Leganto is the University’s online Reading List system, helping **teaching staff** to easily build lists of unit materials. With Leganto, you can quickly add resources directly from the **Library collection**, or from the **web**.

Leganto gives **students** access to their readings on any device, making it easier for them to study anytime, anywhere.

This Guide will help you to:

- **Access Reading Lists**
- **Set up your list**
- **Edit your list**
  - Add a section
  - Add resources
  - Edit resources
- **Arrange access to resources**
- **Publish your list**

**Help**

When you need support, get help from:

- **Guided Tours** and **Video Guides**
  - Available from the question mark 🎧 on the top menu in Leganto
- **Readings Service team**
  - lib-readings@monash.edu
  - 9am – 5pm Monday to Friday.
Access Reading Lists

- Reading Lists (Leganto)
- Library tile on my.monash

Go to the main navigation menu in the top left and choose the following options:

- **My Lists**: Lists created and rolled over from previous years
- **Find Lists**: Find lists using the unit code or unit title.

Set up your list

**Reuse an existing list (rollover)**

Reading lists are automatically rolled over in bulk every year.

To access a list that has been rolled over:

- Go to the main navigation menu
- Select My Lists
- Select the list you want to edit.

Rolled over lists won’t be visible to students until they’re submitted for publishing.

💡 If you think a rolled over list is missing from My Lists contact the Readings Service Team at lib-readings@monash.edu

**Create a new list**

Go to My Lists and choose + New List

Name the list using the Unit Code and Unit Title and choose Create.

Select a template. Templates create sections to help you organise your list. You can create or edit sections later.

When creating a new list you’ll be prompted to associate the list with a course.

Select Associate List and lookup by unit code or title. Select the correct teaching period.

If you can’t find the correct unit and teaching period, leave this blank – the Library will associate the course when the list is published, as long as it’s clear which unit your list is for.

**Add collaborators**

You can grant other staff editing rights to your lists by selecting “Collaborators” from the right panel, and then “Manage collaborators”.

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Edit your list

Readings in Leganto are organised into sections. Use sections to group readings, for example by week, by topic, or by importance.

Reading lists must have at least one section.

Add a section

To add a section to your list:

- Select New Section from the top of the list
- Add a title (e.g. Week 3)
- Add a description if desired
- Select Create.

Edit, delete or move a section

To edit or delete a section, open the options menu by clicking the ellipsis button next to the section you want to edit, and select edit section or delete section.

To move a section, you first need to collapse it. You can collapse an individual section by clicking the section title, or collapse all sections by clicking toggle section view under the reading list title.

Once a section has been collapsed, hover over it with the mouse, then click and drag on the blue handle that appears on the right-hand side of the section to move it.

Add section notes

To create a note for your students, open the options menu by clicking the ellipsis next to a section and select “Add a section note”. Section notes can be used to provide instructions or additional context.

Add resources

Add resources from the Library catalogue

Add resources to your list using the Add Items + icon at the top of your list.

Select Library Search to add items directly from the library catalogue.

Drag and drop resources into your list, or click to select a resource and Add it to your preferred Section.
Add web-based resources using Cite It!

The Cite It! tool can be used to add resources to your lists while browsing the web.

Installing Cite It!

Click the round icon with your initials on the right of the top menu, then select Cite It!

Drag and drop the Cite it! button from the popup to your browser’s bookmarks panel.

Using Cite It!

To add a webpage to your reading list:

· open the webpage you want to add in your web browser.
· click Cite It! on your browser bookmarks panel.

Cite It! will automatically harvest the title, URL, and other details from the page open in the current tab. Remember to check for accuracy when adding resources to your list.

Select the intended list and section and click Add & Close.

Add resources the Library doesn’t hold

To add a resource the library doesn’t hold, select Blank Form and enter details of the resource.

💡 If you want the library to purchase the resource, include enough details to clearly identify the resource, and tag it as required or recommended after adding it.

Understand copyright and readings

Monash staff are bound to comply with copyright law and the licence agreements we have with publishers and vendors. When adding resources to your list:

· link to legitimate online resources where possible, rather than uploading documents. Uploading documents downloaded from subscription databases or external websites may breach copyright or break our licence agreements with publishers.

· request digitisation of print-only material if it needs to be available electronically (see Arrange access to resources below). The Library will manage copyright compliance and scan the item for you.

· don’t use illegitimate or pirated materials, e.g. episodes of TV shows uploaded to YouTube without the copyright owner’s permission.

Find more information about copyright at Monash here.
Edit resources

Edit, move, or delete resources

To edit, move, or delete a resource, open the options menu by clicking the ellipsis button next to the resource and select the appropriate option.

You can also move a resource by hovering over it with the mouse, then clicking and dragging on the blue handle that appears on the right-hand side of the resource.

Categorise readings with tags

Use Tags to categorise readings as Required or Recommended. You can use the Request digitisation tag to ask the Library to digitise a resource only available in physical format.

Choose Add tags to item and select the appropriate tag for the resource.

💡 The Library purchases resources based on the required and recommended tags on lists.

Add notes to specific resources

You can provide additional information about a resource in a Public note. Select edit item from the options menu next to the resource, and add your notes to the “Public note” field. The note will be visible to all students. This can be useful for e.g. indicating to students which pages they should read from a textbook.

Arrange access to resources

Purchase new resources

The Library will try to purchase required and recommended resources on reading lists. If you would like something purchased for your unit, please add it to your list and tag it.

The Library purchases electronic formats where possible.

Digitise physical resources

When a resource is only available in physical format, the Library may be able to make a portion of it available online, subject to copyright limits.

To request digitisation of physical resources, add the tag ’Request Digitisation’ to the item.

To provide chapter and page details select Library Discussion on the right panel and Submit comment. You don’t need to scan the item or provide a PDF – the Library will scan the item for you.

High-demand physical items

When required and recommended resources are only available in physical format, the Library may place some copies on shorter loan periods, so that they can circulate among more students.
Publish your list

Click **Library Review** to submit your list. Library staff will process purchase and digitisation requests and check copyright compliance before publishing.

When the list is published the Library will email you a shareable link to share with students. You can still edit your list and add new resources after it is published.