

California State University SAN MARCOS

UNIVERSITY LIBRARY

Instructor Manual for Managing your Library Reserves

LIBRARY RESERVES - RESERVE@CSUSM.EDU LAST UPDATED: 01/23/2019 BY KELLY ANN SAM

Table of Contents

1. Ac	cessing your Reading List		3
1.1.	Adding your Reading List into Moodle (Cougar Courses)	3	
1.1	.1. Adding your Reading List into a combined Cougar Course container		4
1.2.	Adding your Reading List into Canvas	6	
2. Wł	nat is My Collection		7
2.1.	Adding items to My Collection using Library Search	7	
2.2.	Adding items to My Collection using Create	7	
3. Cr	eating a Reading List		8
3.1.	Associating Reading List with a course	8	
3.1	.1. Associating the reading list before adding items	•••••••••••	8
3.1	.2. Associating the reading list after adding items		9
3.2.	Duplicating an existing reading list	10	
4. Ac	Iding sections to your Reading List		12
	Iding items to your Reading List		
5.1.	Adding items in Leganto Search		
5.2.	Adding items from My Collection		
5.3.	Adding items using Cite It!	14	
5.4.	Adding items from the Library website	17	
5.5.	Adding personal copies to be on reserve available in the Library		
5.6.	Adding electronic material not owned by the Library using Create tab	19	
6. Ed	iting/Deleting Reading Lists, sections, and items		20
6.1.	Organizing your sections and items		
6.1	.1 Dragging Sections	•••••••	
6.1	.2 Dragging Items	•••••••••••••••••••	
6.1	.3 Using Bag It	••••••••••••••••••••••	
6.2.	Deleting material in your Reading List	21	
6.3.	Adding due dates to your Reading List	21	
6.3	.1. Due dates for sections		21
6.3	.2. Due dates for items		22
6.4.	Adding visibility restrictions to your Reading List		
6.5.	Adding loan periods to items	24	
6.6.	Adding notes to items in your Reading List	25	
6.7.	Adding collaborators to your Reading List	26	
6.7	.1. Adding collaborators		
6.7	.2. Editing collaborator access		

1

	6.7.3.	Deleting collaborators	
7.		ing your Reading List	
8.	Submi	ting your Reading List for processing by Library staff	
ä	3.1. Un	derstanding Item Statuses	
9.	Exporti	ng your Reading List	
10	likes a	nd Views	21

1. Accessing your Reading List

You and your students can access your Reading List either through Moodle (Cougar Courses) or the Library Reserves website. For direct access to your Library Reserves, click http://bit.ly/csusmlibraryreserves

1.1. Adding your Reading List into Moodle (Cougar Courses)

If you are teaching multiple sections, place Reading List link in <u>all sections</u>

- a) Login to Cougar Courses
- b) Go to your course
- c) Click Turn editing on
- d) Click +Add an activity or resource

us Courses (faculty only)	Community	Tools	c I Turn editing or
		A This cou	urse is hidden and cannot be accessed by students. Click here to update settings
Announcements			
			Edit
🔶 💩 Announcements 🖉			Edit
			d + Add an activity or resource
Choose Library	Reserves		
Click Add			
ACTIVITIES			2
Assignment			Materials from the Library database O More help
Attendance			() making
0 🔞 Chat			
0 ? Choice			
O B Database			
External tool			
Feedback			
O 💩 Forum			
Glossary			
Group self-selection			
0 💭 Lesson			
C C Library Reserves	е		
 Mediasite Content 			
 O bibg O U wiki 			
0 (E) Questionnaire			
0 😑 Quiz			
0 📾 Scheduler			
SCORM package			
O 🕖 Turnitin Assignment 2			

g) Enter Activity name

h) Click Save and return to course

Adding a new External tool Image: Content of the second second

▼ General	
g Activity name •	Library Reserves
Shared secret ⑦	Click to enter text 🖉 🔍
	Show more
Privacy	
Common module setting	gs
Restrict access	
 Activity completion 	
h	Save and return to course Save and display Cancel

1.1.1. Adding your Reading List into a <u>combined</u> Cougar Course container

For Cougar Course containers that are combined for multiple sections, you must use the Reading List permalink instead. The Library Reserves tool will **not** link correctly.

- a) Go to Reading List you want to add
- b) Click on the three dots (...) icon for reading list options
- c) Click on List Permalink

d) Copy permalink to clipboard . .

