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

1.1. Adding your Library Reserves List into Moodle (Cougar Courses)
If you are teaching multiple sections with separate Moodle shells, place your Library Reserves List link in ALL sections

a) Login to Cougar Courses
b) Go to your course
c) Click Create learning activity
d) Click Library Reserves
e) Add what you’d like to title your Library Reserves link
f) Click Save and return to course
1.1.1. Adding your Library Reserves List into a combined Cougar Course container

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

a) Go to the Library Reserves List you want to add
b) Click on the three dots (…) icon for Library Reserves List options
c) Click on List Permalink
d) Copy permalink to clipboard
e) Login to Cougar Courses
f) Go to your course
g) Click Create learning activity
h) Click on Resources
i) Choose URL
j) Enter a Name for the link – i.e. Library Reserves
k) Paste permalink into the External URL field
l) Click Save and return to course
Adding a new URL

Name
Library Reserves

External URL
https://csu-csusm.alma.exlibrisgroup.com/leganto/public/01CALS_USI

Description

☐ Display description on course page
Multimedia files won’t be displayed in the activity card views for the Snap theme. This will be applied in homepage and course pages only for the small activity and resource cards.

Save and return to course
1.2. Adding your Library Reserves List into Canvas
a) Go to the Library Reserves List you want to add
b) Click on the three dots (…) icon for Library Reserves List options
c) Click on List Permalink
d) Copy permalink to clipboard
e) Paste permalink into your Canvas course

1.2.1. Permalinking to your Library Reserves List

You can permalink to your Library Reserves List if you want to link directly to your Library Reserves from titles listed in your Cougar Courses. ***Please note that this permalink will need to be replaced every semester since you are given a new Library Reserves List every semester.***

a) Go to the Library Reserves List you want to add
b) Click on the three dots (…) icon for Library Reserves List options
c) Click on List Permalink
d) Paste permalink into your Cougar Course wherever you’d like to link from
2. What is Collection

Collection can be used to gather material you may wish to use to build your Library Reserves List(s).

2.1. Adding items to Collection using Library Search

a) Select **Collection** from the options in the left hand navigation panel

b) Click on **Add Items** +

c) Use the search options to find relevant items from 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 **Add**
2.2. Adding items to Collection using Create

a) Select Collection from the options in the left hand navigation panel
b) Click on Add Items +
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 Library Reserves 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 Library Reserves List.
3. Creating a Library Reserves List

Most Library Reserves 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 Library Reserves List from scratch.

a) Login to the Library Reserves tool
b) Click on Lists
c) Click + New List
d) Enter Title: Course Number – Last Name (Semester and Year)
   - Example: SOC 101 – Sam (Sp19)
e) Enter Description (optional)
f) Click Create
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 template
3.1. Connecting your Library Reserves List with a course

For Library Reserves List links in Cougar Courses to work, it must be associated to the appropriate course. Library Reserves Lists can be associated with multiple sections of a course if you are teaching more than one section. If you are working on a Library Reserves List prior to the start of the semester, you can opt out of associating the Library Reserves List until you are complete.

3.1.1. Connecting the Library Reserves List before adding items

a) Click Connect List
b) Look up the course using the CRN(s) to ensure you are choosing the correct course
c) Click on the correct course
d) Dates and Number of Participants will already be populated and click Connect & Close
3.1.2. Connecting the Library Reserves List after adding items

a) Click Not Now
b) Click on the three dots (…) icon on the top left of your Library Reserves List
c) Click Manage Connected Courses
d) Look up course using CRN(s) to ensure you are choosing the right course
e) Click on the correct course
f) Click on the correct course and click Connect & Close
3.2. Duplicating an existing Library Reserves List

If you want to use the same Library Reserves 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 Library Reserves List
b) Click Duplicate list
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
d) Your duplicated list will appear in Lists
e) Click on the duplicated list and click Edit near the title of the Library Reserves List
f) Change the title of the Library Reserves List to the current semester
g) Click Save
4. Adding sections to your Library Reserves List

Sections can be used to organize materials.

- **a)** Click **New Section**
- **b)** Enter a **Title** for the section
  - Optional Fields:
    - Description
    - Start date
    - End date
    - Section visible only during these dates – clicking on this box means that students can only view this section during the designated dates
- **c)** Click **Create**
5. Adding items to your Library Reserves List

You can add items to your Library Reserves List that are available physically in the Library or electronically through the Library databases. Materials that are added to your Library Reserves 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 e-book 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 scan the material from our collection if faculty do not have a PDF copy already.

