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1. System settings

To use KeyLinks, the best display resolution is **1600x900**.

For the best experience, use the following browser for your computer or laptop operating system:

	KeyLinks	Libsearch	KeyLinked Bookmark tool
Windows	Google Chrome	Google Chrome	Google Chrome
MacBook	Mozilla Firefox	Google Chrome	Google Chrome

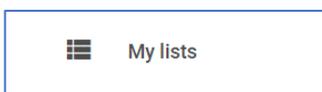
2. Login

Open KeyLinks via <https://umlib.nl/keylinks>.

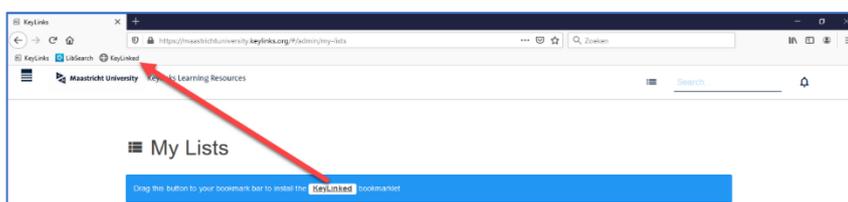
Click on the Main menu, move the cursor to ‘Login to KeyLinks’ appears and use your UM account.

1. KeyLinks – add items to your list

Via the tab “My Lists” on the main menu you can see all your lists:



- Install the Install the ‘**Keylinked Bookmarklet-tool**’ by dragging the Install the KeyLinked Bookmark tool by dragging the KeyLinked button to your bookmark bar. You only need to do this the first time you use Keylinks.



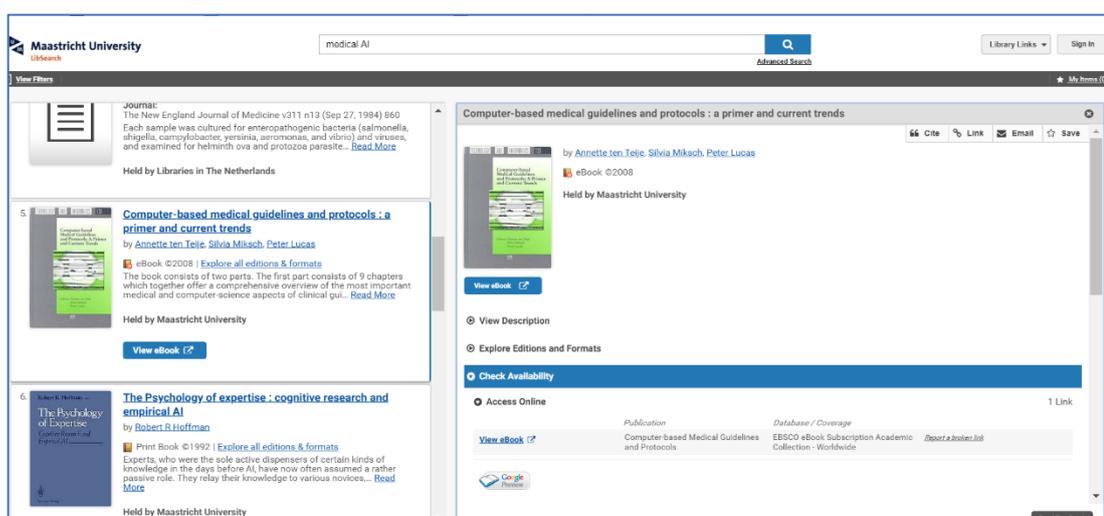
3. Keylinks

When adding an item to the list, there are two options:

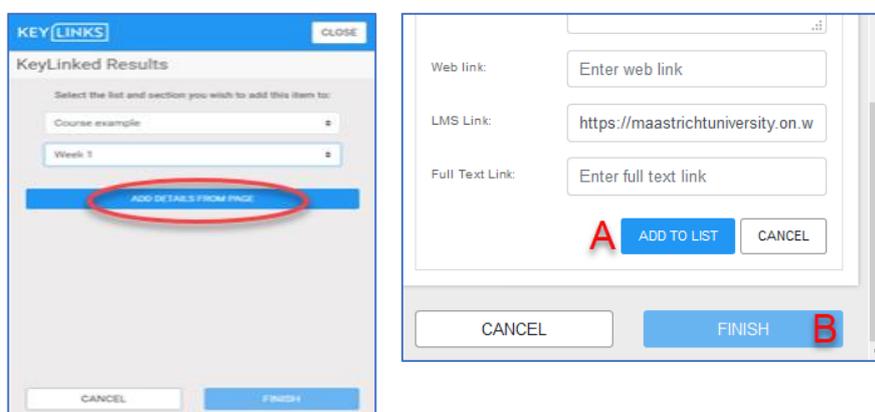
1. The KeyLinked Bookmarklet tool, for items that are available via Libsearch.
2. Manually, when adding items to your list, that are not available via Libsearch.