Add Subjects PUBLISHED Ready For Proces	sing 🕗	
···· P ▼ × Q Unpublish ↓F Order Citations in All Sections ▼ C Duplicate list		
Lock Manage course association Save list structure as a template	ry Cou 2, Anne	Permalink for: Textbook Affordability and Course Reserves
 List Permalink LTI Direct Access Export 	> y: the	https://csu-csusm.alma.exlibrisgroup.com/leganto/public/01CALS_USM/lists/5946625
 Print View list as a student Display recent list changes 	brary W	✓ Item was copied to your clipboard
â Delete	>	CLOSE

- g) Click Turn editing onh) Click +Add an activity or resource
- i) Choose URL
- j) Click **Add**

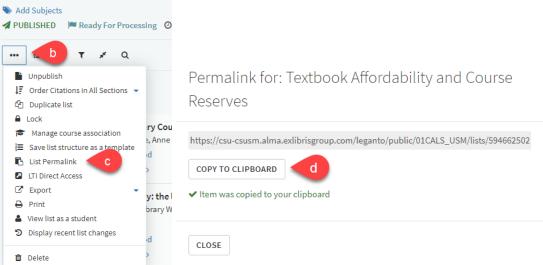
k) I)

.,		
	RESOURCES	
	🔍 间 Book	
	O 💼 File	
	🛛 🛅 Folder	
	IMS content package	
	🔍 🚫 Label	
	🗆 🛅 Page	
	🖲 🧭 URL	
	-	Add Cancel
I)	Enter Name Paste permalink into ex Click Save and return t Adding a new URL	o course
	 General 	
	k Name •	Library Readings
	External URL *	https://csu-csusm.alma.exlibrisgroup.com/leganto/public/01CALS_USM/ Choose a link
	Description	
	Description	Paragraph \checkmark Font family \checkmark Font size \checkmark A_{a} \checkmark \checkmark \blacksquare \blacksquare I \blacksquare
		Path: p
	Display description on course page	
	Appearance	
	 URL variables 	
	Common module setting	gs
	Restrict access	
	Activity completion	
	m	Save and return to course Save and display Cancel

1.2. Adding your Reading List into Canvas

- a) Go to Reading List you want to add
- b) Click on the three dots (...) icon for reading list options
- c) Click on List Permalink
- d) Copy permalink to clipboard
- e) Paste permalink into Canvas

Textbook Affordabi

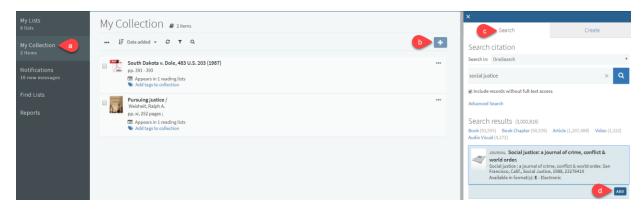


2. What is My Collection

My Collection can be used to gather material you may wish to use to build your reading list(s).

2.1. Adding items to My Collection using Library Search

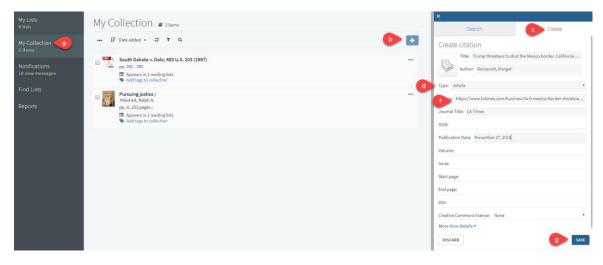
- a) Select My Collection from the options in the left hand navigation panel
- b) Click on the + button on the right hand side
- c) Use the search options to find relevant items form the Library collection of books, articles, and media. Using the **Advanced Search** option allows you to search by Title, Author, ISBN, or ISSN.
- d) Select the item you want and click the Add button



2.2. Adding items to My Collection using Create

- a) Select My Collection from the options in the left hand navigation panel
- b) Click on the + button on the right hand side
- c) Click on the Create tab
- d) Select the appropriate Type for your item from the drop-down menu
- e) Fill in all relevant fields, using the More item details option as required
- f) Note than any URL should be added to the **Source** field
- g) Click Save

File uploads are **NOT** allowed – for material being added to a reading list that requires a PDF, please email your PDF to reserve@csusm.edu or request for a PDF scan to be made by Library staff to ensure ADA compliance. PDFs will be added to citations once it is in a reading list.



3. Creating a Reading List

Most reading lists will already be created and available for editing in My Lists if you have previously had Library Reserves. However, it is very quick and easy to create a new reading list from scratch.

- a) Login to Leganto
- b) Click on My Lists
- c) Click + New List
- d) Enter Title: Course Number Last Name (Semester and Year)
 a. Example: SOC 101 Sam (Sp19)
- e) Enter Description (optional)
- f) Click Create

My Lists b	My Lists 🗉 10 lists	
My Collection 2 items	lễ My lists on top → T Q	C + NEW LIST
Notifications 10 new messages	d Title: SOC 101 - Sam (Sp19)	✓ CREATE
Find Lists	e Description: Introduction to Sociology	D CANCEL
Reports	▲ Import.lgnfile	

- g) Select a Template (all templates are editable after choosing)
 - Blank allows you to add and name your own sections
 - Material type separates items by material type (books, articles, media)
 - Weekly separate sections for each week of the semester
 - Required & additional readings two sections consisting of required readings and additional/recommended/optional readings
 - Weekly required/additional readings combination of weekly and required & additional readings templates

	a template 9 he structure for your new list. If you're un	isure, s	elect "blank". You can always change it later.			
Blank Create cust	m sections		Material Type Separate sections for Books, Atticles, and Media.	х	Weekly Separate sections for each week of the semester.	х
	& Additional Readings tions for Required readings and Additional		Weekly Required/Additional Readings Separate sections for Required readings and Addition readings for each week.	X		

3.1. Associating Reading List with a course

In order for Reading List links in Cougar Courses to work, it must be associated to the appropriate course. Reading lists can be associated with multiple sections of a course if you are teaching more than one section. If you are working on a reading list prior to the start of the semester, you can opt out of associating the reading list until you are complete.

