Part II video

In this short video, you will learn how to create course reading lists and organize E-reserves using the Library Resource Builder tool in Blackboard.

To start building a reading list, sign into Blackboard and select a course.

Navigate to the Content Area of the selected course.

From the Build Content menu, select Library Resource Builder.

In the Create Library Resource Builder form give the reading list a name. This is the only required field and is based on your needs and preferences. Note: Do not use any special characters naming your reading list. This will cause the tool to stop working. Click Submit.

On the following page you will see your newly created item in the Content Area. Click on the title to activate the tool. This will bring up a page with a search box that is used to create your reading list.
Library Resource Builder pulls directly from Sacred Heart University library's QuickSearch, which searches across the library's resources to include books, ebooks and articles in the results. From the main search box in the Blackboard tool, you have the option to search by keyword, author or title, depending on whether you are browsing or searching for a specific item. Select the radio button to correspond with the search you want to do.

**Remember:** the search in Library Resource Builder acts the same as any other library database search. The more specific you are in your initial search, the more relevant your search results will be. You can use Boolean operators (AND, OR, NOT) in your search string to help with relevance, particularly in keyword searching.

Search results display in the middle of the next page with options on the left-hand side to further refine the results.
There are several options to help narrow down your search results before adding to your reading list:

- Select **Catalog Only**, when searching for Books, ebooks and other multimedia. Physical books and DVDs are accessible only at the library, but adding the record to the reading list will help students locate the item.
- Select **Peer-Reviewed** to narrow down the results to only those from peer-reviewed sources.
- **Institutional Repository Only** will display results from SHU library’s Digital Commons, along with other open access university and state repositories. The results will include government documents and some dissertations and theses.

Expand the other options by clicking on the blue plus sign next to each sub-category. Some of the more relevant options to your searches include:

- **Source type**: use to narrow down results to only Academic Journals, Books, eBooks, News, etc.
- **Publisher**: you might be interested in looking at a specific publisher that is known for the topic you have searched.
- **Content Provider**: because this search box is searching across a wide swath of the library’s databases, you can narrow down to a
discipline-specific database by selecting one listed in the Content Provider section.

Once you are satisfied with the search, you can start looking more closely at the results to begin adding to your reading list.

Adding to the reading list is very easy. Below each search result is a button that says Add to Reading List. Once you click on it, it toggles to Remove from Reading List.

To learn more about each item before adding it to a list, click on the title. The next page will display more information, including the authors, related subjects and the abstract (if provided).

Certain items have full-text available right from the record. Others will have a Full Text Finder link, or another available link to connect to the full-text.

Once you are finished selecting the items for your Reading List, click on the See Current Reading List link at the top of the page.

To learn more about the advanced features of Library Resource Builder, watch part III of this Faculty Files series linked below.
For further assistance with Library Resource Builder, or any other questions, feel free to contact us in the library!