

Creating a New Reading List (or Rollover)

Summary: This guide will outline how to create a new list or rollover an existing list within eReserve Plus.

Introduction

There are two approaches to create reading lists. You can either rollover resources from an existing list or create a new list and add resources from your library collection.

- [Rollover an Existing List](#)
- [Create a New List](#)

Rollover an Existing List

1. Click the New List button.

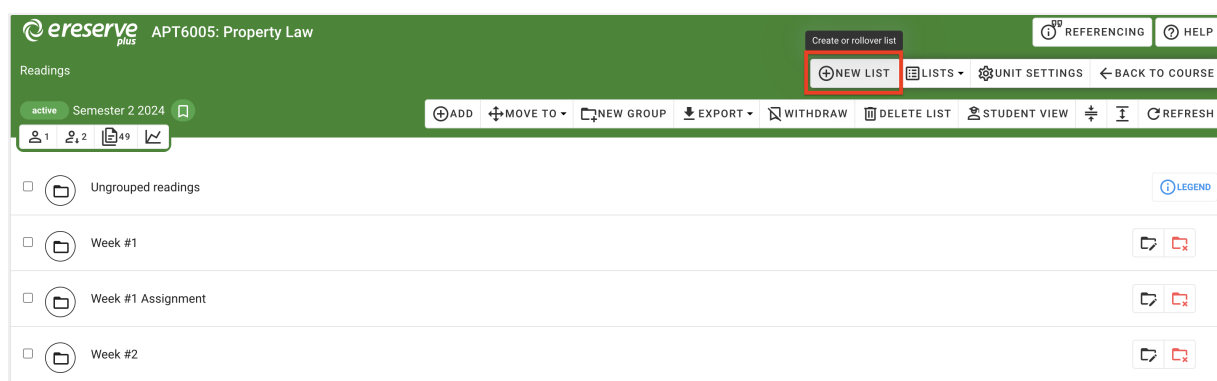


Figure 1 : New List option

1. Select the Duration of the List. You can select either a predefined duration, which are created and managed by the library team, or you can create a custom duration.

Please note that you are not able to create multiple lists with the same predefined duration.

2. After selecting the Duration, click Next.

The screenshot shows the 'Duration' step of the 'New reading list' process. The breadcrumb trail is 'Duration > Readings > Confirmation'. A progress bar is at the top. The page title is 'ereserve plus APT6005: Property Law'. There are buttons for 'REFERENCE', 'HELP', and 'CANCEL'. The main heading is 'Duration > Readings > Confirmation'. Below it, a message states: 'The first step of creating a reading list is to define its duration. Choose the duration you require below.' There are two tabs: 'PREDEFINED' (selected) and 'CUSTOM'. A message explains: 'Choosing a predefined duration saves you the trouble of providing details. Select the duration from the options below. Alternatively, for more control, try a custom duration.' A dropdown menu titled 'Predefined duration *' is open, showing a list of options: 'Semester 2 2024 (01/07/2024 to 31/12/2024)', 'Winter 2024 (18/11/2024 to 07/02/2025)', 'Semester 1 2025 (01/01/2025 to 30/06/2025)' (highlighted), 'Spring 2025 (01/03/2025 to 31/05/2025)', 'Semester 2 2025 (01/07/2025 to 31/12/2025)', 'Semester 1 2026 (01/01/2026 to 30/06/2026)', and 'Semester 2 2026 (01/07/2026 to 31/12/2026)'. Navigation buttons 'BACK' and 'NEXT' are visible.

Figure 2 : The page for selecting a Duration

1. Click the Unit dropdown, then type the name of the course or unit code in the field. Select the course that contains the list you wish to reuse resources from.

The screenshot shows the 'Unit Selection' step of the 'New reading list' process. The breadcrumb trail is 'Duration > Readings > Confirmation'. A progress bar is at the top. The page title is 'ereserve plus APT6005: Property Law'. There are buttons for 'REFERENCE', 'HELP', and 'CANCEL'. The main heading is 'Duration > Readings > Confirmation'. Below it, a message states: 'During this step choose readings for your reading list. The readings can come from any existing reading list. Type in the name or code of the unit then select a reading list.' There are two tabs: 'PREDEFINED' (selected) and 'CUSTOM'. A message explains: 'Choosing a predefined duration saves you the trouble of providing details. Select the duration from the options below. Alternatively, for more control, try a custom duration.' A dropdown menu titled 'Unit' is open, showing a list of options: 'APT6005: Property Law', 'APT6005: Property Law', and 'LAPR401: Property Law S1' (highlighted). To the right, a 'Reading list' dropdown is open, showing a list of options: 'Please choose a reading list'. Navigation buttons 'BACK' and 'SKIP' are visible.