3.1.1. Associating the reading list before adding items

a) Click Associate List

Associate to course
Associating a list with the relevant courses enables students to easily find the reading material that you add. Would you like to associate this list with a specific course?
NOT NOW ASSOCIATE LIST

- b) Look up the course using the CRN(s) to ensure you are choosing the correct course
- c) Click on the correct course

No course is ass	ociated to this list.
Look up course:	21461 b
No course found	2182-SOC-101-SEC01-21461/01 SOC-101: INTRO TO SOCIOLOGY

d) Dates and Number of Participants will already be populated and click Associate & Close

No course is associated to this list.						
Look up course:	2182-SOC-101-SEC01-2	1461/	01 5	OC-101: INTRO	TO SOCIOLOGY	
Course dates	:					
from- 22-Janua	1 🛗	Γo-	19-May-2018		Ê	
No. of participants: 46						
CLOSE			÷	As d	ASSOCIATE & C	LOSE

3.1.2. Associating the reading list after adding items

Manage course association

a) Click Not Now



- b) Click on the three dots (...) icon on the top left of your reading list
- c) Click Manage course association

	b st options 💉 Q
1	Publish
ļĒ	Order Citations in All Sections 🔹
£	Duplicate list
	Lock
	Manage course association 🧲 C
1 2 3	Save list structure as a template
ß	List Permalink
7	LTI Direct Access
Z	Export 🔹
₽	Print
-	View list as a student
5	Display recent list changes
Û	Delete

- d) Look up course using CRN(s) to ensure you are choosing the right course
- e) Click on the correct course

Manage course association

No course is ass	ociated to this list.	
Look up course:	21461 d	
No course found	2182-SOC-101-SEC01-21461/01 SOC-101: INTRO TO SOCIOLOGY	е
CLOSE		

f) Click on the correct course and click Associate & Close

Manage course asso	ciation	
No course is associated to this list		
Look up course: 2182-SOC-101-SEC	C01-21461/01 SOC-101: INTRO TO SOCIOLO	GΥ
Course dates:		
from- 22-January-2018	🛗 To- 19-May-2018	6
No. of participants: 46		
CLOSE	+ As f ASSOCIATE	& CLOSE

3.2. Duplicating an existing reading list

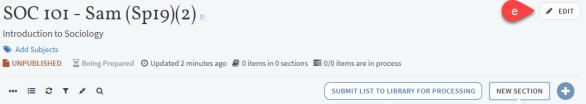
If you want to use the same reading list from a previous semester, you should duplicate it and rename it for the current semester.

- a) Click on the three dots (...) icon on the top left of your reading list
- b) Click **Duplicate list**

	a st options 💉 Q
1	Publish
1Ē	Order Citations in All Sections 🔻
අප	Duplicate list 🗲 b
	Lock
	Manage course association
3 ≡	Save list structure as a template
ß	List Permalink
7	LTI Direct Access
\square	Export -
₽	Print
4	View list as a student
9	Display recent list changes
Û	Delete

c) A pop up will appear at the top of your list stating the list has been copied with the name of the duplicated list

	Branding logo	The list SOC 101 - Sam (Sp19) was copied to SOC 101 - Sam (Sp19)(2)	×	
d)	Your duplicate	ed list will appear in My Lists		
	My Lists 🖬 12 0	lists		
	↓∓ My lists on top 👻 🦷	T Q		+ NEW LIST
		SOC IOI – Sam (Sp19)(2)		
e)	Click on the d	uplicated list and click Edit near the title of the reading list		



- f) Change the title of the reading list to the current semester
- g) Click Save

Description: Introduction to Sociology	g	SAVE
		V SAVE
Reading List Status: Being Prepared	Ŧ	CANCEL
Creative Commons license:	•	
from- Start date 🛗 To- End date	**	

4. Adding sections to your Reading List

Sections can be used to organize materials.

- a) Click **New Section**
- b) Enter a Title, Description (optional), Start date (optional), and End date (optional)
- c) Click Create

≡ 2 T ¥ Q	SUE	BMIT LIST TO LIBRARY FOR PROCE	NEW SECTION
Title: Week 1 Readings b Description: Sociology Overview		С	 ✓ CREATE Î DISCARD
from- 28-August-2018	To- 04-September-2018	m	

5. Adding items to your Reading List

You can add items to your reading list that are available physically in the Library or electronically through Library databases. Material that are added to your reading list that are not available through the CSUSM Library will be reviewed by library staff. For books, library staff will request for the library to purchase an ebook version or physical copy, however, approval is based on material type and cost and it not guaranteed. For electronic material like articles or book chapters, library staff will request a copy through InterLibrary Loan or scan the material from our collection if faculty do not have a PDF copy already.

