This guide covers how to add books and e-books from the Library catalogue and how to add books that are not yet in Library stock to your Aspire bookmarks or to a reading list.

Web browser

Aspire is compatible with the following browsers:

Windows – Firefox 3.6+, Chrome, Internet Explorer 9+

Mac – Firefox 3.6+, Safari 4+, Chrome

Note: Firefox is the recommend browser. There is no user support from Talis for Safari and Chrome.

Selecting a book or e-book from the Library catalogue

1) Search for a book or e-book on the Library catalogue http://capitadiscovery.co.uk/bournemouth-ac/home

2) In the list of results, click on the title of the item you require. If the item is available as both a printed book and an e-book, it is best to select the e-book as more students will be able to access that version.
3) You will see the full record for the book or e-book - you must use this screen to bookmark an item from the library catalogue.

4) Click on the ‘Add to My Bookmarks’ tool from your bookmarks toolbar (if you haven’t installed this tool, see the guide, ‘Getting Started with Talis Aspire’). The screen will split in half.
5) Click ‘Create’ (to add to your list of bookmarks) or ‘Create & Add to List’ (to add to your list of bookmarks and to a reading list). We recommend clicking on ‘Create & add to list’.

6) When you click on ‘Create and add to list’, a box will appear in the middle of the screen. You can select which reading list you want to add the item to (if you have editing rights for more than one list) and where it will appear on the list. You can also add a note for the students, such as ‘Please read chapter 4’.
Adding a specific edition of a book

There may be some occasions where you want to add an earlier edition of a book to your reading list, even though a later edition is available. If you do add an earlier edition, please indicate in the ‘Note for library’ box that this is the edition you want on the reading list. Before your reading list is published, the Library will review the list and replace earlier editions with the latest edition, unless otherwise informed.