5.1. Adding items in Leganto Search

a) Click Add Items +
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)
k) Your item will appear at the end of the section you chose
l) The availability of the item will appear in your Library Reserves List
5.2. Adding items from My Collection

a) Click **Add Items +**
b) Click **Collection**
c) Click on the item you want to add
d) Choose the **Section**
e) Click **Add** or **Add & Edit**
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 Library Reserves List. Simply install Cite It! into your bookmarks bar and you can place any URL directly into your Library Reserves List.

a) Click on your name in Leganto
b) Click on **Cite It!**
c) Drag and drop the Cite It! link to your bookmarks bar
   - Clicking on Cite It! button installation will bring up a video tutorial of how to install Cite

d) Go to a webpage that you want in your Library Reserves 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 Library Reserves List
   - Library Reserves List names will appear in the drop down menu
   - Sections of Library Reserves 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 Library Reserves List
   - You can click on List page to view your Library Reserves List
k) The item will appear at the end of the section you place it in and will say View online
Your item was successfully added to list

List page

A survivor’s plea to end child marriage | Payzee Mahmud | TEDxLondonWomen
Talent Recap, Jan 6, 2020, Duration 18:45
Add Item Loan Period
Complete View online
Cite It! checks to see if the article or item you want to include in your Library Reserves 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 Library Reserves List
c) Library Reserves List names will appear in drop down menu
d) Sections of Library Reserves List will appear in drop down menu
e) Click Add or Add & Close
f) 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
c) Click on the title you want to add to your Library Reserves List
d) Click the Reading List icon located at the top of the item
e) Choose a List and Section
f) Click **ADD TO LIBRARY RESERVES LIST**
5.5. Adding personal copies to be on reserve available in the Library

a) Click **Add Items +**
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**
g) Add **Item Loan Period**
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 reserve@csusm.edu. 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 Add Items +
b) Click Create
c) Choose Type – Article or Book Chapter
   - Enter all applicable fields (title, author, source, journal title, book title/chapter, volume, page numbers, etc.)
d) Choose a Section
e) Click Add
5.7. Adding an item for a Library Purchase Request

a) Click **Add Items +**
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**
g) Add **Purchase Request** tag
6. Editing/Deleting Library Reserves Lists, sections, and items

6.1. Organizing your sections and items

You can move items in your Library Reserves List two ways:

6.1.1. Dragging Sections
a) Click **Toggle** section view located at the top of your Library Reserves 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
6.2. 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 Library Reserves List

c) Items in My Bag will be listed on the right side of your Library Reserves List

d) Choose where you want to move your materials and either click Move or Copy
6.3. Deleting material in your Library Reserves 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**

![Deleting material in your Library Reserves List](image)

6.4. Adding due dates to your Library Reserves List

6.4.1. Due dates and visibility restrictions for sections

Visibility restrictions are only available for sections in a Library Reserves 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 the section
b) Click **Edit section**
c) Enter **Start date** and **End date**
d) Clicking on the check box makes the section only visible during the chosen dates
e) Click **Save**
f) Dates for the section will appear next to the title of the section

![Adding due dates to your Library Reserves List](image)
6.4.2. 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
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**
6.6. Adding notes to items in your Library Reserves List

You can add a note to items in your Library Reserves List to provide additional information. Public notes are viewable by anyone with access to the Library Reserves 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
c) Enter your note text in the box and click **Save**
d) Public notes will appear in the list of citations
7. Adding collaborators to your Library Reserves List

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

7.1. Adding collaborators
   a) Click on Collaborators
   b) Click on Manage collaborators
   c) Enter names or email address of the person you want to add
   d) Click SEND INVITATION

7.2. Editing collaborator access
   a) Click 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
7.3. Deleting collaborators
a) Click **Manage collaborators**
b) Click the **X** next to the collaborator you would like to delete
c) Click **Close**
8. Publishing your Library Reserves List

When your Library Reserves 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 Library Reserves List
b) Click Publish
c) The status of your list will appear underneath the title of your Library Reserves List
d) A pop up will appear saying List was published
9. Submitting your Library Reserves List for processing by Library staff

Submitting your Library Reserves List will notify Library staff that there are materials that need to be processed/reviewed.

a) Click **SUBMIT LIST TO LIBRARY FOR PROCESSING** located on the top right of your Library Reserves List
b) A pop up will appear saying List sent to library to process

10. Understanding Item Statuses

a) After submitting your list, all new items will have the status of "Submitted to the Library"
   • This status indicates that it still needs to be processed by Library staff, for example, books to be placed on reserve from the Library collection, purchase requests, and/or PDF uploads
b) A "Complete" status indicates that the item is available and ready for students to checkout, view, or download
   • This status is for materials that do not need Library staff to process, for example, articles from our databases, ebooks, or streamed videos
11. Exporting your Library Reserves List

You can export your Library Reserves 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 Library Reserves List
b) Click Export and choose a format (Word allows bibliography style formatting)
c) Choose a Bibliography style and click Export
12. Student Engagement

12.1. 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

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

12.2. View List as a Student

You can view your list in student view to see what your students will see when they view your Library Reserves list.

a) Click on the three dots (…) icon on the top left of your Library Reserves List
b) Click View list as a student
   c) You can exit student view by clicking on the X on the bottom left of the page