5.1. Adding items in Leganto Search

a) Click the + icon

SOC 101 - Sam (Sp19) 10		🖋 EDIT
Introduction to Sociology		
SAdd Subjects ► UNPUBLISHED Z Being Prepared O Updated 5 minutes ago 2 0 items in 1 sections	量 0/0 items are in process	
🗄 3 T * Q	SUBMIT LIST TO LIBRARY FOR PROCESSING NEW ST	+

- b) Click Search
- c) Enter a title, author, or keyword
- d) Check mark to include or exclude records without full-text access
- e) Click the magnifying glass icon to find results
- f) You can use Advanced Search to search for an item using multiple fields
- g) You can filter search results by material type
- h) Click on the item you want to add
- i) Choose the Section
- j) Click Add or Add & Edit (Add & Edit allows you to edit the bibliographic fields and change the material type before adding to your list)

Search b Create My Collection
Search citation
Search in: OneSearch
sociology themes and perspectives c e Q
☑ Include records without full-text access
Advanced Search
Search results (266,536) Book (9,429) Book Chapter (2,552) Article (84,196) Video (1)
воок Sociology and Sanitation: Themes and Perspectives Saxena Ashish , Kalpaz Publications, 2015-06-30
BOOK Sociology: themes and perspectives h Michael Haralambos , Robin Heald Slough [Buckingham, University Tutorial Press, 1980 Available in format(s): P - Physical
Add to list Add to bag
Section: Books
J ADD & EDIT ADD

- k) Your item will appear at the end of the section you chose
- I) The availability of the item will appear in your reading list

5.2. Adding items from My Collection

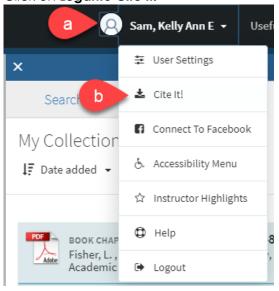
a) Click the + icon

	SOC 101 - Sam (S	Spro) -			🖋 EDIT	
	Introduction to Sociology	P-7/ 6				
	Add Subjects					
	UNPUBLISHED Z Being Prepared	🕑 Updated 5 minutes ago 🛽 🖉 0 ite	ems in 1 sections 📰 0/0 ite	ems are in process		
	≔ <i>3</i> ₹ ⊀ Q		SUE	BMIT LIST TO LIBRARY FOR PROCESSING	NEW SI a	
b)	Click My Collection					
	Click on the item you	want to add				
	Choose the Section					
,	Click Add or Add & Ed	dit				
,	x					
	Search C	Create b	My Collection			
	My Collection					
	↓≓ Date added 👻			۹		
		th Dakota v. Dole, 483 L can constitutional law, by 03, 391 - 393).5.203(1987)	a		
	• Add to list		O Add to ba	ag		
	Section: Articles 🧹 d			•		
		e	ADD & EDIT	DD		

5.3. Adding items using Cite It!

Leganto Cite It! is a tool that allows you to link articles, web pages, YouTube videos, etc. to your reading list. Simply install Cite It! into your bookmarks bar and you can place any URL directly into your reading list.

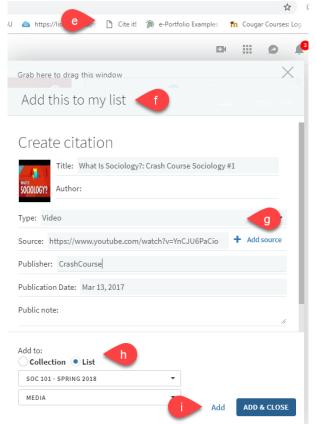
- a) Click on your name in Leganto
- b) Click on Leganto Cite It!



c) Drag and drop the Cite It! link to your bookmarks bar

Cite it!	
	okmarklet enables you to collect resources while browsing the web. nply drag and drop the link below to your bookmarks panel.
ACS Publicat	
Alexander St	reet
Amazon	
American Ins	titute of Physics
American Jo	urnal of Botany

- d) Go to a webpage that you want in your reading list
- e) Click Cite It! from your bookmarks bar
- f) Add this to my list popup appears containing the details of the item
- g) Choose the Type of material you are adding and fill in the appropriate fields
- h) Choose where to add the item Collection or Reading List
 - Reading list names will appear in the drop down menu
 - Sections of reading lists will appear in drop down menu
- i) Click Add or Add & Close



j) A popup window will state that the item was successfully added to your reading list

Your item was successfully added to list

List page 🧹

k) The item will appear at the end of the section you place it in and will say View online

Media	(1)~
	What Is Sociology?: Crash Course Sociology #1 ⊘ CrashCourse, Mar 13, 2017
VIDEO	S Add Item Loan Period
	Being Prepared 🔗 View online

Cite It! checks to see if the article or item you want to include in your reading list is already available through the CSUSM library. Cite It! will check to see if the CSUSM library already has it.

