



California State University  
SAN MARCOS

UNIVERSITY  
LIBRARY

# Instructor Manual for Managing your Library Reserves

[LIBRARY RESERVES - RESERVE@CSUSM.EDU](mailto:RESERVE@CSUSM.EDU)

LAST UPDATED: 10/18/2020  
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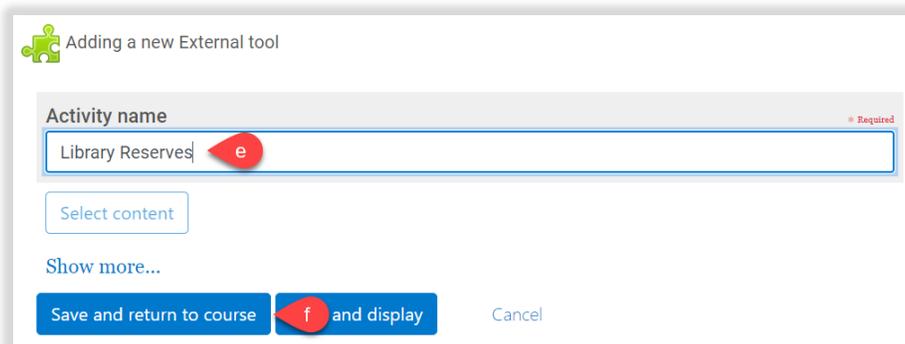
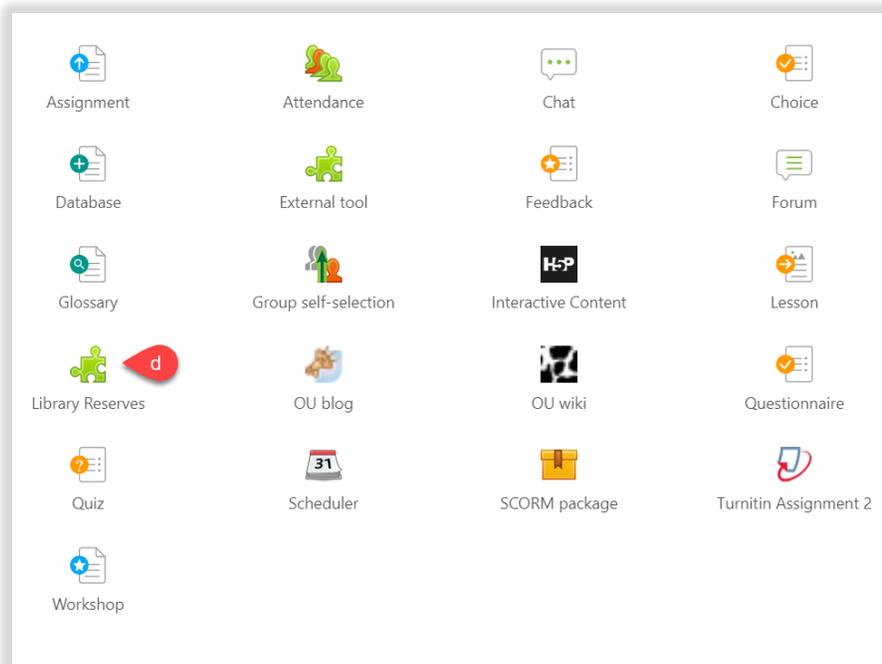
# 1. Accessing your Library Reserves List

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/csusmlibraryreserves>

## 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**



This image shows the 'Adding a new External tool' form in Moodle. The 'Activity name' field contains the text 'Library Reserves' and is marked with a red circle containing a white 'e'. Below the field is a 'Select content' button and a 'Show more...' link. At the bottom, there are three buttons: 'Save and return to course' (blue), 'and display' (blue with a red circle containing a white 'f'), and 'Cancel' (grey).

### 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**

The screenshot shows a course page for 'SOC 101 - Sam (Sp19)'. The page title is 'Introduction to Sociology'. Below the title, there are several status indicators: 'PUBLISHED', 'Inactive', 'Updated 6 days ago', '15 items in 2 sections', and '1/15 items are in process'. A 'SUBMIT LIST TO LIBRARY FOR PROCESSING' button is visible. The main content area is titled 'Week 1 Readings' and features a book entry: 'Tales of a shaman's apprentice: an ethnobotanist searches for new medicines in the Amazon rain forest' by Plotkin, Mark J., New York, Viking, 1993. A red callout 'b' points to the three-dot menu icon in the top right corner. A second red callout 'c' points to the 'List Permalink' option in the dropdown menu.

The dialog box displays the text 'Permalink for: SOC 101 - Sam (Sp19)'. Below this, the URL 'https://csu-csusm.alma.exlibrisgroup.com/leganto/public/01CAL5\_USM/lists/62739374' is shown in a text field. A 'COPY TO CLIPBOARD' button is highlighted with a red callout 'd'. Below the button, a green checkmark and the text 'Item was copied to your clipboard' are visible. A 'CLOSE' button is located at the bottom right of the dialog.

Two buttons are shown side-by-side. The left button is labeled 'Create learning activity' and features a green plus sign icon and a red callout 'g'. The right button is labeled 'Drop files to attach, or browse' and features a document icon with a plus sign.

