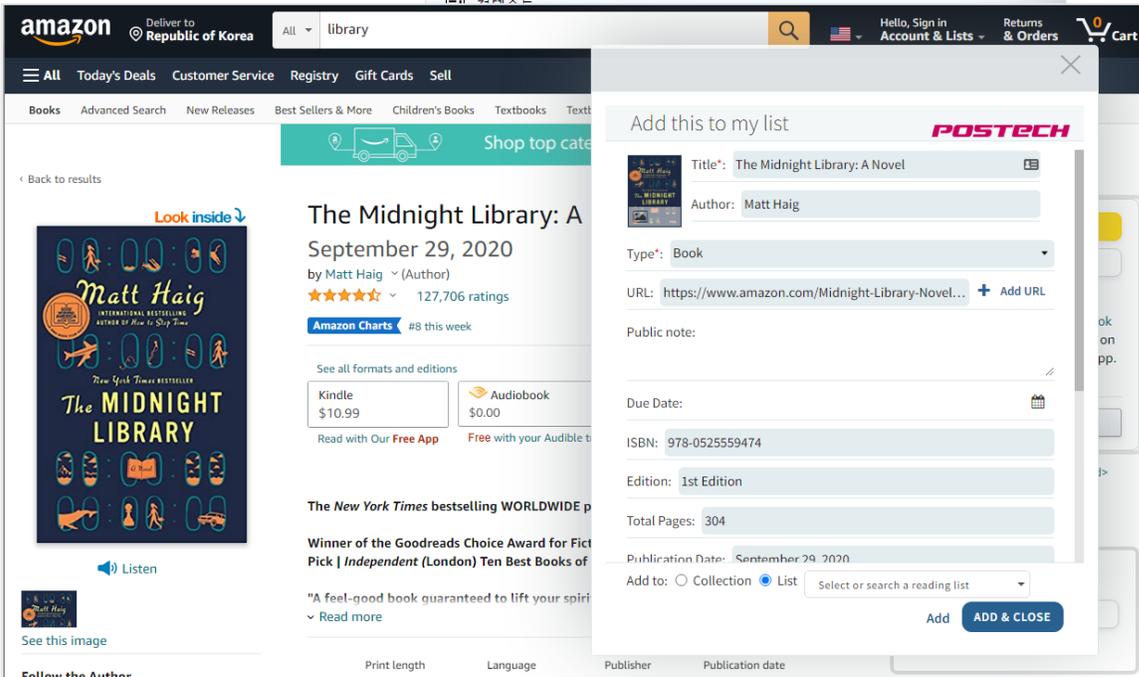


### 3. Adding item to a "Reading List" (3) (2/2)



#### (3) Add from Web (Cite it)

- Click **[Cite It!]** at the webpage with the information to give in the "Reading List".
- The URL and resource information will be automatically filled in the template.  
: Add to the "Reading List" directly or add to the Collection to associate later.
- **[Add & Close]** to save it to the "Reading List".



