Faculty who are comfortable with the basics of creating resource lists for their students using the AC Library Resource List Builder can use the tool’s more advanced features to share or import lists. For videos and more instructions, visit the AC Library Resource List Builder Help page at algonquincollege.libguides.com/resource-list-builder/

This tip sheet will explain the following tasks:

1. Making your list viewable to other faculty members
2. Importing a public reading list
3. Importing resources from an EBSCO folder

1 Making your list viewable to other faculty members

The AC Library Resource List Builder allows you to make your resource lists available for other faculty members to view and import. In order for faculty to be able to view or import your list, the list must be made public.

To make a reading list public

1. Open your resource list and click See Current Reading List.
2. From the menu near the top of the list, verify that the list is set to public.
3. If the list is private, click Private. This will toggle the list to Public and faculty members will be able to view and import your list.

2 Importing a public reading list

If a resource list has been made public, you can view this list and import some or all of it. This a good way for faculty members to share useful lists.

To make a reading list public

1. Open the resource list into which you want to import the new list and click See Current Reading List.
2. Click Import from Existing List. This will display a list of all of the resource lists that have been made publicly available. If the list that you want to import is not displayed in this list, verify that the owner of the list has made the list public.
3. Open the drop down menu and select the list that you want to import. Click View this list.
4. Select the resources that you want to import. You can select each resource individually, or select the entire list.
5. Indicate whether you want to include any notes from the list when you import it, and whether you want to preserve the sort order.
6. Click Copy Selected Readings. This will import all selected resources into your existing list.
2 Importing resources from an EBSCO folder

If you have created a folder of resources in One Search or another EBSCO collection, you can import these resources into a list in the Resource List Builder.

To add Library resources to a list

1. From One Search or another EBSCO collection, sign in to your EBSCO account and click Folder from the top menu.
2. Select the folder that you want to import. The folder will display the resources by resource type. Each type of resource will need to be imported separately.
3. Select a type of resources is this folder, e.g. articles. This will display all of the resources of this category in the folder.
4. Select all the resources that you want to import into your resource list and click Export.
5. From the list of citation formats, select Generic bibliographic management software and click Save.
6. Copy the bibliographic information.
7. Open your reading list in the AC Library Resource List Builder, click See Current Reading List, then click Import from EBSCO Folder.
8. Paste the bibliographic information into the text box and click Generate list. The resources from the EBSCO folder will be added to your resource list.