Create learning activity ✕

Activities **Resources** help guide ?

Book File Folder IMS content package

Label Page URL

Adding a new URL

**Name** \* Required

Library Reserves j

**External URL** \* Required

https://csu-csusm.alma.exlibrisgroup.com/leganto/public/01CALS\_USI Choose a link... k

**Description**

Paragraph Font family Font size **B** *I* U

Path: p

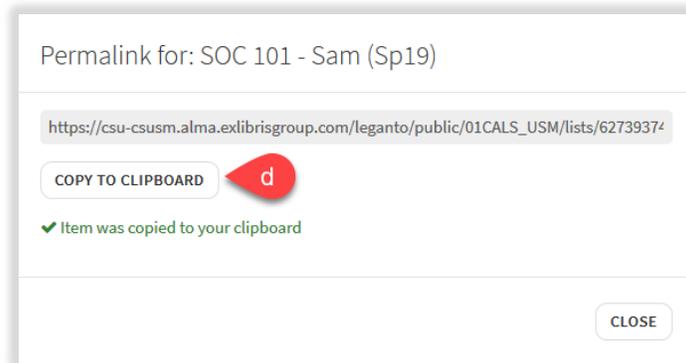
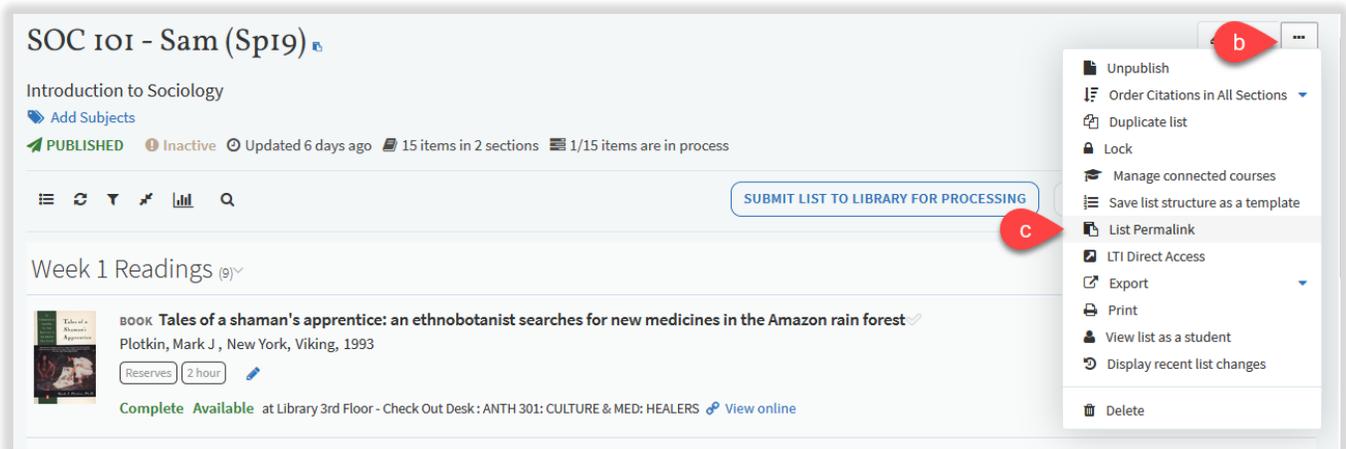
Display description on course page ?

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** l Cancel

## 1.2. Adding your Library Reserves List into Canvas

- Go to the Library Reserves List you want to add
- Click on the three dots (...) icon for Library Reserves List options
- Click on **List Permalink**
- Copy permalink to clipboard
- 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.\*\*\*

- Go to the Library Reserves List you want to add
- Click on the three dots (...) icon for Library Reserves List options
- Click on **List Permalink**
- 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

- Select **Collection** from the options in the left hand navigation panel
- Click on **Add Items +**
- 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.
- Select the item you want and click **Add**

The screenshot displays the California State University San Marcos University Library interface. On the left, a navigation panel includes 'LISTS', 'COLLECTION', 'FIND LISTS', and 'REPORTS'. The main area shows a 'Collection (94)' with a search bar and an 'ADD ITEMS +' button. Below this, four items are listed: a book chapter, a document, a newspaper article, and an electronic article. A search results overlay is visible on the right, showing a search for 'of mice and men' with 937,015 results. The overlay includes search criteria, advanced search options, and a list of resource types. A specific article is highlighted with an 'ADD' button.

## 2.2. Adding items to Collection using Create

- Select **Collection** from the options in the left hand navigation panel
- Click on **Add Items +**
- Click on the **Create** tab
- Select the appropriate **Type** for your item from the drop-down menu
- Fill in all relevant fields, using the More item details option as required
- Note that any URL should be added to the Source field
- 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](mailto: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.

The screenshot displays the 'Collection (94)' page in the University Library system. The left-hand navigation panel shows 'COLLECTION' selected. The main area lists several items, including a book chapter, a document, a newspaper article, an electronic article, and another book chapter. A 'Create citation' modal is open on the right, with the following fields filled: Chapter Title: 'When East Meets West', Chapter Author: (empty), Type: 'Book Chapter', Source: 'History of the Americas', Book Author: 'John Smith', Editor: (empty), Chapter Number: '3', ISBN: (empty), Edition: '2nd', Start page: '75', End page: '113', and Creative Commons license: 'None'. The 'More item details' link is expanded. Red callout letters a-g indicate the steps: a) 'Collection' in the left nav, b) 'ADD ITEMS +' button, c) 'Create' tab, d) 'Type' dropdown, e) 'More item details' link, f) 'Source' field, and g) 'SAVE' button.