3.1 Option 1: adding an item with the 'KeyLinked Bookmark' tool

1. In a new tab, go to Libsearch <https://library.maastrichtuniversity.nl/> and search for an item.
2. You will get a list of results, which you can filter using the options on screen.
3. Select an item from the list by clicking on the title.



4. Click on **KeyLinked** in the bookmark bar and the KeyLinked tool will appear. Select the list you want to add the item to. Choose the section of the list (or create a new section) and then click on Add Details from Page. The screen will capture the information from the page and then click **Add to List (A)** and **Finish (B)**. The item is added to your list.



5. Go back to your list in <http://umlib.nl/keylinks>, via My Lists.
6. Select 
7. You are now in Draft Mode of your chosen list.

8. The item you have added using the 'KeyLinked Bookmark' tool will appear in the section you added it to. You can add any notes or tags you wish, as well as moving the item around using 
9. Completed the list? Click on the Submit Draft icon  and the list will be send for moderation to the University Library.
10. If you do not want to publish the list yet, then save the added item(s) by using Save draft  and Submit Draft later on.

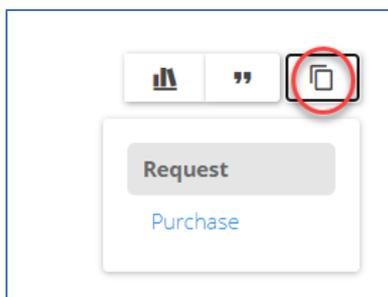
3.2 Option 2: Manually add an item to the list

1. Go back to your list in <http://umlib.nl/keylinks>, via My Lists.
2. Select the Edit icon 
3. You are now in Draft Mode of your chosen list
4. Go to the option **Add manually** and choose the material type you want to add, fill in the fields and click save.
5. You can add any notes or tags you wish, as well as moving the item around using the  icon.
6. Completed the list? Click on the Submit Draft icon  and the list will be send for moderation to University Library.
7. If you do not want to publish the list yet, then save the added item(s) by using Save draft  and Submit Draft later on.

4 Purchase request

When adding an item to your list that is not held by Maastricht University or in case you need a scanned chapter of a book, you can make a purchase request:

1. Per added item you can click on Add Request.

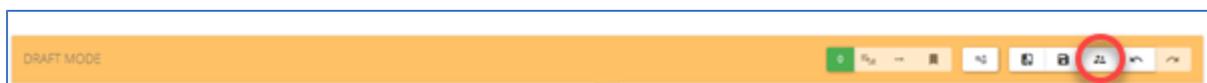


2. Select Purchase and fill in the form. Add the number of students and numbers of copies needed. In case of a scan request, you need to add chapter- and/or page numbers in the notes field.



The screenshot shows a web form titled "KeyLinks Learning Resources". The form contains several input fields: "Course code" with the value "ABC1234", "Course name" with the value "KeyLinks Learning Resources instruction", "User name" with the value "example user", and "User email address" with the value "example@maastrichtuniversity.nl". At the bottom, there are two numeric input fields: "Number of students" and "Number of copies needed", both with a small upward arrow icon to their right.

3. Click on **Submit** and your request will be sent to the University Library for processing.
4. Once you have finished editing your list and making purchase requests you can now send your list to the library staff. They will scan and/or order items and publish the list.
5. On top of the screen, you have a banner. Click on Submit Draft.



6. The list will be sent for moderation to the University Library.
7. The KeyLinks Learning Resources team will moderate and publish the list as requested.

In Canvas, the hyperlink to your Keylinks list will be added automatically. Not Canvas users need to add the hyperlink to their list manually. Use the hyperlink in the address bar of your Keylinklist.

If the above steps are not clear, maybe this [video](#) will help you on your way. If not, please do not hesitate to contact ub-learningresources@maastrichtuniversity.nl. We can set up an appointment and contact you via teams or zoom for support and more explanation.