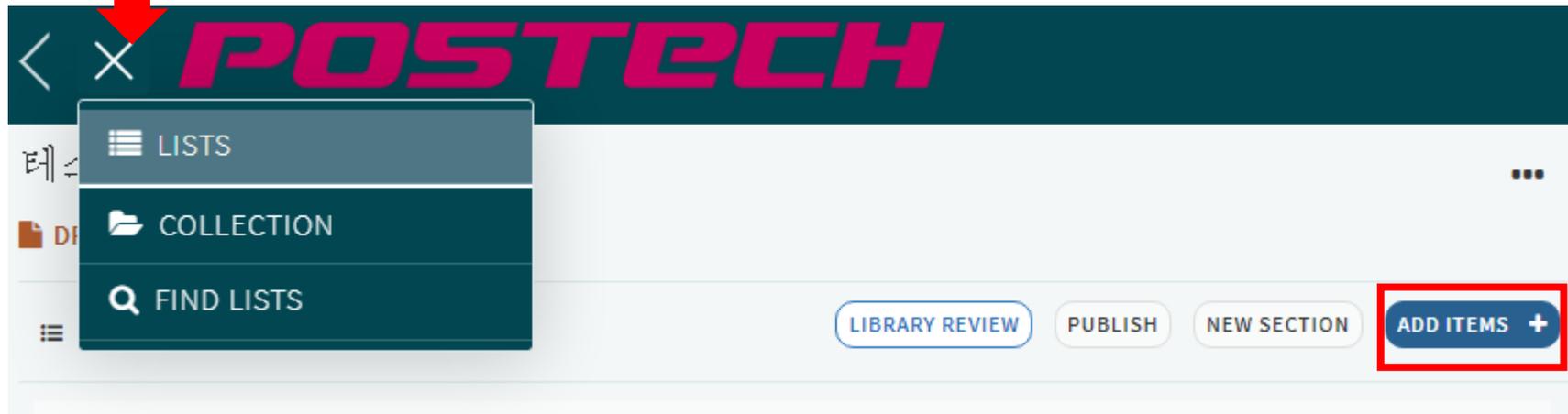
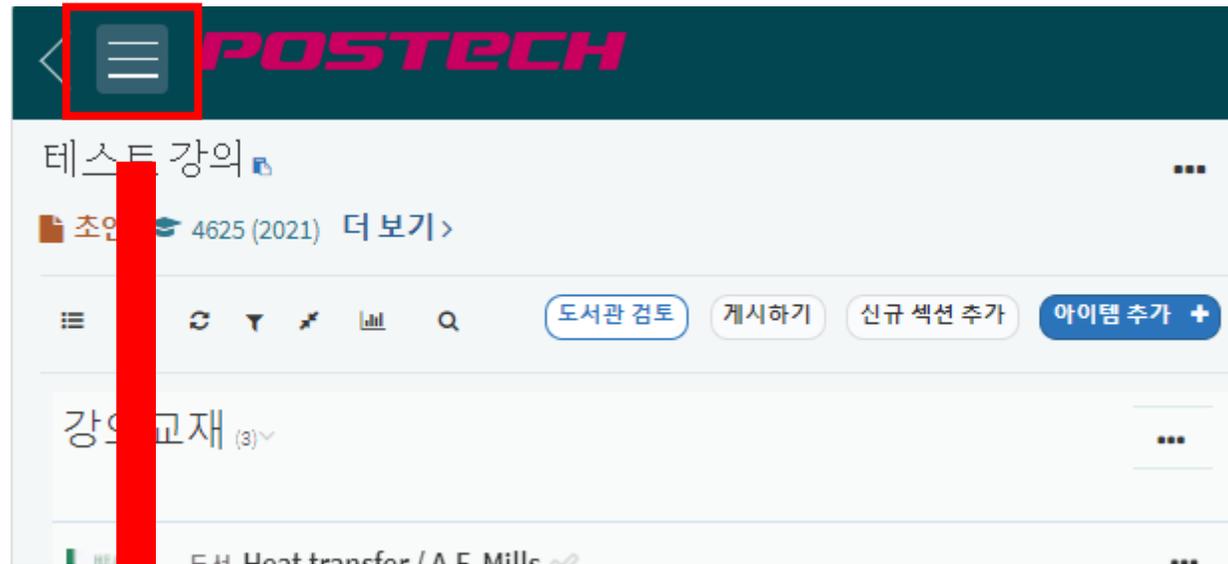
### 3. Adding item to a "Reading List" (4) (1/2)

The screenshot illustrates the process of adding a book to a collection. On the left, the Cambridge Core website displays the book 'Statistical Machine Translation' by Philipp Koehn. A modal window titled 'Add this to my collection' is overlaid on the page, showing the book's details and an 'ADD & CLOSE' button. A red arrow points from this button to a 'Back' button in a mobile app interface, which then shows the book added to a 'Collection'.

#### (4) Add from Collection

- While adding resources from [Cite It!], it can be added to the Collection and reviewed & added to the List later
- Click [Add items] > "Collection" to review resources and add to the "Reading List".

