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| A drawing of a cartoon character  Description automatically generated | **e-books for FE****Ebook Central Bookshelf and reading lists****Support contact:** content.feandskills@jisc.ac.uk |

**Ebook Central Bookshelf and reading lists**

The Bookshelf feature in Ebook Central allows you to organize multiple e-books into named folders, and to share those folders with others via a single and permanent URL – ideal for curriculum staff who want to create reading lists for students, or for library staff who want to promote relevant e-books to curriculum staff. Use the guide below, or watch the 2-minute how-to video on YouTube here: <https://youtu.be/1IhQnxrY6Rw>

1. **Identify relevant titles**

Use the Subject filter in the collection spreadsheet to identify which titles you want to include in a folder – <https://feandskillscontent.jiscinvolve.org/wp/2024/08/28/e-books-for-fe-collection-2024-2025/>

1. **Search for each title in Ebook Central**

The quickest way to search for titles in Ebook Central is by using the Doc ID in column A of the collection spreadsheet – you can also search on ISBN.



1. **In the search result display, click on the Add to Bookshelf icon**



1. **Choose a folder**

The pop-up window for folder options now displays. You can create and name a new folder at this point, or choose an existing folder to add this title to.



Click **Confirm** to complete the process.

The Bookshelf icon is now greyed-out for this title, and shows a tick:



1. **Repeat for other titles to build up folder contents**

**The Bookshelf page**

Access the Bookshelf from the link in the top toolbar of any Ebook Central page:



Your named folders are shown on the left, with the number of titles included in them:



Click on a folder name to open it. Your saved titles will display in a list, with the folder title at the top:



**Folder options** are shown in the top icon list:



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| Icon | Function | Description |
|  | Share link to folder | Click on this icon to create a unique and permanent URL for this folder, then share with students/staff or add to your virtual learning platform. The link will open up the list of titles, the same as your own folder view. |
|  | Email folder | Send the list of titles in the folder in an email. Book covers and direct links to each title are shown, but there is no single link to the folder itself. |
|  | Export folder | Export all the title information in the folder to an Excel file. |
|  | Cite folder | Create a citation list for every title in the folder, in a text file, RefWorks, or Endnote. |
|  | Rename | Change the name of the folder. |
|  | Delete | Delete the folder. |

**Title options** are shown against each title in the list:



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| Icon | Function | Description |
|  | Read online | Click on this icon to open up the title in the e-book reader |
|  | Table of contents + | Opens the title’s ‘home page’ showing the description of contents, chapter download options, publishing data, etc. |
|  | Cite book | Create a citation for the title and export as text file, RefWorks, Endnote. |
|  | Export notes | If you have added any annotations to this title, using the interactive features in the e-book reader, you can export them in a text file. (Note: you cannot share a link to your annotated title itself – authenticated sessions make the platform unique to each user.) |
|  | Share link to book | Create the direct URL for the title. |
|  | Copy to… | Copy this title into another folder. |
|  | Remove | Remove the title from the folder. |

Note that the Bookshelf also includes your recently viewed titles, and a list of any titles you have added annotations to:



You can also create new folders in the Bookshelf page itself: click on **New Folder** at the bottom of your existing folders:

