**Adding items**

*My Collection* is your own personal list of citations. You can add items from your *Collection* (linked in the left-hand menu) to a reading list.

1. Click on the **Add Items** button:

   ![Send List, New Section, Add](image)

2. Click on the **My Collection** tab:

   ![Search, Create, My Collection](image)

3. Click on the item you would like added to the reading list.

4. Select a Section, then click on **ADD**:

   ![Add button](image)

Alternatively, you can ‘drag and drop’ the item into the correct position in the list.

5. Check that the citation links correctly and the item is accessible.

**FAQs**

**Q:** I want to add an item to my eReading list that isn’t in the Library collection. What do I do?

**A:** Items not held in the Library collection but required for an eReading list can be sourced by the Library to ensure copyright compliance.

1. **Book chapters** - titles can be borrowed from other academic libraries and chapters copied and digitised. See the *Requesting digitisation of an item not held in the Library collection* instructions.

2. **Books** - requests to purchase books for the Library collection can be made via the Library and IT Services Portal. Select the Library - Library Resources for Courses/Units - Purchase Recommendation.

**Help**

Help Guides are available via the eReading Lists Library Guide.

Training courses are also available via Totara

For further assistance about list creation please email my-librarian@cqu.edu.au