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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](mailto: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.

A close-up of a computer screen

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

A screenshot of a social media post

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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.

A screenshot of a computer

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Click **Confirm** to complete the process.

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

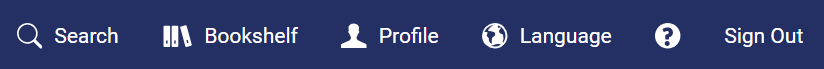
A close-up of a book and a list

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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:

A screenshot of a computer

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

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**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. |

**Additional folder options**

You can remove titles from the folder by using the check-boxes and the ‘Remove Selected Books’ option:

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You can sort the titles in the folder by using the ‘Sort By’ options:

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

A screenshot of a book

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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 a student has added any annotations to this title, using the interactive features in the e-book reader, they can export them in a text file for re-use in essays or sharing with others. |
|  | 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. |

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

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

A close-up of a message

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**Expired titles**

Every year, on 31st August, some e-book titles will come to the end of their subscription period.

Expired titles are not removed automatically from Bookshelf folders, but are flagged as ‘Not Available’:

A screenshot of a computer

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Use the ‘remove title’ options described above to delete expired titles from the folder.

Active titles are marked as ‘Available’:

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