

Import RIS File

Summary: This page outlines how to add resources into a list using the RIS Import feature.

Note : This documentation shows how to reject a resource request with the Enhanced Requests feature enabled. Click [here](#) to access the legacy search documentation.

Introduction

While resources can be added into a list individually, the Import RIS feature makes it easier to quickly add multiple resources into the list. This can be done by using a file with citations formatted into the RIS format, which can be easily exported from your preferred citation manager application, such as Zotero, Endnote or Mendeley.

Please note that some resources added via this method may require review by library staff for copyright compliance and won't be available immediately for students. If the system detects a resource being imported matches an existing resource, it will locate the existing file to use for the request. This is to assist with preventing the creation of duplicates.

Importing Resources

Please ensure that you have a RIS file prepared with the resources you want to use in your list. Once ready, use the following steps to import those resources into your list.

1. Navigate to your list, then click the Add button. The discover page will automatically open.

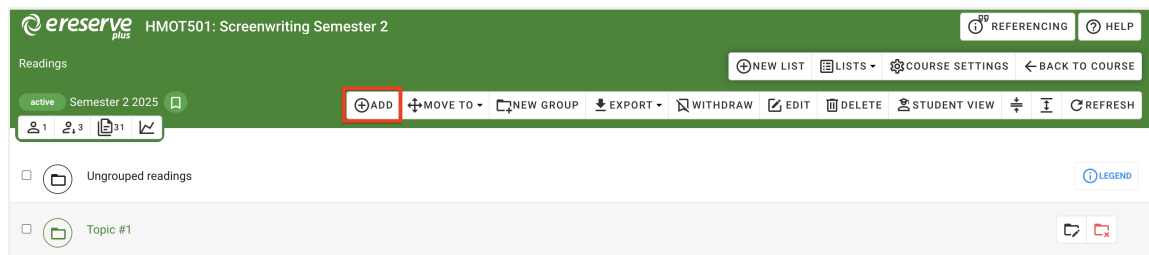


Figure 1 : The 'Add' button

2. On the right-hand side of the search bar, click Import.

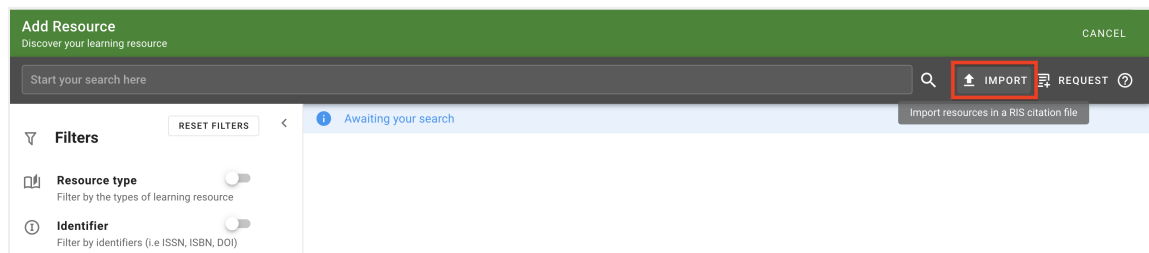


Figure 2 : The 'Import' button

3. Underneath the 'Citations file' section, click the Select A File button. This opens your file explorer on your computer.

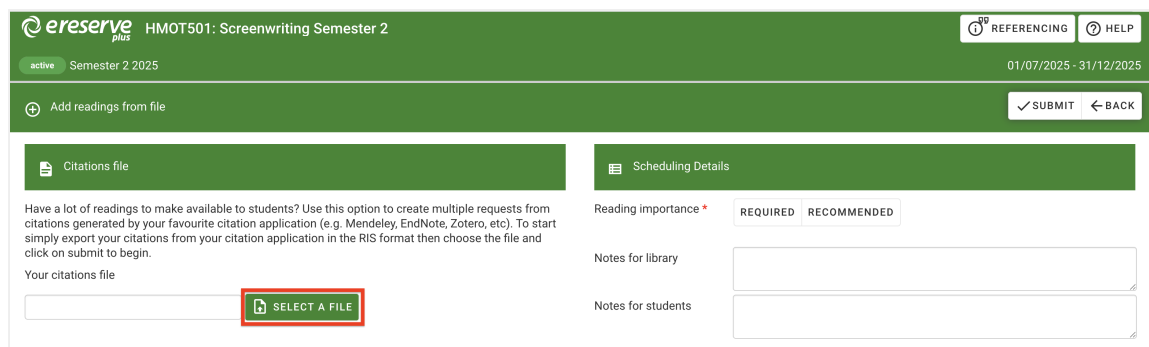


Figure 3 : The 'Select a File' button

4. Locate your prepared RIS file. Select the file , then click 'Open'. The 'Your citations file' field will now be populated with the file name.

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ADD readings from file SUBMIT BACK

Citations file

Have a lot of readings to make available to students? Use this option to create multiple requests from citations generated by your favourite citation application (e.g. Mendeley, EndNote, Zotero, etc). To start simply export your citations from your citation application in the RIS format then choose the file and click on submit to begin.

Your citations file

readings_export.ris SELECT A FILE

Scheduling Details

Reading importance * REQUIRED RECOMMENDED

Notes for library

Notes for students

Figure 4 : The selected file's name has been populated in the file field

5. In 'Scheduling Details', select a Reading Importance for the resources. The selected importance will be automatically applied to ALL of the imported resources. Note that the reading importance for resources can be edited individually anytime with the [Edit Readings](#) option.

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Figure 5 : The Reading importance selection

6. (Optional) You can add a note for library, which library staff can see when reviewing and processing any of the imported requests. This cannot be changed after submission.