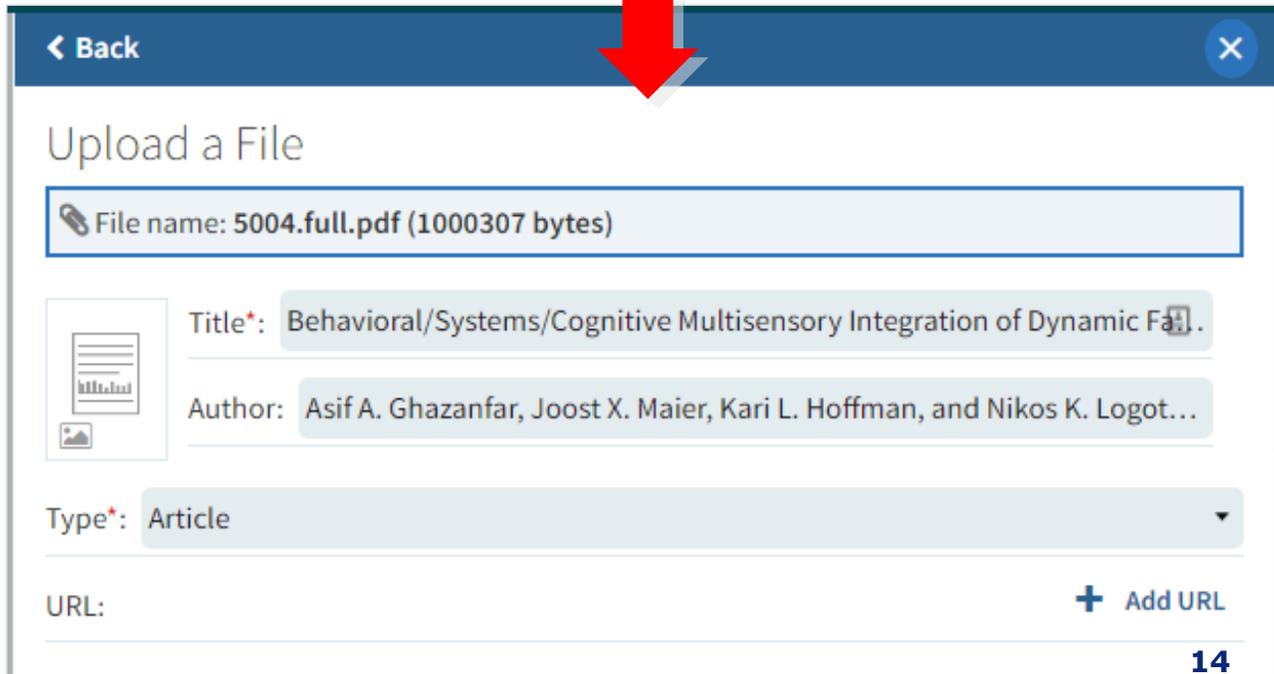
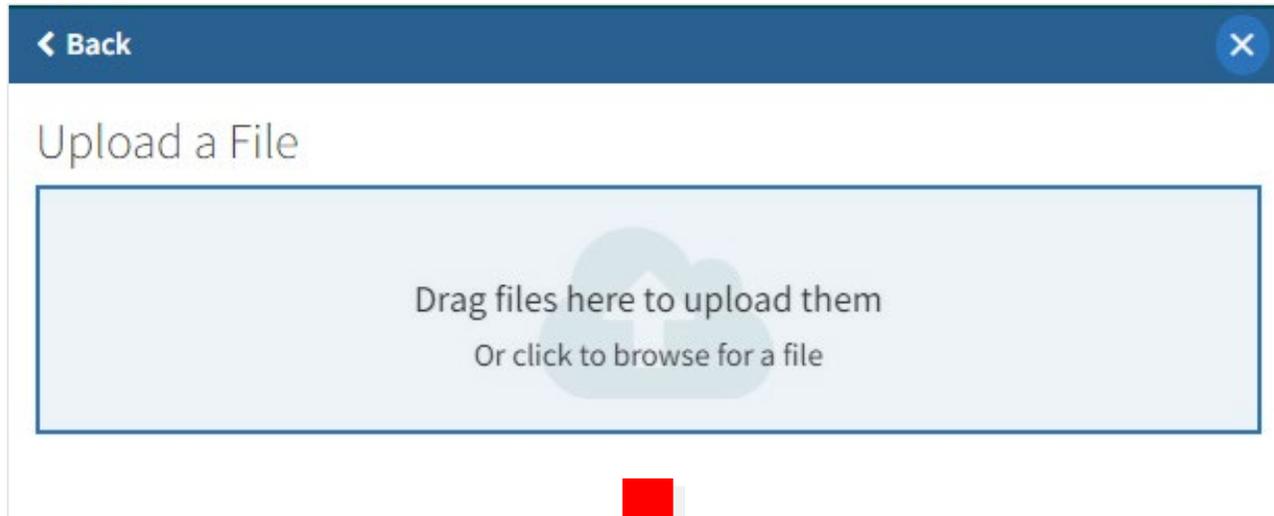
### 3. Adding item to a "Reading List" (4) (2/2)



#### (4) Add from Collection

- Click Menu ≡ from the heading and check all collection items.
- Add frequently used items to the collection to reuse to another list.

