

Swap a Link based reading to a File Based Reading (or vice versa)

1. Visit the Reading List that has the Resource you would like to change;



Figure 1: This is a Link based Resource - we will be changing it to a File based Resource

2. Select Edit on the Reading Request you wish to edit;

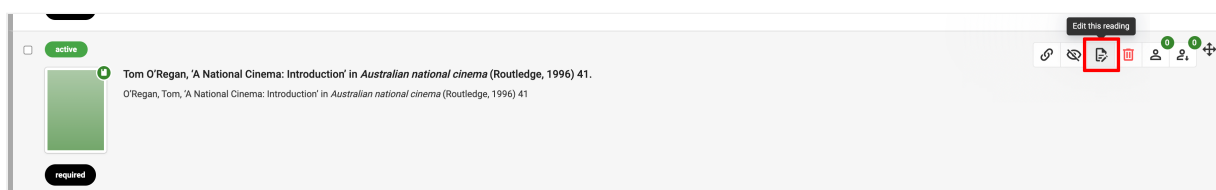


Figure 2: Edit the Selected Resource

3. Select the Change Button;

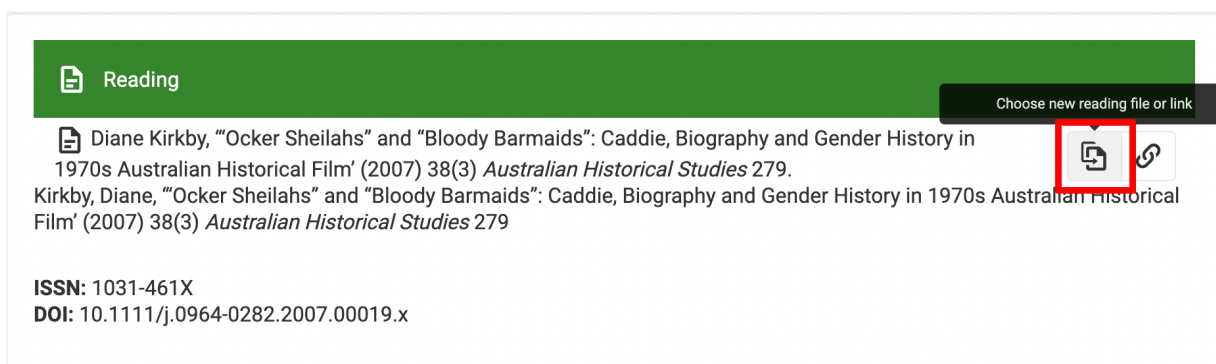


Figure 3: Select the Change Resource Icon

4. Select whether you want to change the Reading Resource to a Link or File;

Reading

Diane Kirkby, "Ocker Sheilahs" and "Bloody Barmaids": Caddie, Biography and Gender History in 1970s Australian Historical Film' (2007) 38(3) *Australian Historical Studies* 279.

Kirkby, Diane, "Ocker Sheilahs" and "Bloody Barmaids": Caddie, Biography and Gender History in 1970s Australian Historical Film' (2007) 38(3) *Australian Historical Studies* 279

ISSN: 1031-461X
 DOI: 10.1111/j.0964-0282.2007.00019.x

Change reading link / file

← CLOSE

New kind

FILE

LINK

Reason for change

Figure 4: Select the Kind for the Request

5. Add the Link or File depending on what was selected with the Reason for Change and Source URL of file if applicable;

Reading

Diane Kirkby, "Ocker Sheilahs" and "Bloody Barmaids": Caddie, Biography and Gender History in 1970s Australian Historical Film' (2007) 38(3) *Australian Historical Studies* 279.

Kirkby, Diane, "Ocker Sheilahs" and "Bloody Barmaids": Caddie, Biography and Gender History in 1970s Australian Historical Film' (2007) 38(3) *Australian Historical Studies* 279

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Change reading link / file

← CLOSE

New kind

FILE

LINK

good.pdf

SELECT A FILE

Source URL of file (if applicable)

Reason for change

Reason for Resource Change

Figure 5: Add File (Source URL of File if applicable) or a Link with a Reason for Change

6. Click Update;

Figure 6: Updating with new resource details

7. If the change is for a Link (ie. a File to Link change) then you can return to the Reading List and see that the resource has been changed to a link;

OR

If the change is for a File (ie. a Link to File change) then the Reading Request on the Reading List will display a Change Request Icon and will go into the queue to be reviewed by Library Staff;

Figure 7: Reading displayed on Reading List

8. Once Library Staff review the request to change the resource, they will review the Reason for Change and the File. If they approve the change, then the Librarian can click on Approve to update the resource on the Reading List. If the change is not approved, the Librarian can Remove the requested change.

Reading	Starts	Ends	Submitted	Updated
Australian national cinema A national cinema: Introduction	01/01/2023	30/06/2023	01-11-2022 03:34 PM	21-06-2023 04:26 PM

Figure 8: Request Management view of Unprocessed Queue

TIP: Before approval, we recommend Librarians review the reading metadata, in particular Organisation/Publisher as they are required for file-based readings

The screenshot shows a web interface for managing reading requests. On the left, a form titled 'Change reading link / file' is highlighted with a red border. It includes a 'REMOVE' button, a 'New kind' section with 'File' and 'Link' tabs, a 'good.pdf' file name, a 'Replace with' section with a 'Select a file' button, a 'Source URL of file (if applicable)' text area, and a 'Reason for change' section with a 'Link to File change example' text area. On the right, there are dropdown menus for 'Communication Kind' (set to 'Permitted under Library Database lce...') and 'Reading importance' (set to 'Required'). Below these are 'Part of course pack?' buttons ('Yes', 'No') and a 'Notes' section with 'From Academic', 'For Students', and 'For processing' text areas. At the bottom right, a navigation bar contains buttons for 'BACK', 'HISTORY', 'UPDATE', 'REJECT', and 'APPROVE', with the 'APPROVE' button highlighted by a red box.

Figure 9: Librarian reviewing resource change request

The screenshot shows a reading list entry for 'Tom O'Regan, 'A National Cinema: Introduction' in *Australian national cinema* (Routledge, 1996) 41.' The entry is marked as 'active' and 'required'. On the right side of the entry, there is a 'Download the reading for review' button and a row of icons. The first icon, which is a circular arrow, is highlighted with a red box. Other icons include a document, a person, and a plus sign.

Figure 10: Reading List with changes approved

Accessibility Statement for
eReserve Plus

Privacy Policy & GDPR
Compliance

Security
Compliance

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