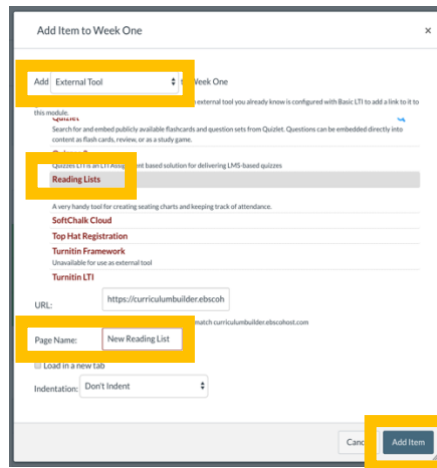1. Select the **Module** in which you want to display your Reading List. Under **Add Item**, select **External Tool**.
2. Select **Reading Lists**, add a **Page Name**, and **Add Item**. *You can always edit the Page Name later.*
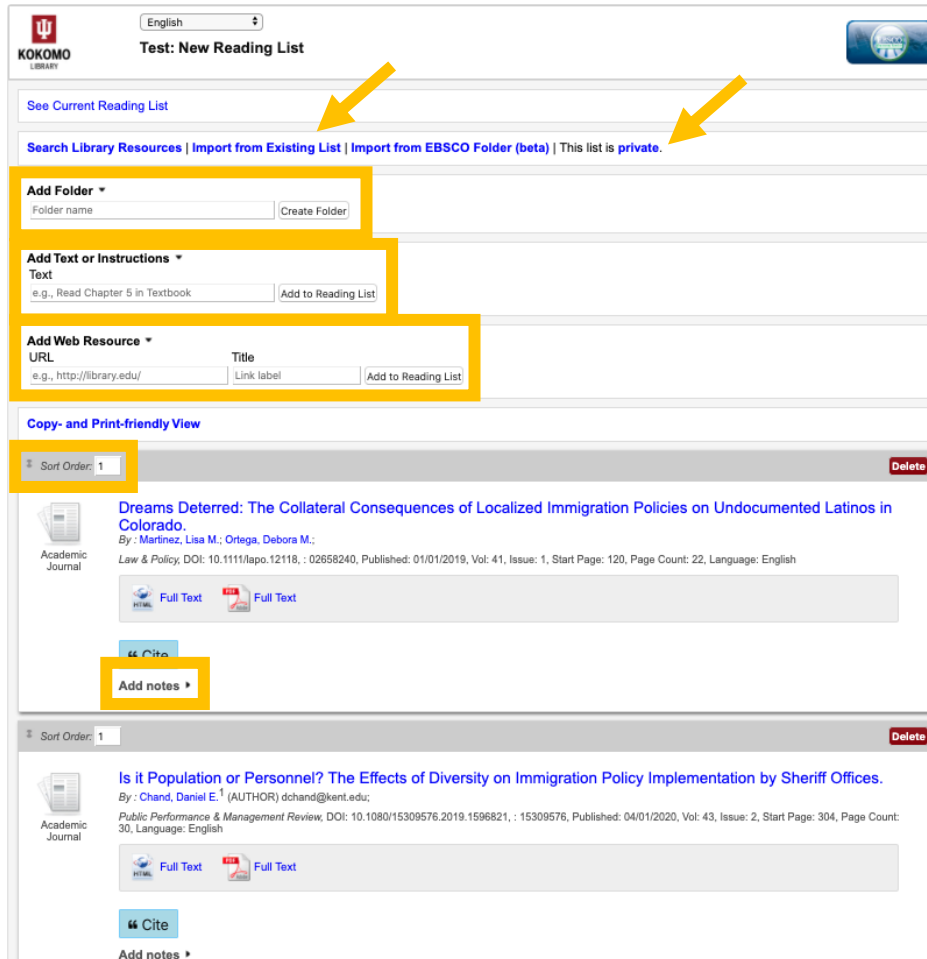

3. Select your new **Reading List**. *If someone else has created a Reading List with the same Page Name, you will be given the option to copy that list. Click **Continue WITHOUT Copying** to create a new list.*
4. From the starting page, you can begin searching for sources to add to your Reading List using EBSCO Discovery Service within the External Tool. You can also select **See Current Reading List** to begin adding web links, notes, and instructions.
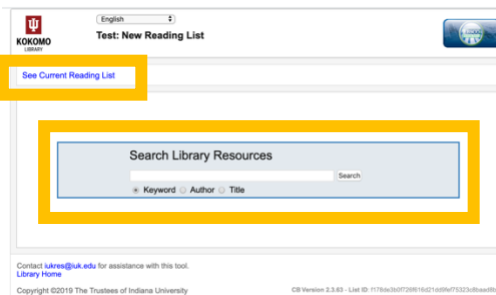
5. Use EDS search tools, like **Filters** and **Search by Author** or **Title**, to locate sources. Select **Add to Reading List**. To view your Reading List after adding sources, select **See Current Reading List**.
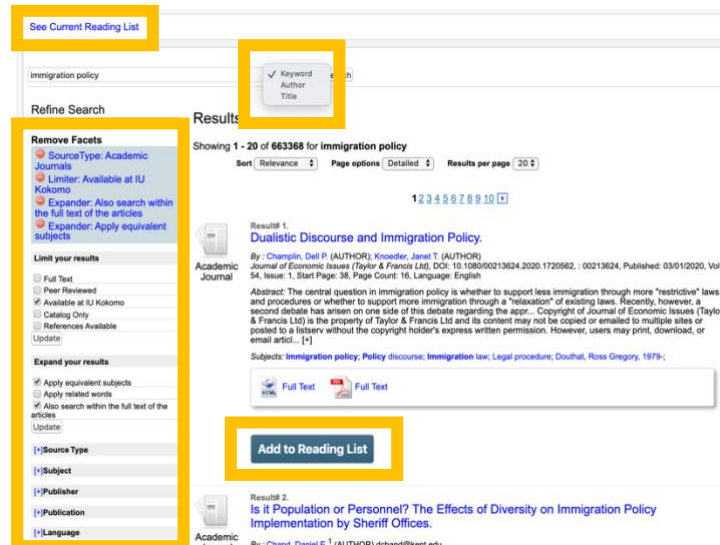
6. Customize your Reading List by organizing sources into **Folders**, adding **Text** or **Instructions**, adding **Web Resources**, changing the **Sort Order**, and adding **Notes** to individual sources. You can also **Import** from previously created Reading Lists or change your list setting to **Public** to allow other instructors at IU to import your Reading List to their course.

7. Remember to **Publish** your Reading List in Modules.

Best Practices and Recommendations:

- Add items that are available online in full-text.
- Utilize the **Notes** and **Instructions** tools to clarify reading assignments and provide context.
- Follow the links to the sources you are adding before publishing the Reading List to identify and avoid access issues.
- If the source you want to share is available in a different library database, use the **Add Web Resource** tool to include the permalink to that source.
- Only add Books or other print materials if you are directing students to a list of options available for checkout from the Library.
- Report access issues or Reading Lists errors to iukres@iuk.edu.