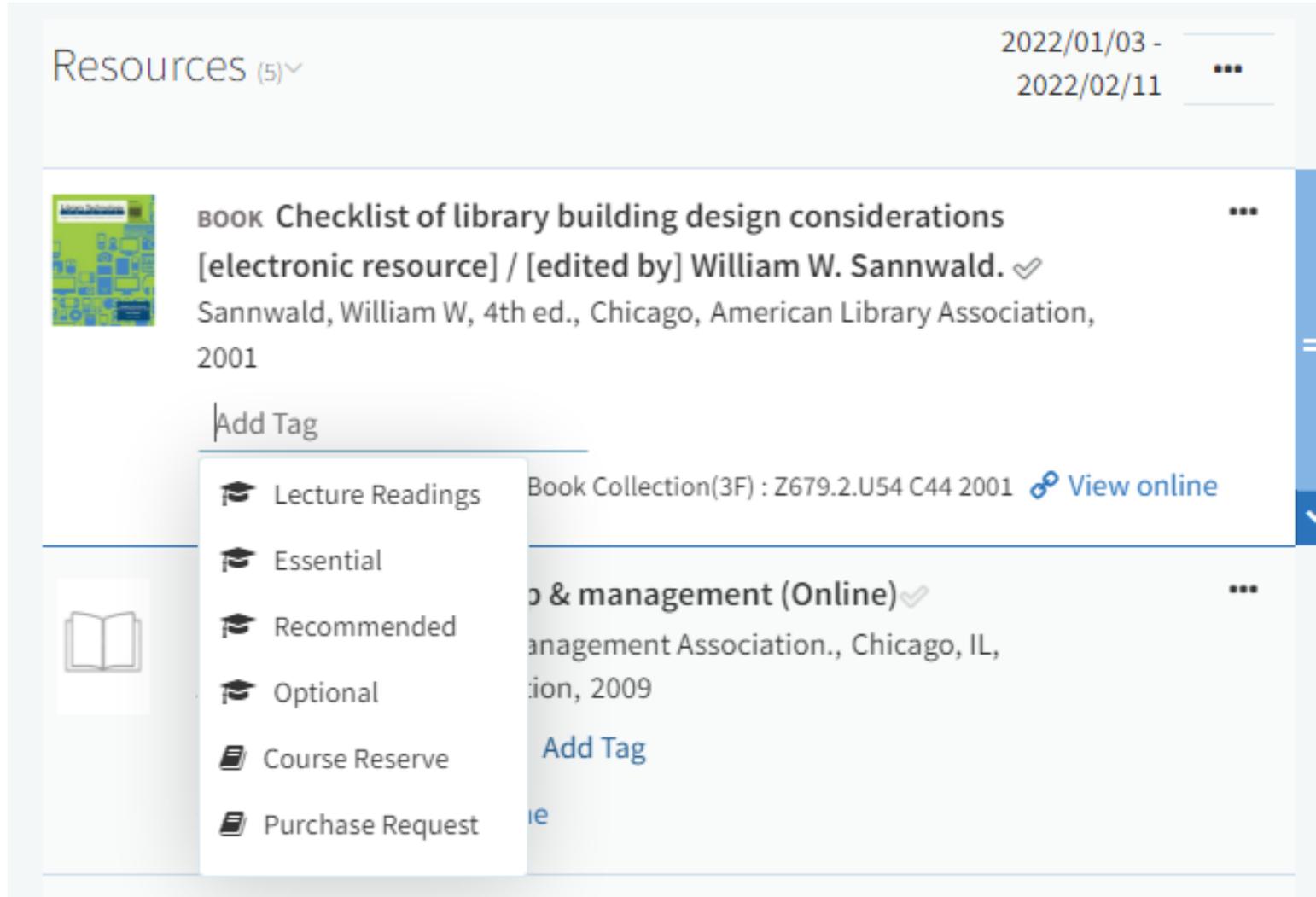
### 3. Adding item to a "Reading List" (5)



#### (5) Add from File

- Upload the file directly by drag-and-drop: file information will be automatically read and filled from file (If included)
- [Add] to save it to the "Reading List" with the file attached.

## 4. Tag Resource



The screenshot shows a library interface with a 'Resources (5)' header. A date range '2022/01/03 - 2022/02/11' is visible. A book resource is displayed with the title 'Checklist of library building design considerations [electronic resource] / [edited by] William W. Sannwald.' and a checkmark. Below the title is an 'Add Tag' input field. A dropdown menu is open, showing options: 'Lecture Readings', 'Essential', 'Recommended', 'Optional', 'Course Reserve', and 'Purchase Request'. The 'Lecture Readings' option is selected. The book details include 'Sannwald, William W, 4th ed., Chicago, American Library Association, 2001' and a 'View online' link.

### Add tags Add Tag

to give the information about the resource to students/librarians.

- For Students: Set priorities for your course resources
  - **Lecture Readings / Essential / Recommended / Optional**
- To Library: Request actions that needs to be done for the resource
  - **Course Reserve**: Move this item to course reserve\* collection
  - **Purchase Request**: Request library to purchase this item

\*Course Reserve items will have shorter loan terms and placed in reserved collection for more students' use.