### 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

My lists on top

LISTS

COLLECT

FIND LISTS

REPORTS

Import

CANCEL

CREATE

Title\*: SOC 101 - Sam (Sp19)

Description: Introduction to Sociology

SOC 101 - Sam (Sp19)

Introduction to Sociology

UNPUBLISHED New list

Select a template

Please select the structure for your new list. If you're unsure, select "blank". You can always change it later.

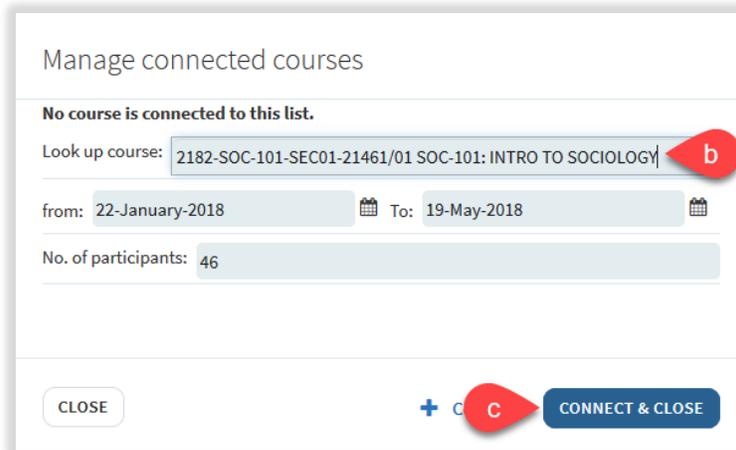
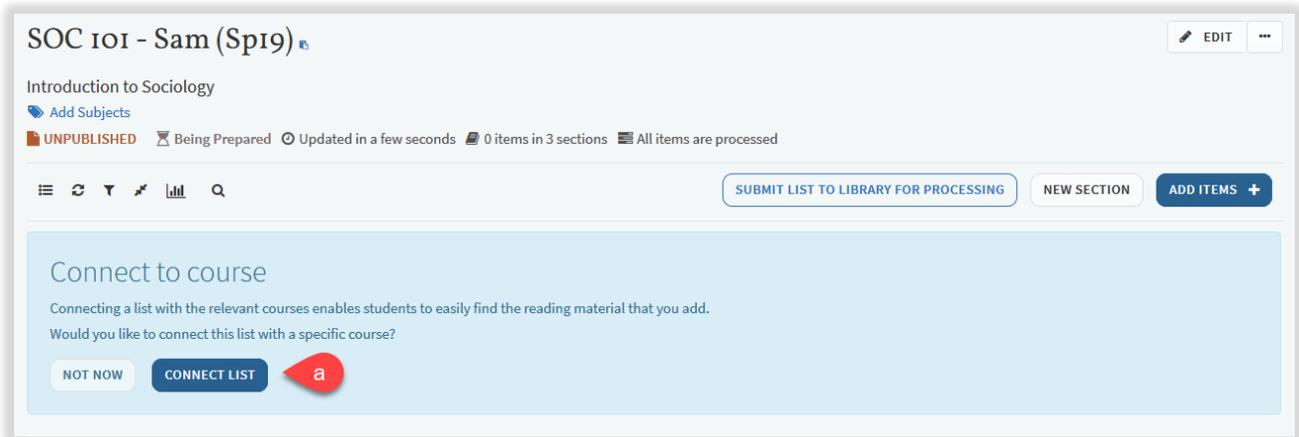
<b>Blank</b> Create custom sections	<b>Material Type</b> Separate sections for Books, Articles, and Media.	<b>Weekly</b> Separate sections for each week of the semester.
<b>Required &amp; Additional Readings</b> Separate sections for Required readings and Additional readings.	<b>Weekly Required/Additional Readings</b> Separate sections for Required readings and Additional readings for each week.	

### 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

- Click **Connect List**
- Look up the course using the CRN(s) to ensure you are choosing the correct course
- Click on the correct course
- Dates and Number of Participants will already be populated 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.

- Click on the three dots (...) icon on the top left of your Library Reserves List
- Click **Duplicate list**
- A pop up will appear at the top of your list stating the list has been copied with the name of the duplicated list
- Your duplicated list will appear in Lists
- Click on the duplicated list and click **Edit** near the title of the Library Reserves List
- Change the title of the Library Reserves List to the current semester
- Click **Save**

The screenshot shows the interface for a Library Reserves List titled "SOC 101 - Sam (Sp19)". The list is for the course "Intro to Sociology" and is currently "UNPUBLISHED". A dropdown menu is open, showing various actions such as "Publish", "Order Citations in All Sections", "Duplicate list", "Lock", "Manage connected courses", "Save list structure as a template", "List Permalink", "LTI Direct Access", "Export", "Print", "View list as a student", "Display recent list changes", and "Delete". Red callout letters 'a' and 'b' point to the three-dot menu icon and the "Duplicate list" option, respectively.