Figure 3 : Unit Selection

1. Click the reading list you'd like to reuse resources from on the right hand side dropdown. Reading lists are ordered by date.

ereserve APT6005: Property Law

REFRENCING HELP

New reading list

Duration > Readings > Confirmation

← BACK SKIP →

During this step choose readings for your reading list. The readings can come from any existing reading list. Type in the name or code of the unit then select a reading list.

Semester 1 2025 01/01/2025 - 30/06/2025

Unit

LAPR401: Property Law S1

Reading list

Please choose a reading list

- Semester 1 2023
- Semester 2 2024
- Advanced Social
- Semester 1 2025

Figure 4 : List selection

1. Once selected, the page will refresh and display the selected list's resources and groups. Please note that only resources that have a status of 'Active' can be rolled over.

From here, you can perform any of the following actions:

- Click the expand icon to expand all groups in the list and the collapse button to close all groups.
- To select all resources, click the All button.
- To select each resource individually, click the item check boxes next to the resources to select individual resources or a group of resources
- To select resources by group, click the check box to the left of each group
- Click None to deselect all selected resources

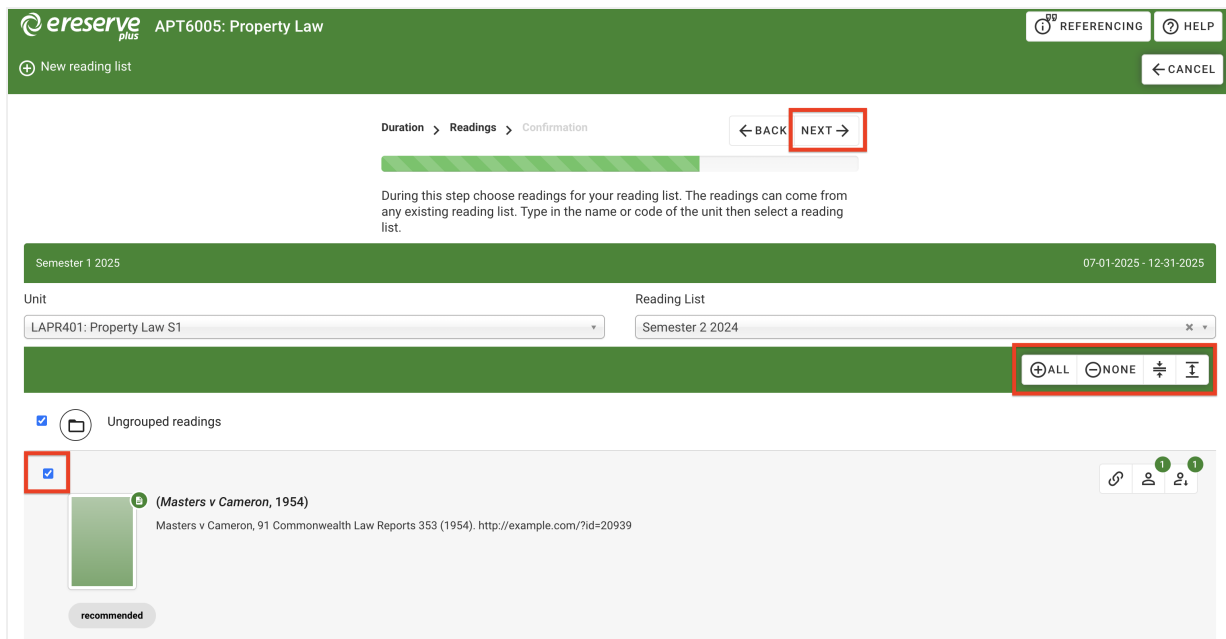


Figure 5 : Selection of resources to rollover

1. Click Next to proceed to the Confirmation page, where you will confirm the resources selected. If the selected resources require editing, click Back to return to the selection page.