## 5. Complete and Publish

The screenshot displays the 'Reading List' interface in the POSTECH system. At the top, the status is 'DRAFT' with 5494 resources for the 2021/22 semester. A 'LIBRARY REVIEW' button is highlighted with a red box and labeled with a circled '1'. A red arrow points from this button to a 'Publish' option in a dropdown menu, which is also highlighted with a red box and labeled with a circled '2'. Another dropdown menu is shown to the right, with its 'Unpublish' option highlighted in yellow and labeled with a circled '3'. The main content area shows a resource titled 'BOOK Checklist of library building d [electronic resource] / [edited by] V Sannwald, William W, 4th ed., Chicago, 2001'.

If finished with building the "Reading List", please let us know and make it public for students.

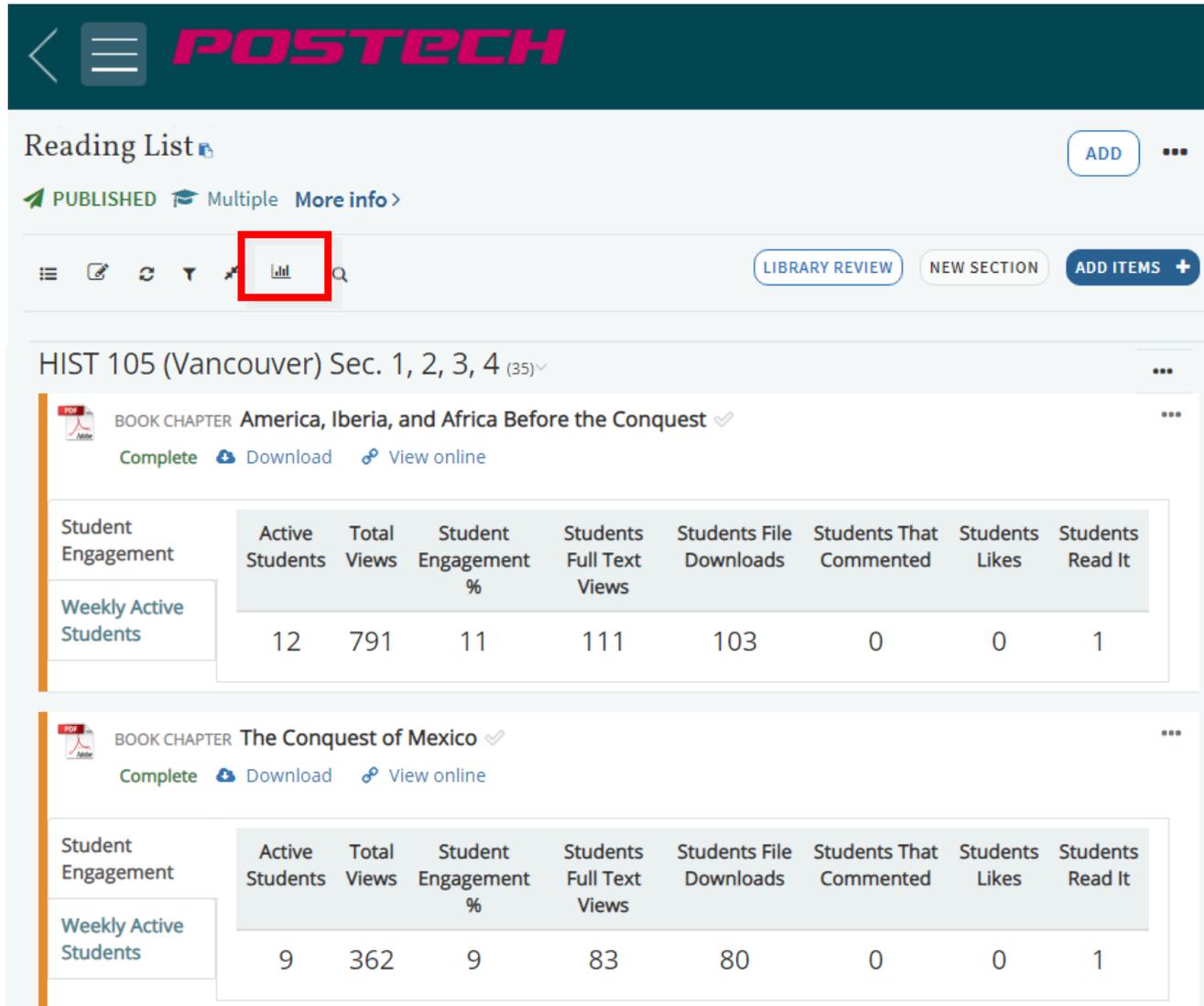
① **Library Review**: Send the list to library for review and further actions

② **Publish**: Publish the list for students of the course.