A green checkmark notification banner states: "The list SOC 101 - Sam (Sp19) was copied to SOC 101 - Sam (Sp19)(1)". A red callout letter 'c' points to the notification.

The screenshot shows the interface for the newly created Library Reserves List titled "SOC 101 - Sam (Sp19)(1)". The list is for the course "Intro to Sociology" and is currently "UNPUBLISHED". The "EDIT" button is highlighted with a red callout letter 'e'. A red callout letter 'd' points to the list title.

The screenshot shows the "Edit" form for the Library Reserves List. The "Title\*" field is highlighted with a red callout letter 'f' and contains the text "SOC 101 - Sam (Fa20)". Other fields include "Description: Intro to Sociology", "Reading List Status: Being Prepared", "Creative Commons license:", "from: DD-MM-YYYY", "To: DD-MM-YYYY", and "Syllabus URL:". A red callout letter 'g' points to the "SAVE" button.

## 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**

The screenshot shows a web interface for creating a new section in a library reserves list. At the top right, there are three buttons: "SUBMIT LIST TO LIBRARY FOR PROC..." (with a red callout 'a'), "NEW SECTION", and "ADD ITEMS +". Below these is a form with the following fields:

- Title\*:** "Week 1 Readings" (with a red callout 'b')
- Description:** (empty text area)
- from:** "06-October-2020" (with a calendar icon)
- To:** "12-October-2020" (with a calendar icon)
- Section visible only during these dates:** (checkbox, currently unchecked)

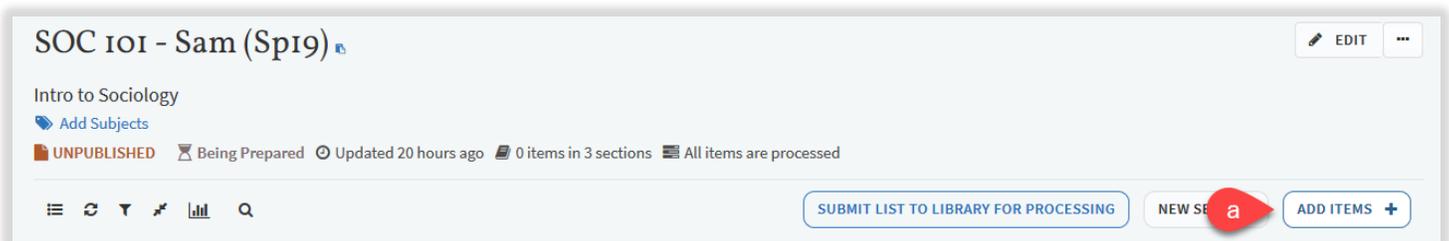
At the bottom left, there is an "Import" button with a download icon. At the bottom right, there are "CANCEL" and "CREATE" buttons. A red callout 'c' points to the "CREATE" button.

## 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



SOC IOI - Sam (Sp19) EDIT

Intro to Sociology

[Add Subjects](#)

**UNPUBLISHED** Being Prepared Updated 20 hours ago 0 items in 3 sections All items are processed

☰ ↺ ⌵ ⌵ 📊 🔍

SUBMIT LIST TO LIBRARY FOR PROCESSING NEW SE... ADD ITEMS +

Search **b** Create Collection

### Search Library Resources

Search in: OneSearch

Enter search criteria:

sociology and women **c** **e** 

Include records without full-text access **d**

[Advanced Search](#)

Search results (1,079,227)

Resource Type: **Book** (31,102) **Book Chapter** (128,019) **Article** (665,957) **Video** (771)

Availability: **Open Access** (156,713) [Hide](#)

 **BOOK Politics of piety: the islamic revival and the feminist subject.** **h**  
Saba Mahmood, REV - Revised, Princeton, Princeton University Press, 2011

Add to:  List  Add to bag  Suggestions

Section: Books **i**

 **j** **ADD**

## 5.2. Adding items from My Collection

- Click **Add Items +**
- Click **Collection**
- Click on the item you want to add
- Choose the **Section**
- Click **Add** or **Add & Edit**

SOC IOI - Sam (Sp19) EDIT

Intro to Sociology

[Add Subjects](#)

UNPUBLISHED Being Prepared Updated 20 hours ago 0 items in 3 sections All items are processed

SUBMIT LIST TO LIBRARY FOR PROCESSING NEW SE **a** ADD ITEMS +

Search Create **b** Collection

My Collection

Date added ▾

**BOOK CHAPTER Part III - Introduction**  
in Gender, race, and class in media: a critical reader,  
Dines, Gail, editor., Fifth edition.,  
Thousand Oaks, California,  
SAGE Publications, Inc., 2018

**BOOK CHAPTER Disability and the Justification of Inequality in American History** **c**  
in Race, class, and gender in the United States: a n integrated study,  
Rothenberg, Paula S., 1943- editor.,  
Eleventh edition., New York,  
Worth Publishers/Macmillan Learning, 2020