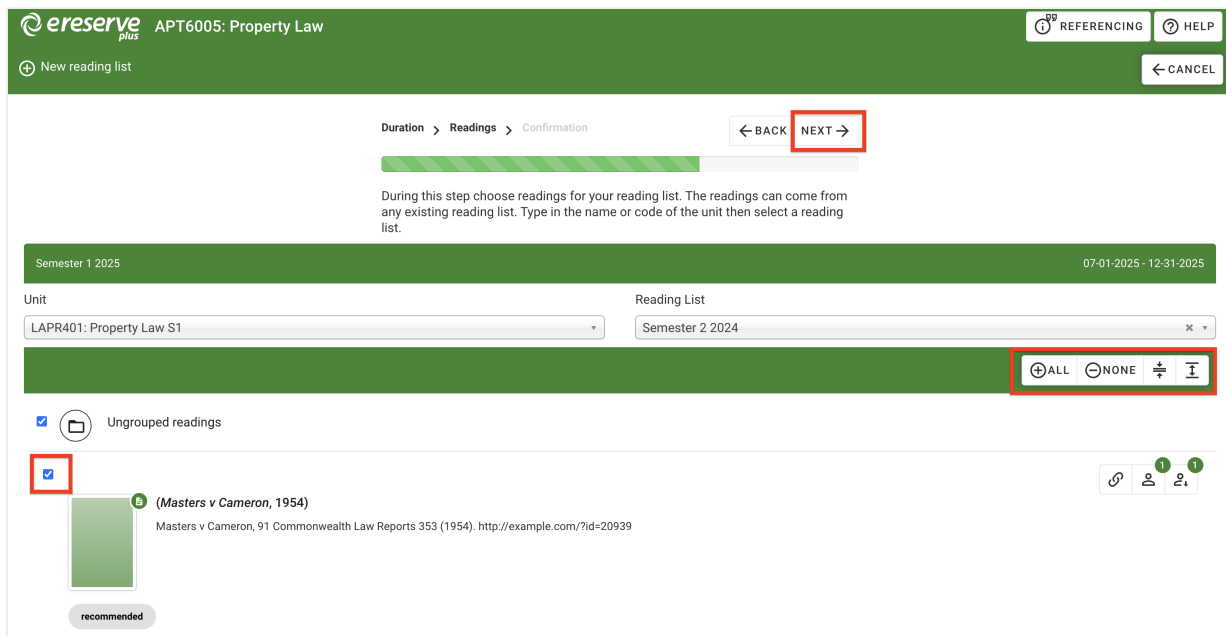


Figure 6 : The confirmation page with resources selected

1. Click Create to create the list with the selected resources.

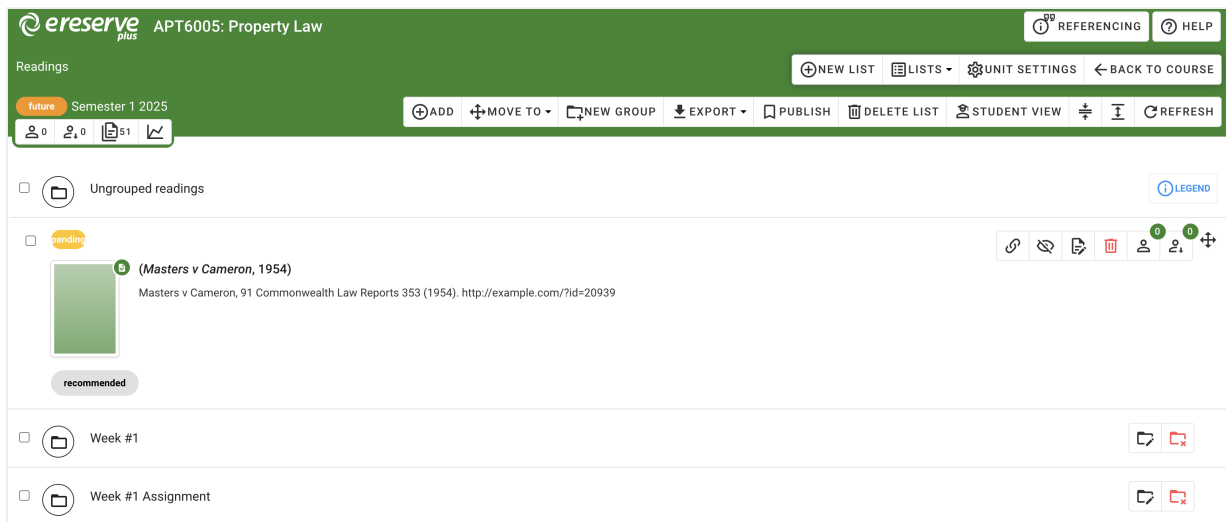


Figure 7 : The list has been created with the selected resources

For an overview of the list interface, please use the following link:

- [Overview of the Faculty Interface](#)

Create a New List

1. Click the New List button.



Figure 8 : New List option

1. Select the Duration of the List. You can select either a predefined duration, which are created and managed by the library team, or you can create a custom duration. Please note that you are not able to create multiple lists with the same predefined duration.

2. After selecting the Duration, click Next.

ereserve plus APT6005: Property Law

100% REFERENCING ? HELP

+ New reading list

← BACK NEXT →

Duration > Readings > Confirmation

The first step of creating a reading list is to define its duration. Choose the duration you require below.

