Sending and publishing your list

After you have created and edited your reading list, there are two steps required for the list to be made available to students.

Firstly, you need to **send** your list to the Library so it can be checked for access/copyright issues and any digitisation requests can be processed.

Secondly, you need to **publish** the list so that students can view the items.

Library items (except for digitisation requests) will be available to students as soon as the list is published. Other items will become available as they are checked by the Library.

**Step 1**
Click on **SEND LIST**:

The following note will appear on the screen:

*List sent to the library to process*

**Step 2**
Click on **PUBLISH**:

The following note will appear on the screen:

*List was published*

The list’s status will change from **DRAFT** to **PUBLISHED**:

To unpublish your reading list, click on the **three dots icon** in the top right-hand corner of the list, then select **Unpublish**:

Please note:
Unpublishing your list will make it unavailable to students.