Add to:  List  Add to bag  Suggestions

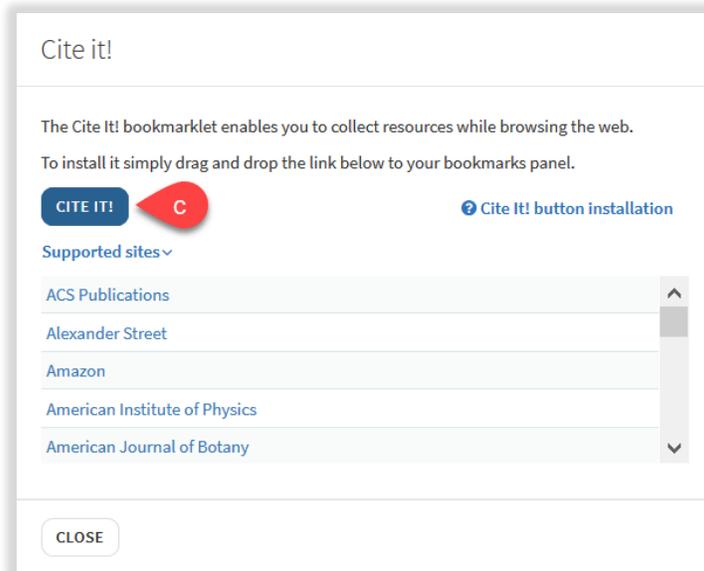
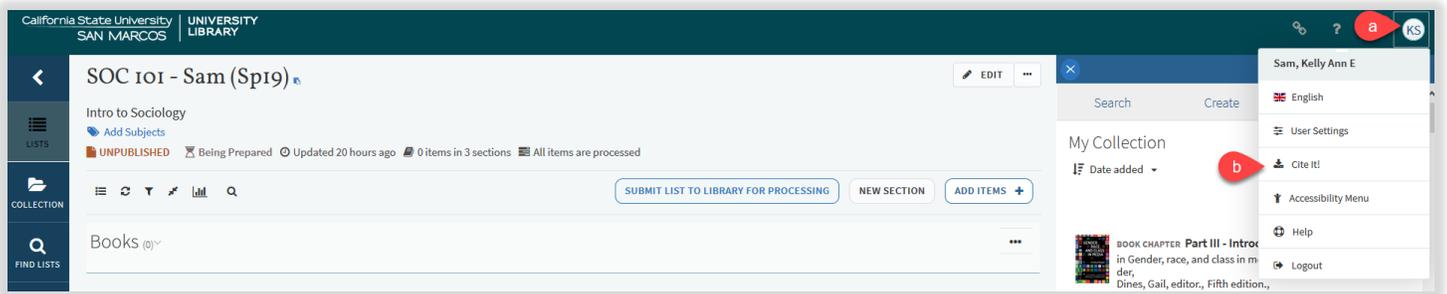
Section: Articles **d**

**e** ADD

### 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



Getting Started Mediasite Login Cite it!

YouTube Search

**f** Add this to my list

Create citation

**g** Title\*: A survivor's plea to end child marriage | Payzee ...  
 Author:

Type\*: Video

Source: <https://www.youtube.com/watch?v=GkH0j...> + Add source

Duration: 18:45

Publisher: Talent Recap

**h** Add to:  Collection  List  
 SOC 101 - Sam (Sp19)  
 Week 1 Readings

**i** Add ADD & CLOSE

0:01 / 18:45

Apology Today | Nathaniel...

Your item was successfully added to list

[List page](#) **j**

VIDEO A survivor's plea to end child marriage | Payzee Mahmod | TEDxLondonWomen ✓  
 Talent Recap, Jan 6, 2020, Duration 18:45

[Add Item Loan Period](#)

Complete [View online](#) **k**

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.