- a) Cite It! will indicate "Covered by your library" in green text
- b) Choose where to add item Collection or Reading List
 - a. Reading list names will appear in drop down menu
 - b. Sections of reading list will appear in drop down menu
- c) Click Add or Add & Close

Add this to my list
Covered by your library
Create citation
Title: Integrating Medical and Environmental Sociology with E
Author: Phil Brown, Phil Brown
Type: Article 🗸
Source: https://journals.sagepub.com/doi/full/10.1177/00 + Add source
Journal Title: Journal of Health and Social Behavior
ISSN: 0022-1465
Publication Date: 2013-04-18
Add to: Collection List
SOC 101 - SPRING 2018 -
ARTICLES C Add ADD & CLOSE

d) The item will appear at the end of the section you place it in and say **View online** and link to the library's databases



5.4. Adding items from the Library website

- a) Sign into Library website
- b) Search for items on Library website

Library Open 7:00am - 5:00pm more info » Logi 24/5 Zone Open to Midnight			
	State University SAN MARCOS		Search Ser
			XA
	OneSearch Articles+ Books & More (CSU+ Circuit Course Reserves	Search (2)
	Looking for a specific article?		ranced Search
	Databases: Most Popular by Subject -	by Title - Trials	

c) Click on the title you want to add to your reading list

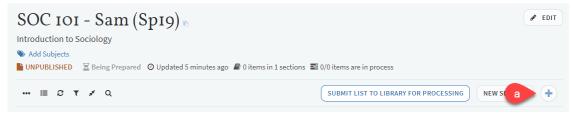
SOC	iology							×	Eve
	Databases	Research Guides	Ask a Librarian	Course Reserves	Library Hours				
		NOTICE SYSTEM		PM Saturday, Dec 8 - 1:00A	M Sunday, Dec 9. may be unavailable.				
	PAGE 1 4,591	1,364 Results 🛛 🤺 Save que	ery						
	¹ 2	JOURNAL Sociology: the journal 1967- & Online access may be		logical Association.		77	*	•••	
	2	JOURNAL				77			
		Sociology.	h Floor Stacks (HM1 .A	76) >		77	74		
	3	воок A dictionary of sociolo 2005 Щ Available at Library 4t		.D5735 2005) >		77	*		

- d) Click the Reading List icon located at the top of the item
- e) Choose a List and Section
- f) Click ADD TO READING LIST

		⊠ E-Mail	<i>§</i> Permalink	99 Citation	e Print	Export RIS	EndNote	Re d	Reading List
воок A dictionary of sc 2005				Add to: Collection Itist Please select a list SOC 101 - Spring 2018					
	Get It		e	Please select a Books	a section		•		
	Request for Pick-up								
Тор 🛧	4th Floor Stacks HM425 Hide Details				ADD TO RE	ADING LIST			
Get lt	(1 copy, 1 available, 0 rec								

5.5. Adding personal copies to be on reserve available in the Library

a) Click the + icon



- b) Click Create
- c) Choose **Type** Book
- d) Enter all applicable fields (title, author, ISBN, edition, publication date, publisher, place of publication, volume, and/or additional person name)
- e) Choose Section
- f) Click Add

Sea	b	Create	My Collection
Create	citation		
12-1	Title: Socio	logy	
<u>S</u>	Author: Jol	hn Doe	
Type: Bo	ok		 _
Source:			+ Add source
ISBN:			
Edition:	4		
Total Page	es:		
Publicatio	on Date: 2018	3	
Publisher	Sage		
Place of p	ublication:		
Public not	ie:		
Creative C	ommons lice	nse: None	•
More iten	n details 🔻		
• Add to	olist		Add to bag
Section:	Books	е	•
CANCEL			f ADD

g) Add Item Loan Period (see 6.5 Adding loan periods to items)

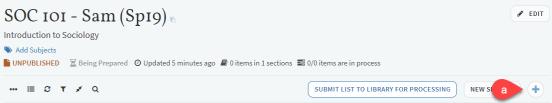
Ø	Sociology V John Doe , 4, Sage, 2018
воок	Being Prepared

h) Bring personal copy to 3rd floor Circulation Desk to be processed

5.6. Adding electronic material not owned by the Library using Create tab

If you have a PDF of the article/book chapter you would like on reserve, please email it to <u>reserve@csusm.edu</u>. If your PDF scan is not up to ADA standards or you do not have a PDF already, the Library will request any electronic material not owned by CSUSM through InterLibrary Loan or scan book chapters from books in the CSUSM collection.

a) Click the + icon



- b) Click Create
- c) Choose Type Article or Book Chapter
- d) Enter all applicable fields (title, author, source, journal title, book title/chapter, volume, page numbers, etc.)
- e) Choose a Section
- f) Click Add

