

Swap a Link based reading to a File Based Reading (or vice versa)

1. Visit the Reading List that has the Resource you would like to change;

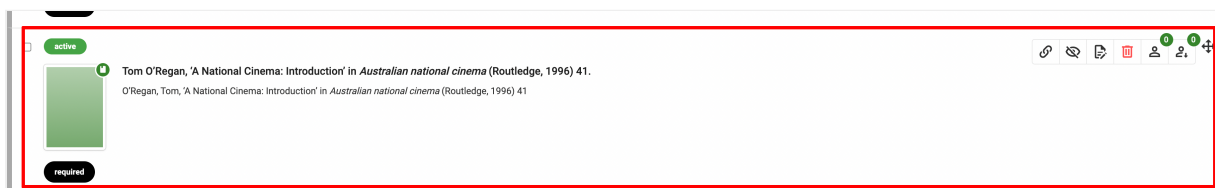


Figure 1: This is a Link based Resource - we will be changing it to a File based Resource

2. Select Edit on the Reading Request you wish to edit;

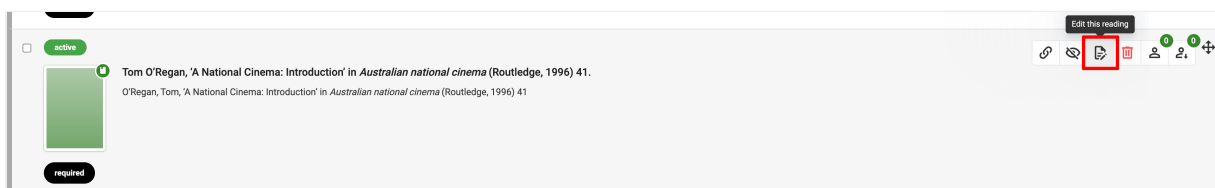


Figure 2: Edit the Selected Resource

3. Select the Change Button;

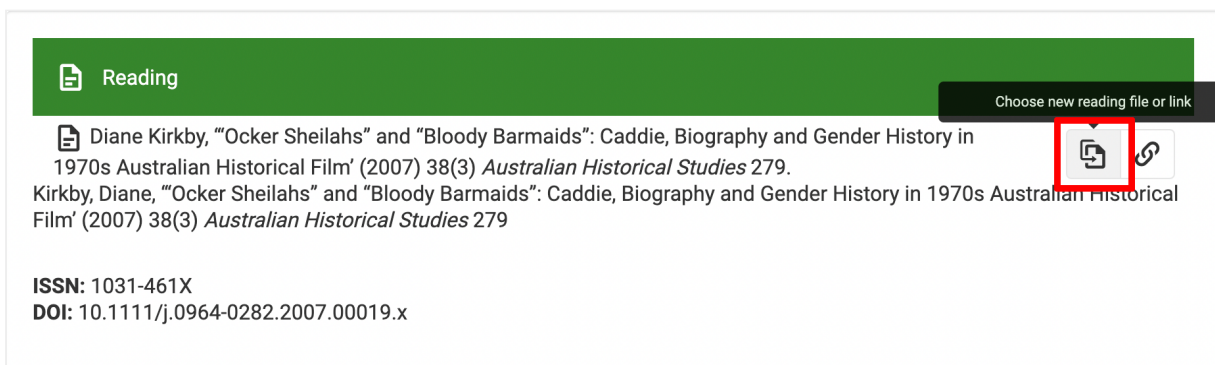


Figure 3: Select the Change Resource Icon

4. Select whether you want to change the Reading Resource to a Link or File;

Reading

Diane Kirkby, "Ocker Sheilahs" and "Bloody Barmaids": Caddie, Biography and Gender History in 1970s Australian Historical Film' (2007) 38(3) *Australian Historical Studies* 279.

Kirkby, Diane, "Ocker Sheilahs" and "Bloody Barmaids": Caddie, Biography and Gender History in 1970s Australian Historical Film' (2007) 38(3) *Australian Historical Studies* 279

ISSN: 1031-461X
DOI: 10.1111/j.0964-0282.2007.00019.x

Change reading link / file ← CLOSE

New kind **FILE** LINK

Reason for change

Figure 4: Select the Kind for the Request

5. Add the Link or File depending on what was selected with the Reason for Change and Source URL of file if applicable;

Reading

Diane Kirkby, "Ocker Sheilahs" and "Bloody Barmaids": Caddie, Biography and Gender History in 1970s Australian Historical Film' (2007) 38(3) *Australian Historical Studies* 279.