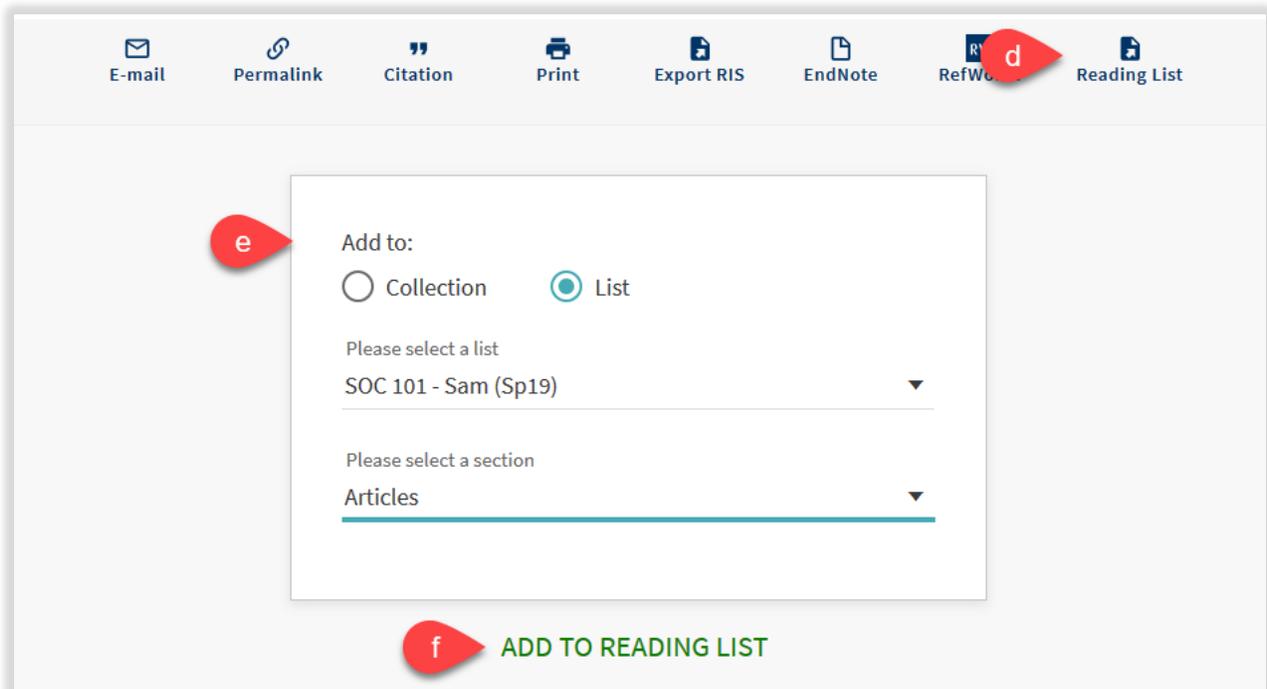
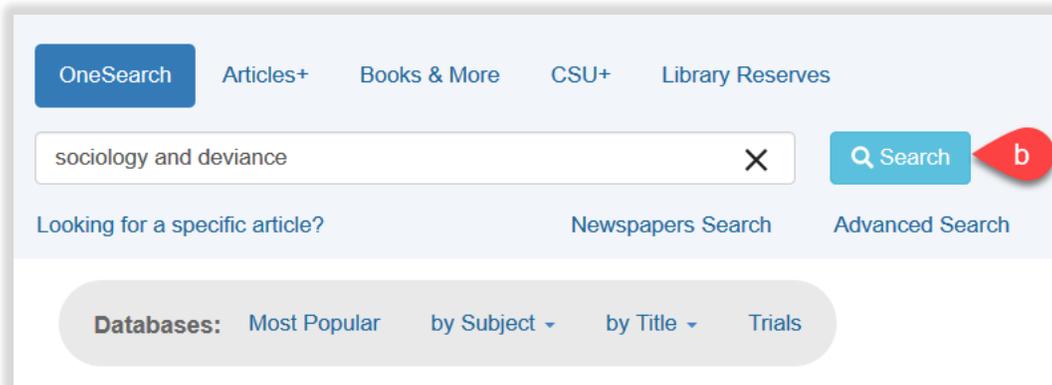
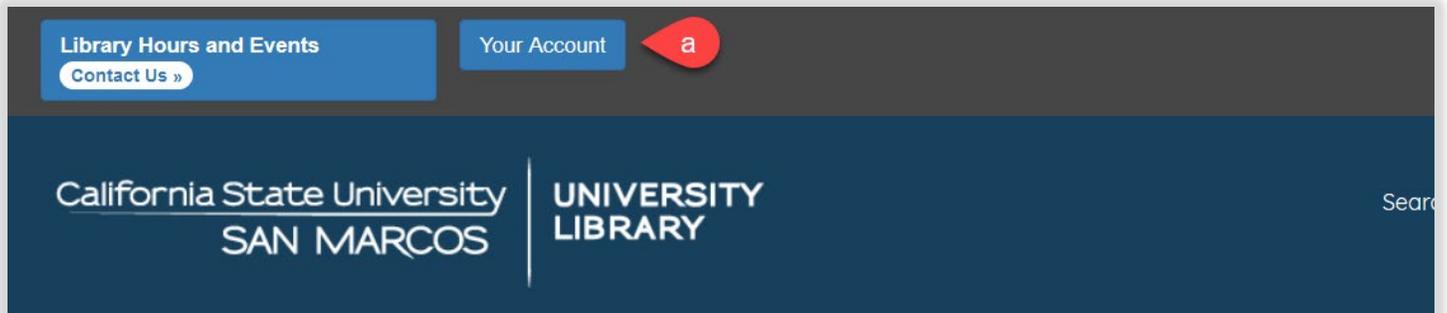
- Cite It! will indicate "**Covered by your library**" in green text
- Choose where to add item – Collection or Library Reserves List
- Library Reserves List names will appear in drop down menu
- Sections of Library Reserves List will appear in drop down menu
- Click **Add** or **Add & Close**
- The item will appear at the end of the section you place it in and say View online and link to the library's databases

The screenshot shows the 'Add this to my list' interface. At the top right, it says 'CALIFORNIA STATE UNIVERSITY - SAN MARCOS UNIVERSITY LIBRARY'. The main heading is 'Add this to my list'. Below it, a green flag icon is next to the text 'Covered by your library', with a red callout bubble 'a' pointing to it. Underneath is the 'Create citation' section. It includes a 'Title\*' field with the text 'Understanding risk behaviours: How the sociolo ...', an 'Author:' field, and a 'Type\*' dropdown menu set to 'Article'. The 'Source:' field contains 'https://www-sciencedirect-com.ezproxy.cs ...' with a '+ Add source' link. The 'Journal Title:' field contains 'Social Science & Medicine'. At the bottom, there are radio buttons for 'Collection' and 'List' (selected), followed by two dropdown menus: 'SOC 101 - Sam (Sp19)' and 'Week 1 Readings'. A red callout bubble 'b' points to the second dropdown. At the bottom right, there are two buttons: 'Add' (with a red callout bubble 'c') and 'ADD & CLOSE'.

