Rollover

What is it?

Published course reading lists are automatically copied over by the Library from one time period to the corresponding time period in the following year.

> **Example:** Semester 1, 2020 lists will be copied over to Semester 1, 2021

- This creates a new **draft** list in the new time period.
- It shouldn't be necessary for you to manually copy or create a new list at any time. If you can't find a list for your course for the current time period, please contact *Ask Us*

If your course is being taught in a different semester next year, please raise an AskUs request for us to copy it manually.

> You will still need to manually link your reading list in Canvas each time a course is taught. Only published lists can be linked in canvas.

- The new lists will appear as drafts and old lists will be automatically archived.
- Digitisations that were on your old list will be linked to the newly copied list.

When will it happen?

Most course reading lists will be copied half way through the preceding time period.
Full year lists will be copied over in December to accommodate Late Year Terms.

What do I need to do?

To find your course reading list go to Talis, log in, and search for your course code.

Lists are copied over as drafts, which will not show up in your search results unless you are logged in. Draft lists cannot be seen in Canvas.

- **Edit and update your list**. Remove any old resources that are no longer needed, add in new ones and adjust your section headings as necessary.

- **Request digitisation** on any newly added resources you require electronically or those included in a printed course book

- **Publish the list**. The library will purchase any new resources required and move physical items in accordance with your importance ratings once the list is published. Unpublished draft lists will be deleted before the start of the next time period.

- **Link** your new reading list in Canvas. See Display your Talis reading list in Canvas if you are unsure how to do this.

- **Request Review**. This will trigger the Library to check your list, make any purchases necessary and move stock

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Note: If you remove a resource that was previously digitised and then add it back to the list, the link to the digitisation will break, and you will need to submit a new digitisation request. If you wish to re-arrange the items on your list, please cut and paste them to their new position using the options from the three dots menu.

Click the three vertical dots to the right of the section you wish to move to display a menu of options. You can use **Cut/Paste** to move a section above/below another whole section, or select **Move up** or **Move down** to move a section up/down by one list entry at a time.

What if I can't find my list?

Lists automatically copied over from one time period to another should appear in your **My Lists** page if you were the list owner previously. If it does not appear in My Lists go to Talis, log in, and search for your course code.

Old lists will also now contain a link to the newly created version.

If your course has never had a Talis reading list, then you will need to manually create a new list.

Note: Only published lists will be copied between time periods. If your reading list has already been archived, or if your course is taught during different semesters each year, please make an *AskUs* request and the library will organise for your list to be copied.