

# USING READING LISTS

## WHAT THEY ARE

Reading lists provide students with easy access to their course readings directly in Brightspace, the EUI's Learning Management System. The FSTG Liaison Librarian creates reading lists based on the syllabi your professors have created and submitted to the Library.

Reading lists provide direct digital access to Full text (e-book chapters/journal articles and other resources).

Readings not available in digital format will be placed on Buontalenti Porters' Reserve shelf. In this case, there will be a note identifying the item as print in Brightspace.

The Library has licensed digital materials for your use. Depending upon the publisher's license, the materials are either downloadable or only available to read online.

The materials in the reading lists are for personal, educational use only, and are limited to the duration of the course. Sending the texts to other people, sharing them on social networks and/or linking to them from an external site are not authorized.

## STEPS

To access reading lists, log into Brightspace and navigate to your course.

Select the "Content" tab, accessible from the top blue banner.

01

02

In the left column, navigate to Overview and select the dropdown menu.

From the menu, select Reading Lists.

03

## STEPS

04

From the top of the page, you have the option to Search the list for a specific title or to navigate through the readings by Session/Week.

Readings are listed by Session/Week in the same order listed as the syllabus provided by your professor.

05

06

Select the reading you seek.

Click View online which takes you directly to the Full Text of the eBook/chapters/eJournal articles or whichever resource is required.

07

Pay attention to any notes below the link. These contain access information and instructions from your professor.

## TIPS



All items in the Reading Lists (eJournal articles, eBooks, eBook chapters, newspaper articles, etc.) are also available through the [EUI Library catalogue](#).

- Problems with a reading list should be addressed to [mary.greenshields@eui.eu](mailto:mary.greenshields@eui.eu)
- Report problems with access to eResources using the [Online Resources Problem form](#)
- Questions on specific terms and conditions for Library materials may be addressed to [euiref@eui.eu](mailto:euiref@eui.eu)
- [EUI Library Copyright Policy](#)
- More information on [Copyright & Authors' Rights](#)

# DEFINITIONS

**Brightspace:** Brightspace is a learning management system that allows professors to make classroom content accessible online. It is where your course materials may be found.

**Course Reserve Shelf:** Library materials that are not available in digital form are placed on the Buontalenti Reserve shelf (located in the Porters' office). These books have a 2 hour checkout period to allow others to access and read the course materials.

**Licensed materials:** These are materials such as books, articles, films, and other intellectual property that you may use in your research and courses because the Library has arranged for your permission to use them. However, this does not preclude you from citation and referencing of these materials.

**Syllabi:** These are course plans developed by your professor to indicate what will be studied and when, the ways in which you will be evaluated and the expected outcomes of the course.

**NEXT STEPS** Searching the Library  
Finding eJournals & eBooks