③ **Unpublish**: Unpublish the list that already published

- You **must complete [Library Review] and [Publish]** in order to use the "Reading List" properly.
- If the list has already been published, the [Publish] button will not be visible.

## 6. Other Functions: Usage Statistics



Reading List ADD ...

PUBLISHED Multiple More info >

LIBRARY REVIEW NEW SECTION ADD ITEMS +

HIST 105 (Vancouver) Sec. 1, 2, 3, 4 (35) ...

**BOOK CHAPTER** America, Iberia, and Africa Before the Conquest ...

Complete Download View online

Student Engagement	Active Students	Total Views	Student Engagement %	Students Full Text Views	Students File Downloads	Students That Commented	Students Likes	Students Read It
Weekly Active Students	12	791	11	111	103	0	0	1

**BOOK CHAPTER** The Conquest of Mexico ...

Complete Download View online

Student Engagement	Active Students	Total Views	Student Engagement %	Students Full Text Views	Students File Downloads	Students That Commented	Students Likes	Students Read It
Weekly Active Students	9	362	9	83	80	0	0	1

① **Usage Statistics:** See students usage statistics of each item-counted if it had been accessed through the "Reading List"

Ratio of students who has accessed the material will be displayed as colored bars

- orange: 0-20%
- sky blue: 21-50%
- green: 51-100%

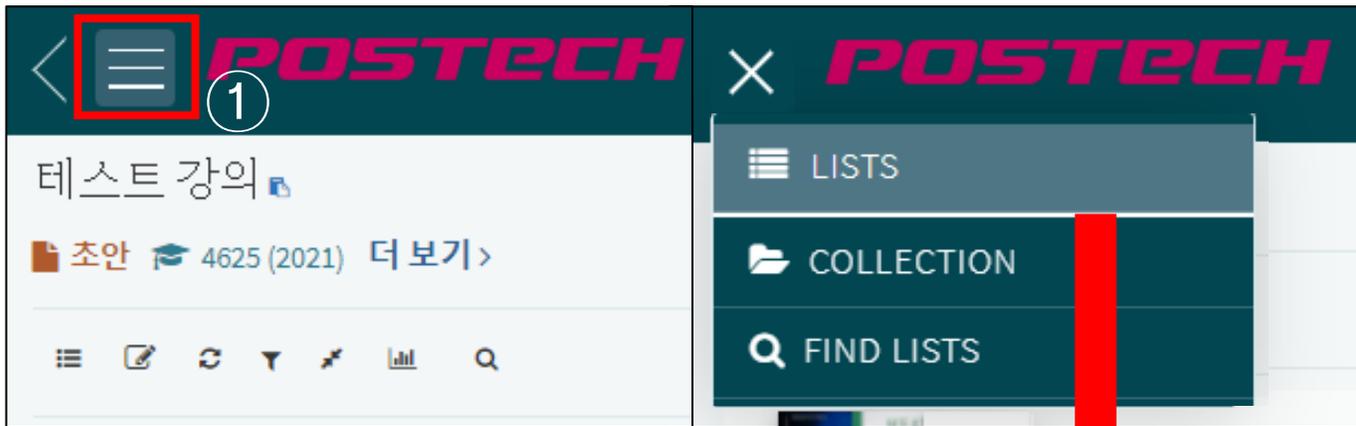
Click statics icon again, or x on the bottom to close.

## 6. Other Functions: add note to the "Reading List"

The screenshot shows the POSTECH course interface. At the top, there is a navigation bar with the POSTECH logo and a menu icon. Below the navigation bar, the course title '테스트 강의' is displayed. A section menu is open, showing options like 'Edit section', 'Add Items', 'Add to clipboard', 'Send to Library', 'Copy section', 'Link from the course to here', 'Create a shareable link', 'Import', 'Export', 'Print section', 'Add a note', and 'Delete section'. The 'Add a note' option is highlighted with a red arrow and a circled '1'. The course content includes a list of books: 'Heat transfer / A.F. Mills.', 'Thermodynamics / by Enrico Fermi', and 'General and Statistical Thermodynamics'. At the bottom, there is a '메모 참고자료' (Memo Reference Material) section with a pin icon and the text '해당 자료 이용 시 참고하세요.'

① **Add Note:** From Section Menu[...], Click <Add a note> to add a simple memo.

