

Add to my bookmarks tool

Welcome to this video about using the Add to My bookmarks tool.

This tool has been installed on all University of Bradford staff PCs. You can also install it on a laptop or PC at home by following the instructions in the My Bookmarks section. Click on Install Bookmark button.

Use this tool to capture details of resources and quickly add them to your reading list.

Search for a book in Summon. Click on the book title.

Click on Add to my bookmarks.

The details of the book are pulled across automatically.

You have a choice to create or create and add to list.

If you choose create this will add it into your personal My Bookmarks at the top of the screen. You can add it to your list later.

If you choose create and add to list, you can add it immediately to a list.

It will ask you where you want it adding.

You can set importance of the book - core, recommended or further reading and a note for students.

Click on okay.

Refresh the screen and you can see your book has been added.

Remember to choose Review and Publish so the library can check we have sufficient copies in stock.