

## 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;

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L	þ (	active		& \` } ∎ ≜ 2,0€
L.	ſ	0	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	
L				
L	(	required		

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;



3. Select the Change Button;



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

1970s Austr	<sup>·</sup> kby, "Ocker Sheilahs" and "Bloody Barmaids": Caddie, Biography and Gender History in alian Historical Film' (2007) 38(3) <i>Australian Historical Studies</i> 279.	<b>5</b> <i>6</i>
(irkby, Diane, " ilm' (2007) 38	Ocker Sheilahs" and "Bloody Barmaids": Caddie, Biography and Gender History in 1970s Austr(3) <i>Australian Historical Studies</i> 279	tralian Historica
<b>SSN</b> : 1031-46	1X	
<b>00I:</b> 10.1111/j	.0964-0282.2007.00019.x	
🕒 Change	reading link / file	← CLOSE
New kind	FILE LINK	
Reason for		

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;

E Reading									
<ul> <li>Diane Kirkby, "Ocker Sheilahs" and "Bloody Barmaids": Caddie, Biography and Gender History in 1970s Australian Historical Film' (2007) 38(3) Australian Historical Studies 279.</li> <li>Kirkby, Diane, "Ocker Sheilahs" and "Bloody Barmaids": Caddie, Biography and Gender History in 1970s Australian Historical Film' (2007) 38(3) Australian Historical Studies 279.</li> </ul>									
<b>ISSN:</b> 1031-461X <b>DOI:</b> 10.1111/j.096	4-0282.2007.00019.x								
Change rea	ding link / file	← CLOSE							
New kind	FILE LINK								
	good.pdf								
	Source LIRL of file (if applicable)	ä							
Reason for change	Reason for Resource Change	A							

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

6. Click Update;

Reading request edit	✓UPDATE ←BACK
Reading	I Scheduling Details
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 Diano "Okers Sheilahs" and "Bloody Barmaids": Cadrille Biography and Gender History in 1970s Australian Historical Biography and Sheilah Sheilah (Sheilah) and Sheilah Sheilah (Sheilah) and Sheilah Sheilah (Sheilah) and Sheilah (Shei	Reading importance • REQUIRED RECOMMENDED
Film" (2007) 38(3) Australian Historical Studies 279	Notes for library
ISSN: 1031-461X DOI: 10.1111/j.0964-0282.2007.00019.x	
Change reading link / file	Notes for students
New kind FILE LINK	
good.pdf	
Source URL of file (if applicable)	
Reason for Resource Change change	

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;

Active 2 4 Required								Z	8		<b>±</b> 0	11 0	\$
Tom O'Regan, 'A National Cinema: Introduction' in Aus	tralian national c	<i>inema</i> (Routledge, 19	96) 41 <http< td=""><td>o://example</td><td>.com/?id</td><td>=72280&gt;.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></http<>	o://example	.com/?id	=72280>.							
		7 0	1.5				1.5						

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;

Processing Status		CHANGE REVIEWER	C REFRESH		Find requ	est a national	cinema	(
All Unprocessed		10 v requests 1 to 1 of 1 requests (filtered from 3,602)					1 K K	> >
Processed		Reading			Starts	Ends	Submitted	Updated
Rejections		Active		TEST-LAPR401	01/01/2023	30/06/2023	01-11-2022	21-06-202
Expired		Australian national cinema A national cinema: Introduction					03:34 PM	04:26 PM
Notes Present		10 ∨ requests					1 12 2	
From faculty	Off	1 to 1 of 1 requests (filtered from 3,602)						
For processing	Off							

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

🕑 Change readi	ng link / file REMOVE	Communication Kind *	Permitted under Library Database lice × •
New kind	File Link	Reading Importance * Part of course pack? *	Required Recommended
	good pdf Replace with	P Notes	
	Select a file Source URL of file (if applicable)	From Academic	For Students
Reason for change		For processing	
	nor o un casi da montre		
			© BACK (∄ HISTORY Ø UPDATE ♥ REJECT Ø APPROVE

Figure 9: Librarian reviewing resource change request



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