The screenshot shows the 'Articles (1)' list. The first article is 'ARTICLE Understanding risk behaviours: How the sociology of deviance may contribute? The case of drug-taking' with a checkmark. Below the title is the journal information: 'Social Science & Medicine, 63(3), 2006/08/01, 675 - 679'. There are two links: 'Add Item Loan Period' and 'Complete View online'. A red callout bubble 'd' points to the 'View online' link.

## 5.4. Adding items from the Library website

- Sign into Library website
- Search for items on Library website
- Click on the title you want to add to your Library Reserves List
- Click the **Reading List** icon located at the top of the item
- Choose a List and Section
- Click **ADD TO LIBRARY RESERVES LIST**



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

- Click **Add Items +**
- Click **Create**
- Choose **Type** – Book
- Enter all applicable fields (title, author, ISBN, edition, publication date, publisher, place of publication, volume, and/or additional person name)
- Choose **Section**
- Click **Add**
- Add **Item Loan Period**
- Bring personal copy to 3rd floor Circulation Desk to be processed

SOC IOI - Sam (Sp19) EDIT ...

Intro to Sociology

[Add Subjects](#)

UNPUBLISHED Being Prepared Updated 20 hours ago 0 items in 3 sections All items are processed

SUBMIT LIST TO LIBRARY FOR PROCESSING NEW SE **a** ADD ITEMS +

Search **b** Create Collection

### Create citation

Title\*: Introduction to Sociology

Author: James Blake

Type\*: Book **c**

Source: [+ Add source](#)

ISBN:

Edition: 2nd

Total Pages:

Publication Date: 2018

Publisher: McGraw-Hill

Place of publication:

Public note:

Add to:  List  Add to bag

Section: Books **f**

CANCEL **g** ADD

## 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](mailto: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.

- Click **Add Items +**
- Click **Create**
- Choose **Type** – Article or Book Chapter
  - Enter all applicable fields (title, author, source, journal title, book title/chapter, volume, page numbers, etc.)
- Choose a **Section**
- Click **Add**

SOC IOI - Sam (Sp19) EDIT

Intro to Sociology

[Add Subjects](#)

UNPUBLISHED Being Prepared Updated 20 hours ago 0 items in 3 sections All items are processed

SUBMIT LIST TO LIBRARY FOR PROCESSING NEW SE **a** ADD ITEMS +

Search **b** Create Collection

Create citation

Chapter Title\*: Deviance of Juveniles

Chapter Author:

Type\*: Book Chapter **c**

Source: [+ Add source](#)

Book Title: Sociology of Deviance

Book Author: John Smith

Editor:

Chapter Number: 4

ISBN:

Edition:

Start page: 134

Add to:  List  Add to bag **e**

Section: Articles

CANCEL **f** ADD

## 5.7. Adding an item for a Library Purchase Request

- Click **Add Items +**
- Click **Create**
- Choose **Type** – Book
- Enter all applicable fields (title, author, ISBN, edition, publication date, publisher, place of publication, volume, and/or additional person name)
- Choose **Section**
- Click **Add**
- Add **Purchase Request** tag

SOC IOI - Sam (Sp19) EDIT ...

Intro to Sociology  
Add Subjects

UNPUBLISHED Being Prepared Updated 20 hours ago 0 items in 3 sections All items are processed

SUBMIT LIST TO LIBRARY FOR PROCESSING NEW SE **a** ADD ITEMS +

Search **b** Create Collection

Create citation

Title\*: Introduction to Sociology

Author: James Blake

Type\*: Book **c**

Source: [+ Add source](#)

ISBN:

Edition: 2nd

Total Pages:

Publication Date: 2018

Publisher: McGraw-Hill

Place of publication:

Public note:

Add to:  List  Add to bag

Section: Books **e**

**f**

book **Introduction to Sociology** ✓  
James Blake, 2nd, McGraw-Hill, 2018

Click this Box to Select. PRESS SAVE WHEN DONE

✓ SAVE ✕ CANCEL

- 2 hour
- 3 hour
- 1 day
- 3 day
- 1 week
- 3 week
- Purchase Request 9

Articles (

Oct 12, 2020 - Oct 18, 2020 ...

20) ✓ ...

## 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

- Click **Toggle** section view located at the top of your Library Reserves List
- Place cursor on the right side of the section you want to move ("**Drag section**" will appear)
- Click on the right side of the section and drag it to its new location

SOC 101 - Sam (Sp19) EDIT ...

Intro to Sociology

[Add Subjects](#)

**UNPUBLISHED** Being Prepared Updated 4 days ago 2 items in 3 sections All items are processed

☰ a 📊 🔍 SUBMIT LIST TO LIBRARY FOR PROCESSING NEW SECTION ADD ITEMS +  
Drag section

Books (0) b =

Articles (2) ...