PREDEFINED CUSTOM

Choosing a predefined duration saves you the trouble of providing details. Select the duration from the options below. Alternatively, for more control, try a custom duration.

Predefined duration *

Select an Option

- Semester 2 2024 (01/07/2024 to 31/12/2024)
- Winter 2024 (18/11/2024 to 07/02/2025)
- Semester 1 2025 (01/01/2025 to 30/06/2025)**
- Spring 2025 (01/03/2025 to 31/05/2025)
- Semester 2 2025 (01/07/2025 to 31/12/2025)
- Semester 1 2026 (01/01/2026 to 30/06/2026)
- Semester 2 2026 (01/07/2026 to 31/12/2026)

Figure 9 : The page for selecting a Duration

1. On the Readings page, click Skip to proceed to the Confirmation page.

ereserve plus LAPR401: Property Law S1

100% REFERENCING ? HELP

+ New reading list

← BACK CREATE →

Duration > Readings > Confirmation

Below is a preview of your selected readings. You can go Back and change your selection or click Create to schedule your selection.

Spring 2025 03-01-2025 - 05-31-2025

No selected readings

Figure 10 : With no resources selected, the Skip button is available.

1. Click Create to create a new blank list with no resources.

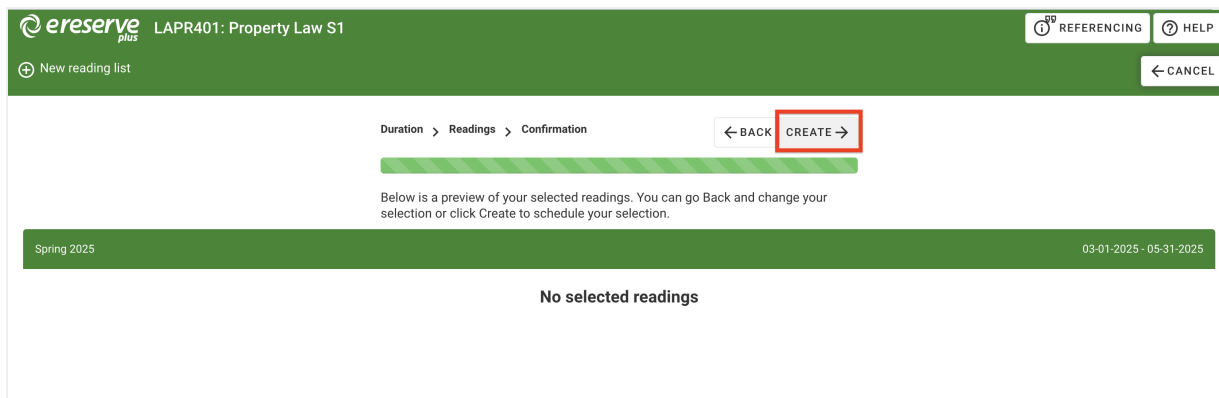


Figure 11 : The Confirmation page with no resources selected.

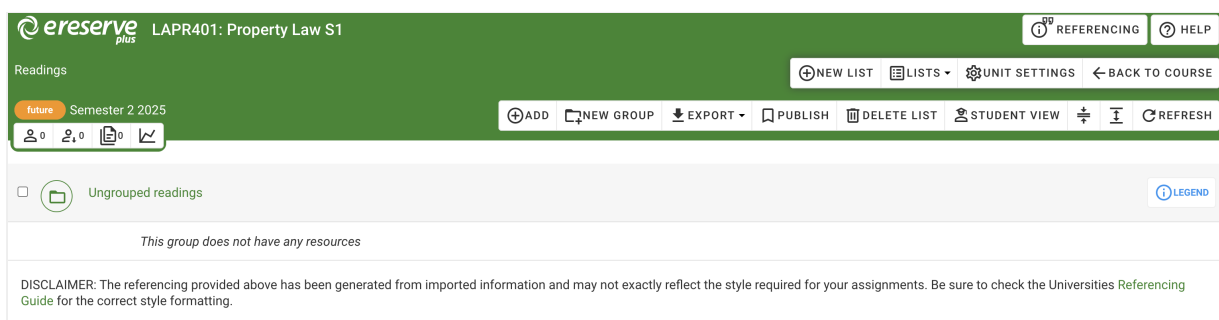


Figure 12 : A new list has been created and ready to populate with resources.

With your new list created, it is ready to be populated with resources. Please navigate to either of the following links for more documentation on how to add resources individually or in bulk using the RIS import feature.

- [Add a Single Reading](#)
- [Import RIS File](#)

Accessibility Statement for
eReserve Plus

Privacy Policy & GDPR
Compliance

Security
Compliance

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