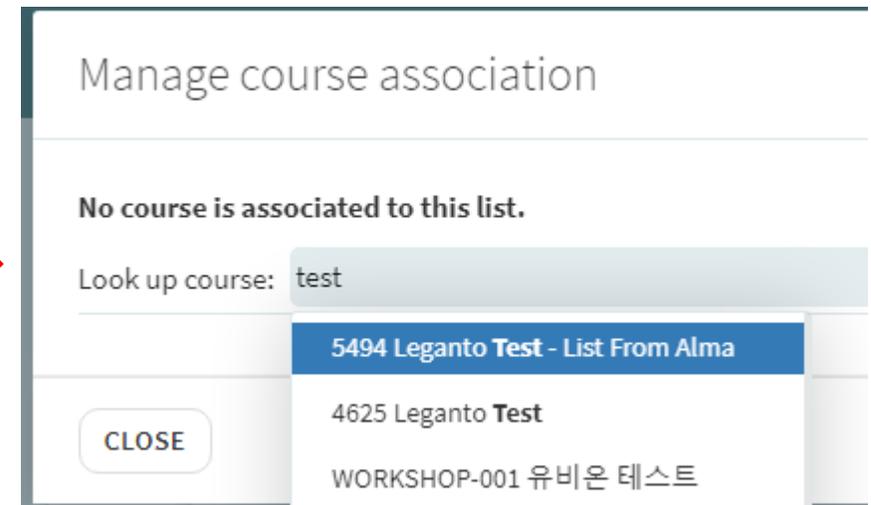
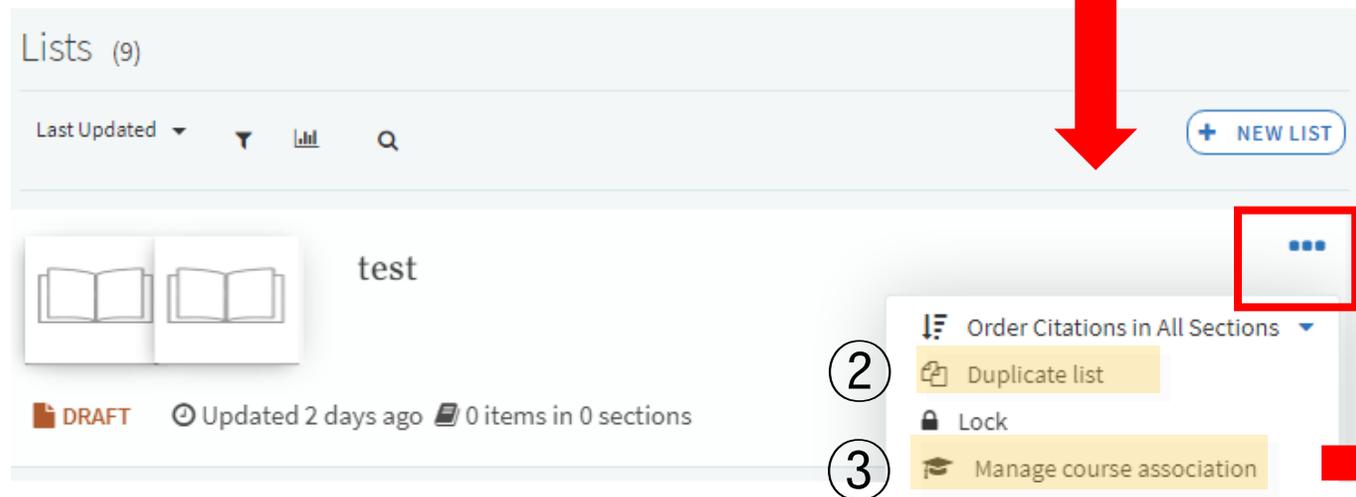
## 6. Other Functions: Copy "Reading List" and associate to a new course