Kirkby, Diane, "Ocker Sheilahs" and "Bloody Barmaids": Caddie, Biography and Gender History in 1970s Australian Historical Film' (2007) 38(3) *Australian Historical Studies* 279

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Change reading link / file ← CLOSE

New kind **FILE** LINK

good.pdf SELECT A FILE

Source URL of file (if applicable)

Reason for change Reason for Resource Change

Figure 5: Add File (Source URL of File if applicable) or a Link with a Reason for Change

6. Click Update;

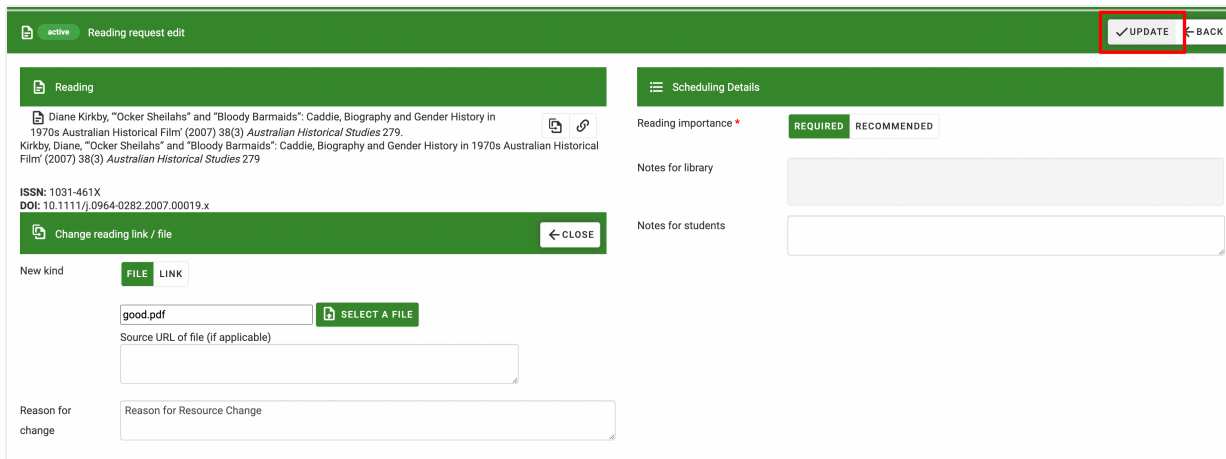


Figure 6: Updating with new resource details

7. If the change is for a Link (ie. a File to Link change) then you can return to the Reading List and see that the resource has been changed to a link;

OR

If the change is for a File (ie. a Link to File change) then the Reading Request on the Reading List will display a Change Request Icon and will go into the queue to be reviewed by Library Staff;

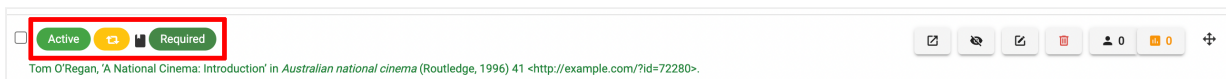


Figure 7: Reading displayed on Reading List

8. Once Library Staff review the request to change the resource, they will review the Reason for Change and the File. If they approve the change, then the Librarian can click on Approve to update the resource on the Reading List. If the change is not approved, the Librarian can Remove the requested change;

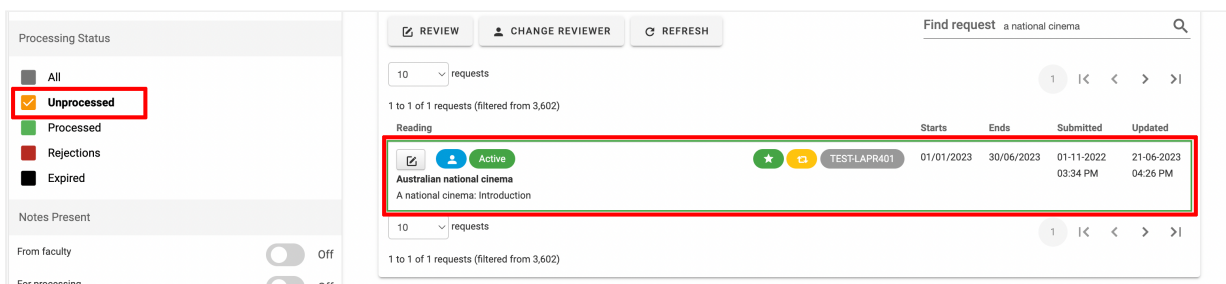


Figure 8: Request Management view of Unprocessed Queue

TIP: Before approval, we recommend Librarians review the reading metadata, in particular Organisation/Publisher as they are required for file-based readings

Change reading link / file REMOVE

New kind File Link

good.pdf

Replace with Select a file

Source URL of file (if applicable)

Reason for change Link to File change example

Communication Kind Permitted under Library Database lice...

Reading importance Required Recommended

Part of course pack? Yes No

Notes

From Academic For Students

For processing

BACK HISTORY UPDATE REJECT APPROVE

Figure 9: Librarian reviewing resource change request

Download the reading for review

active

Tom O'Regan, 'A National Cinema: Introduction' in *Australian national cinema* (Routledge, 1996) 41.

O'Regan, Tom, 'A National Cinema: Introduction' in *Australian national cinema* (Routledge, 1996) 41

required

Figure 10: Reading List with changes approved