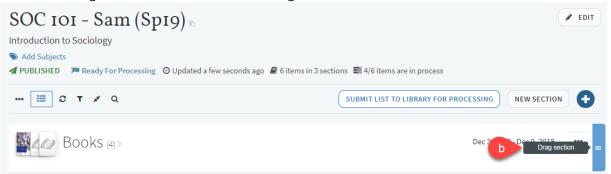
Search Create	My Collection
Create citation	
Chapter Title: Education and B	ehavior
Chapter Author:	
Type: Book Chapter	C •
Source:	+ Add source
Book Title: Sociology of Education	
Book Author: Jane Doe	
Editor:	
Chapter Number: 4	
ISBN:	
Edition:	
Start page: 42	
End page: 75	
Public note:	
• Add to list	◯ Add to bag
Section: Books	•
CANCEL	f ADD

6. Editing/Deleting Reading Lists, sections, and items

6.1. Organizing your sections and items

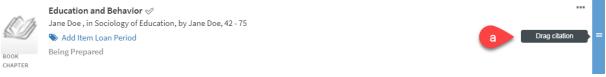
You can move items in your reading list two ways:

- 6.1.1 Dragging Sections
 - a) Click Toggle section view located at the top of your reading list
 - b) Place cursor on the right side of the section you want to move ("Drag section" will appear)
 - c) Click on the right side of the section and drag it to its new location



6.1.2 Dragging Items

- a) Place cursor on right side of item you want to move ("Drag citation" will appear)
- b) Click on the right side of the item and drag it to its new location



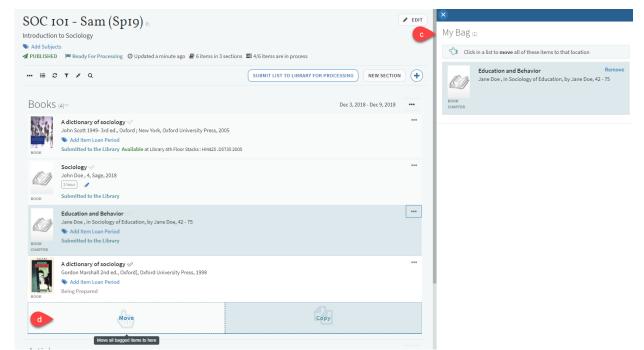
6.1.3 Using Bag It

Bag It should be used when moving multiple sections/items at a time. You can also use Bag It to copy items to another section.

- a) Click on the three dots icon (...) located on the right side of the section or item you want to move
- b) Click Bag It and materials will appear in a list on the right side of the reading list



- c) Items in My Bag will be listed on the right side of your reading list
- d) Choose where you want to move your materials and either click Move or Copy



6.2. Deleting material in your Reading List

- a) Click on the three dots icon (...) located on the right side of the section or item you want to delete
- b) Click Delete section or Delete item

Books	(3)~	
воок	A dictionary of sociology ≪ John Scott 1949- 3rd ed., Oxford ; New York, Oxford University Press, 2005 Add Item Loan Period Being Prepared Available at Library 4th Floor Stacks : HM425.D5735 2005	 ▲ Edit item ▲ Bag It Copy to my collection
Боок	Sociology ≫ John Doe, 4, Sage, 2018 2 hour Being Prepared	 Submit List to Library for Processing Mark as read LTI Direct Access Permalink Set complete
	Education and Behavior 🛷 b	â Delete item

Jane Doe, in Sociology of Education, by Jane Doe, 42 - 75 6.3. Adding due dates to your Reading List

6.3.1. Due dates for sections

- a) Click on the three dots icon (...) located on the right side of the section
- b) Click Edit section

	A dictionary of sociology ⊘	 ▶ Edit section ▲ Bag It
Z SHIN	John Scott 1949- 3rd ed., Oxford ; New York, Oxford University Press, 2005	Submit List to Library for Processing
	S Add Item Loan Period	Copy section
BOOK	Being Prepared Available at Library 4th Floor Stacks : HM425.D5735 2005	LTI Direct Access
	Sociology 🛷	Permalink
110 Ma	John Doe , 4, Sage, 2018	Import
S	2 hour	⊡* Export
	Being Prepared	Print section
300K	being riepareu	🖈 Add a note
	Education and Behavior 🖉	
110 m	Jane Doe, in Sociology of Education, by Jane Doe, 42 - 75	Delete section

- c) Enter Start date and End date
- d) Click Save
- e) Dates for the section will appear next to the title of the section

Title:	Books			
Description	:		d	✓ SAVE
			//	🛍 CANCEL
from- 04-D	ecember-2018	10- 09-December-2018	e c	
Section v	isible only during these dates		-	
Books	(3)~		e Dec 3, 2018 - De	ec 9, 2018 •••
воок	A dictionary of sociology \ll John Scott 1949- 3rd ed., Oxford ; New York, Add Item Loan Period Being Prepared Available at Library 4th Floo			
	Sociology 🖉			

6.3.2. Due dates for items

- a) Click on the item you want to edit
- b) Enter a **Due Date**
- c) The due date will automatically save, you can clear or edit the date by clicking on the calendar icon
- d) The due date will appear next to the title of the item