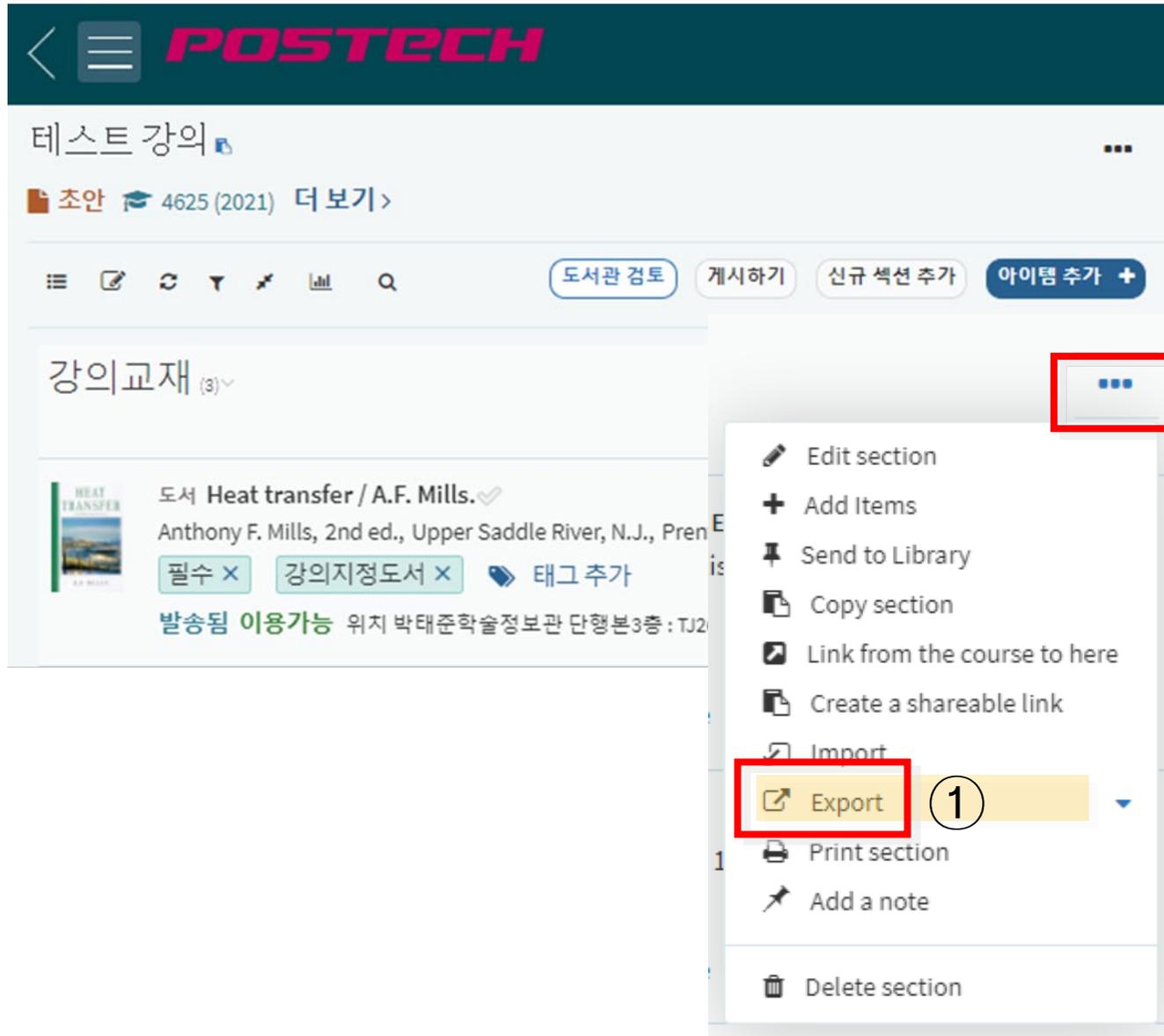
① [☰] > **Lists**: See all the "Reading Lists" the users owns.

② **Duplicate List**: A new list copied from other will be made.

③ **Manage Course association**: Connect the list to another course to reuse it. Search with the name of the course to find a new course to connect.



## 6. Other Functions: Copy "Reading List" to text



The screenshot shows the POSTECH course management interface. At the top, there is a navigation bar with the POSTECH logo and a menu icon. Below the navigation bar, the course title "테스트 강의" is displayed. A toolbar contains several icons and buttons: "도서관 검토", "게시하기", "신규 섹션 추가", and "아이템 추가 +". The main content area shows a list of course materials under the heading "강의교재 (3)". The first item is "도서 Heat transfer / A.F. Mills." with a book cover image. Below the book title, there are buttons for "필수 x", "강의지정도서 x", and "태그 추가". A dropdown menu is open, showing various actions: "Edit section", "Add Items", "Send to Library", "Copy section", "Link from the course to here", "Create a shareable link", "Import", "Export", "Print section", "Add a note", and "Delete section". The "Export" option is highlighted with a red box and a circled "1".

① **Export:** export the "Reading List" to text (or other formatted files) to copy it to syllabus, share with another course, etc.

### Q. Who builds the “Reading List”?

A. For the 2025-1 semester, if the former “Reading List” from the courses with the same course code exists, it will appear on your course page.

Course owners can add or edit items to the list. If it is a new course, you can also build a new list or copy a list from other courses I own. (See p.19 for instructions)

### Q. How can I request an item as a course reserve?

A. Add items to the “Reading List” and tag <course reserve> to it. (See p.15 for instructions)

If it is currently not in the library, it will be purchased.

It can take a maximum of 4 weeks for foreign books, 2~3 days for ebooks, and a week for Korean books to arrive at the library.

**<Contact>**

**Academic Information Resources** [library@postech.ac.kr](mailto:library@postech.ac.kr)

054)279-2544