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readings_export.ris SELECT A FILE

Scheduling Details

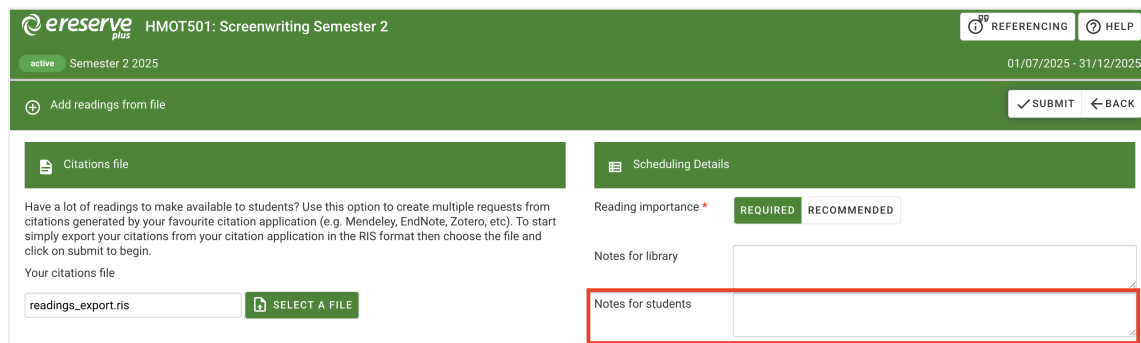
Reading importance * REQUIRED RECOMMENDED

Notes for library

Notes for students

Figure 6 : The 'Notes for Library' field

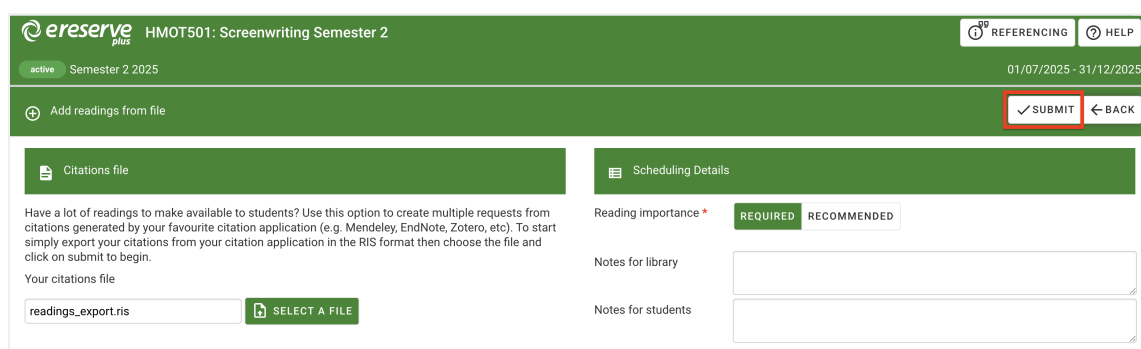
7. (Optional) You can include a note for students, which clearly displays on ALL imported resources in the student view. Note that the student notes for resources can be edited individually anytime with the [Edit Readings](#) option.



The screenshot shows the 'Add readings from file' form in the ereserveplus interface. The form is divided into two main sections: 'Citations file' and 'Scheduling Details'. In the 'Citations file' section, there is a text area for 'Your citations file' and a 'SELECT A FILE' button. In the 'Scheduling Details' section, there are two radio buttons for 'Reading importance' (REQUIRED and RECOMMENDED), and two text areas for 'Notes for library' and 'Notes for students'. The 'Notes for students' text area is highlighted with a red rectangle.

Figure 7 : The 'Notes for Students' field

8. Click Submit to process the File.



The screenshot shows the 'Add readings from file' form in the ereserveplus interface. The form is divided into two main sections: 'Citations file' and 'Scheduling Details'. In the 'Citations file' section, there is a text area for 'Your citations file' and a 'SELECT A FILE' button. In the 'Scheduling Details' section, there are two radio buttons for 'Reading importance' (REQUIRED and RECOMMENDED), and two text areas for 'Notes for library' and 'Notes for students'. The 'SUBMIT' button in the top right corner of the form is highlighted with a red rectangle.

Figure 8 : The 'Submit' button

You will receive an email once the import process has been completed. Depending on the number of resources, it may take some time to process every request. As they are imported, all of the imported resources will be placed in the Ungrouped folder, ready to be curated.

Any requests with the status 'needs review' requires your review. Click the Edit Reading button to review any missing details for the resource.

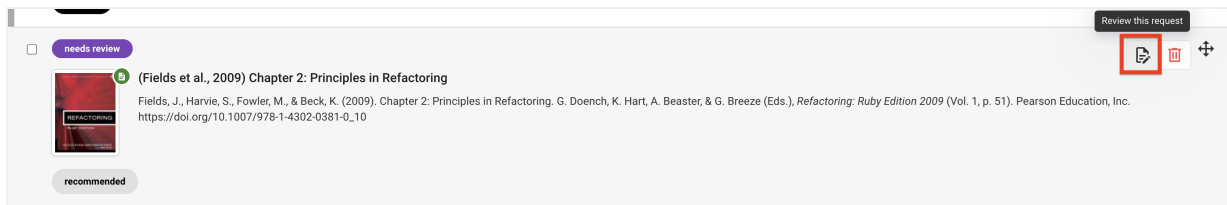


Figure 9 : The 'Edit Reading' button for a resource with the 'Needs Review' status

All missing required details will be marked for your attention. Once your review is complete, please click Submit to update the resource details and associated request.

Figure 10 : The review page for a resource that is missing required details

Accessibility Statement for
eReserve Plus

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Compliance

Security
Compliance

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