SOC 101 - Spring	2018 > Articles
ACCESSION OF A CONTRACT OF A C	Integrating Medical and Environmental Sociology with Environmental Health Author: Phil Brown, Phil Brown Journal Title Journal of Health and Social Behavior Publication Date: 2013-04-18 ISSN: 0022-1465 Publisher: SAGE PublicationsSage CA: Los Angeles, CA More details • Add Item Loan Period
Links & Av	ailability
View online View more notes	(JSTOR Arts and Sciences I)
	(SAGE Premier 2014) ≻
✤ View online	(journals.sagepub.com)
Additiona	Services
𝔗 Need Res	earch Help?
Due Date 09-December-20	
Articles	1)~
	itegrating Medical and Environmental Sociology with Environmental Health (Due: Dec 9, 2018) → hil Brown, Phil Brown, Journal of Health and Social Behavior 2013-04-18 → Add Item Loan Period pomplete

6.4. Adding visibility restrictions to your Reading List

Visibility restrictions are only available for sections in a reading list. You can set dates for when you want students to view a section and items in these sections will only be available during the chosen dates.

- a) Click on the three dots icon (...) located on the right side of your reading list
- b) Click Edit section

Books	(3)~	a
BOOK	A dictionary of sociology ≫ John Scott 1949- 3rd ed., Oxford ; New York, Oxford University Press, 2005 Source Add Item Loan Period Being Prepared Available at Library 4th Floor Stacks ; HM425.D5735 2005	Edit section Bag It Submit List to Library for Processing Copy section LTI Direct Access
воок	Sociology ⊗ John Doe , 4, Sage, 2018 2 hour Being Prepared	Permalink Interpret Interpret Permalink Interpret Permalink Permatikation Add a note
10 m	Education and Behavior 🥩 Jane Doe , in Sociology of Education, by Jane Doe, 42 - 75	Delete section

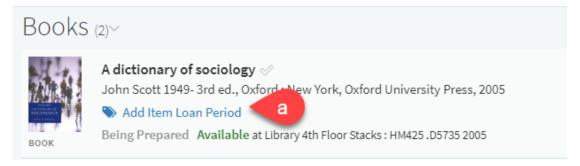
- c) Check the box that states "Section visible only during these dates"
- d) Click Save

Title: Books		
Description:		d v save
		// 🛱 CANCEL
from- 03-December-2018	🛗 To- 09-December-2018	<u></u>
Section visible only during these dates	C	

6.5. Adding loan periods to items

You must add a loan period to physical materials for Library staff to know how long to check out reserve materials. If a loan period is not added, the default loan period will be 2 hours.

a) Click Add Item Loan Period located under the title of the item



- b) Choose a loan period from the drop down menu
- c) Click Save

Books (2)~		
	A dictionary of sociology ⊗ John Scott 1949- 3rd ed., Oxford ; New York, Oxford University Press, 2005		
	Click this Box to Select. PRESS SAVE WHEN DONE	SAVE	∰ CLOSE
	≠ 2 hour		
	🗢 3 hour		•••
K)	≠ 1 day		
воок	æ 3 day		
	≠ 1 week		
Articles	æ 3 week		
	æ Digitize		

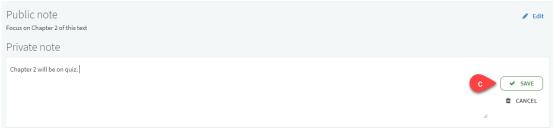
6.6. Adding notes to items in your Reading List

You can add a note to items in your reading list to provide additional information. **Public notes** are viewable by anyone with access to the reading list. **Private notes** are only viewable by you.

- a) Click on the item you want to add a note to
- b) Click Add note on either the private note or public note

SOC 101 - Sam (Sp19) > Books				
A dictionary of sociology $ otiv $ Additional Person Name: Gordon Marshall Publication Date: 1998 Edition: 2nd ed, ISBN: 0192800817 OCLC Number: 49499853 More details = BOOK Add Item Loan Period				
Links & Availability No links currently available				
Additional Services				
P Need Research Help?				
P Request the print version of this book				
Due Date				
Due Date				
Public note				
Add note D Private note				
Add note				

c) Enter your note text in the box and click Save



d) Public notes will appear in the list of citations



6.7. Adding collaborators to your Reading List

You can add another faculty member to your reading list if you would like to collaborate on building a list together or are teaching a joint class.

6.7.1. Adding collaborators

- a) Click on **Collaborators**
- b) Click on Manage collaborators

Collaborators (1) ~ a You are editing this list
 Sam, Kelly Ann E Manage collaborators
Upcoming Due Dates (1) >
Library Discussion 💿 >

c) Enter names or email address of the person you want to add

d) Click SEND INVITATION

Manage collaborators	
Existing collaborators: Q Sam, Kelly Ann E	Can manage list 👻 🗙 🗙
Invite new collaborators	
Roudenbush, Teresa A - Staff C	
	d SEND INVITATION
ng collaborator access Click Manage collaborators	
Collaborators (2) ~	
You and 1 others are editing this list	
Q Sam, Kelly Ann E	
Q Roudenbush, Teresa A	
Manage collaborators	

