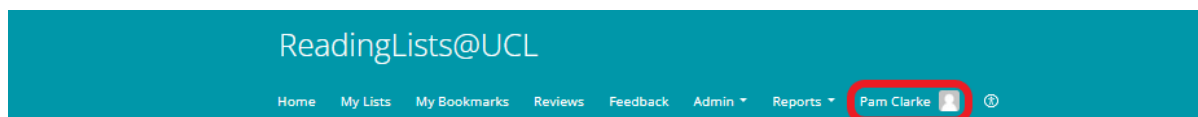


ReadingLists@UCL: How to add yourself as 'List Owner'

Adding yourself as the List Owner shows students you are the person in charge of this module. It also helps library staff contact the right person to assist with purchasing resources or list maintenance.

To set yourself as list owner:

1. You need to have set up a Profile in ReadingLists@UCL. If you have accepted an editing invitation you will already have done this. You can check if you have a profile by signing in (top green toolbar, where it says 'Sign in'); once signed in your name will appear in the top toolbar; if you click on this you can view your profile or log out again.



2. Navigate to the reading list you have been given editing access to. Check you are signed in (as above).
3. If this is a list you are taking over, that has been assigned to someone else, then select the 'Edit' button and then 'Assign list owner'. Type your name in the search box or select 'assign to me' if this option pops up. Save the changes.
4. Your name should appear at the top of the list.