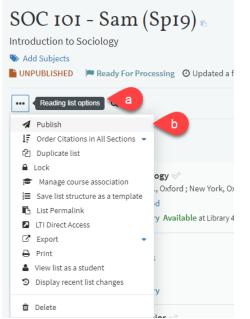
- b) Click on the right side of the collaborators name to either Allow collaborator to manage the list or Restrict owner to edit the list only
- c) Click Close

	Manage col	laborator	rs				
	Existing collabo	orators:					
	Q Sam, Kelly Ann E	Ē		Car	n manage li	st 🕶	×
	Q Roudenbush, Te	eresa A			Can edit li	st 🗸 🧹	b
			Allow co	llaborator to ma	anage the lis	:	
	Invite new colla	aborators					
	Enter names or ema	ail addresses					
	CLOSE				SENI) INVITAT	ION
	ng collabora						
	ick Manage c		ors				
(Collaborato	rs (2) ~					
Ŷ	You and 1 others a	re editing this	list				
	Q Sam, Kelly An	n E					
	Q Roudenbush,	Teresa A					
	🔮 Manage collab	oorators	a				
	ick the X next	to the col	llaborato	or you wou	ld like to	o delet	е
	ick Close						
	Manage collabo	orators					
E	Existing collaborate	ors:					
	२ Roudenbush, Teresa A	A.		Can manage list 🔻	×		
ş	२ Sam, Kelly Ann E		(Can manage lis	X		
I	nvite new collabor	ators					
	Enter names or email add	lresses					
	CLOSE			SEND INV	TATION	`	

7. Publishing your Reading List

When your reading list is complete, you must publish it in order for your students to view it.

- a) Click on the three dots (...) icon on the top left of your reading list
- b) Click Publish



c) The status of your list will appear underneath the title of your reading list

State University UNIVERS	TY			0
		List was published		×
SOC 101 - Sa	m (Sp19) 🖻		Ø LUII	Conaborê
Introduction to Sociology	,			
Ndd Subjects				Library Di
	Processing O Updated a few seconds ago 🗐 6 items in 3 sec	ctions 🗮 4/6 items are in process		
🗉 3 T 🖌 Q		SUBMIT LIST TO LIBRARY FOR PROCESSING		

8. Submitting your Reading List for processing by Library staff

Submitting your reading list will notify Library staff that there are materials that need to be processed.

a) Click SUBMIT LIST TO LIBRARY FOR PROCESSING located on the top right of your reading list

SAN MARCOS	List sent to the library to process	×
SOC 101 - Sam (Sp19) 6	·	Conapore
Introduction to Sociology		Libert D
 Add Subjects PUBLISHED Ready For Processing Oupdated a few seconds ago 	🖉 6 items in 3 sections 🛛 🗮 5/6 items are in process	Library Di
🗄 🕫 🕇 🖌 Q	a SUBMIT LIST TO LIBRARY FOR PROCESSING NEW SECTION	

8.1. Understanding Item Statuses

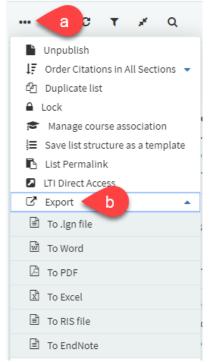
- a) After submitting your list, all new items will have the status of "Submitted to the Library"
- b) A "**Complete**" status indicates that the item is available and ready for students to checkout, view, or download

BOOK	A dictionary of sociology Gordon Marshall 2nd ed., Oxford], Oxford University Press, 1998 <i>Focus on Chapter 2 of this text</i> Add Item Loan Period Submitted to the Library	
Article	!S (1)∽	
	Integrating Medical and Environmental Sociology with Environmental Health (Due: Dec 9, 2018) ⊘ Phil Brown, Phil Brown, Journal of Health and Social Behavior 2013-04-18 Add Item Loan Period Complete	•••

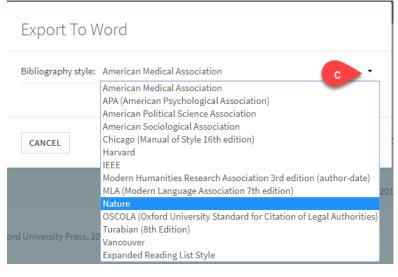
9. Exporting your Reading List

You can export your reading list in specific formats such as APA or MLA. You are also able to export it to Zotero.

- a) Click on the three dots (...) icon on the top left of your reading list
- b) Click Export and choose a format (Word allows bibliography style formatting)



c) Choose a bibliography style and click Export



10. Likes and Views

You can see how many students have liked or viewed a citation.

a) For likes, there will be a heart icon with the number of likes



Foucault, Femininity, and the Modernization of Patriarchal Power Bartky, Sandra Lee (1990), in Feminist Theory Reader, by McCann, Carole R., Kim, Seung-kyung 4, Routledge, 2017, 466 - 480 Nadd Item Loan Period Complete 🛛 🕹 Download

b) For views, there will be an eye icon with the number of views.



Video Games and Machine Dreams of Domination Sanbonmatsu, John , in Gender, Race, and Class in Media: A Critical Reader, by Dines, Gail, Humez, Jean Sage, 2011, 427 - 435

Ndd Item Loan Period Complete (Download



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