Media (0) ...

#### 6.1.2. Dragging Items

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

Articles (2) ...

ARTICLE **Understanding risk behaviours: How the sociology of deviance may contribute? The case of drug-taking** ✓  
Social Science & Medicine, 63(3), 2006/08/01, 675 - 679

[Add Item Loan Period](#) Drag citation

**Complete** [View online](#) a

ARTICLE **Understanding risk behaviours: How the sociology of deviance may contribute? The case of drug-taking** ✓  
Peretti-Watel, Patrick ; Moatti, Jean-Paul, Social science & medicine (1982), 63(3), 2006, 675 - 679

[Add Item Loan Period](#) ...

Being Prepared [View online](#)

## 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.

- Click on the three dots icon (...) located on the right side of the section or item you want to move
- Click **Bag It** and materials will appear in a list on the right side of the Library Reserves List
- Items in **My Bag** will be listed on the right side of your Library Reserves List
- Choose where you want to move your materials and either click **Move** or **Copy**

Articles (2) ▾

ARTICLE **Understanding risk behaviours: How the sociology of deviance may contribute? The case of drug-taking** ✓  
Social Science & Medicine, 63(3), 2006/08/01, 675 - 679  
Add Item Loan Period  
Complete View online

ARTICLE **Understanding risk behaviours: How the sociology of deviance may contribute? The case of drug-taking** ✓  
Peretti-Watel, Patrick ; Moatti, Jean-Paul, Social science & medicine (1982), 63(3), 2006, 675 - 679  
Add Item Loan Period  
Being Prepared View online

Media (0) ▾

- Edit item
- Bag It**
- Copy citation
- Move citation
- Copy to my collection
- Submit List to Library for Processing
- Mark as read
- LTI Direct Access
- Permalink
- Set complete
- Delete item

SOC 101 - Sam (Sp19) EDIT ...

Intro to Sociology  
Add Subjects  
UNPUBLISHED Being Prepared Updated 4 days ago 2 items in 3 sections All items are processed

Books (0) ▾

Articles (2) ▾

ARTICLE **Understanding risk behaviours: How the sociology of deviance may contribute? The case of drug-taking** ✓  
Social Science & Medicine, 63(3), 2006/08/01, 675 - 679  
Add Item Loan Period  
Complete View online

ARTICLE **Understanding risk behaviours: How the sociology of deviance may contribute? The case of drug-taking** ✓  
Peretti-Watel, Patrick ; Moatti, Jean-Paul, Social science & medicine (1982), 63(3), 2006, 675 - 679  
Add Item Loan Period  
Being Prepared View online

My Bag (1)  
Click in a list to move all of these items to that location

ARTICLE **Understanding risk behaviours: How the sociology of deviance may contribute? The case of drug-taking** Remove  
Social Science & Medicine, 63(3), 2006/08/01, 675 - 679

Move Copy

Move all bagged items to here

### 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**

The screenshot shows a web interface for managing library reserves. At the top, it says 'Articles (2)'. Below this are two article entries. The first entry is titled 'Understanding risk behaviours: How the sociology of deviance may contribute? The case of drug-taking' and is from 'Social Science & Medicine, 63(3), 2006/08/01, 675 - 679'. It has a status of 'Complete' and a 'View online' link. The second entry has the same title but is from 'Peretti-Watel, Patrick ; Moatti, Jean-Paul, Social science & medicine (1982), 63(3), 2006, 675 - 679' and has a status of 'Being Prepared'. A context menu is open over the first entry, listing options like 'Edit section', 'Add Items', 'Bag It', 'Submit List to Library for Processing', 'Copy section', 'LTI Direct Access', 'Permalink', 'Import', 'Export', 'Print section', 'Add a note', and 'Delete section'. A red callout 'a' points to the three dots icon that opened the menu, and another red callout 'b' points to the 'Delete section' option.

### 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

This screenshot is identical to the one above, showing the same two article entries and the context menu. However, the red callout 'a' is now pointing to the 'Edit section' option at the top of the menu, and the red callout 'b' is pointing to the three dots icon that opened the menu.

Title\*: **Articles**

Description:

from: 12-October-2020  To: 18-October-2020   Section visible only during these dates

**CANCEL** **SAVE**

### 6.4.2. Due dates for items

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

SOC 101 - Sam (Sp19) > Articles

 **Understanding risk behaviours: How the sociology of deviance may contribute? The case of drug-taking**  **EDIT**

Journal Title: Social Science & Medicine  
 ISSN: 0277-9536  
 Publication Date: 2006/08/01  
 Volume: 63  
 Issue: 3  
 Start page: 675  
 End page: 679  
 DOI: 10.1016/j.socscimed.2006.01.029  
[More details](#)  
[Add Item Loan Period](#)

ARTICLE

#### Links & Availability

[View online](#) (ScienceDirect Journals) 

[View more notes](#)  
[Show license](#)

[View online](#) (www) 

#### Requests

A digitization request cannot be created because a physical copy does not exist in the catalog.

#### Due Date

Due Date: 12-October-2020   

ARTICLE **Understanding risk behaviours: How the sociology of deviance may contribute? The case of drug-taking** (Due: Oct 12, 2020)  

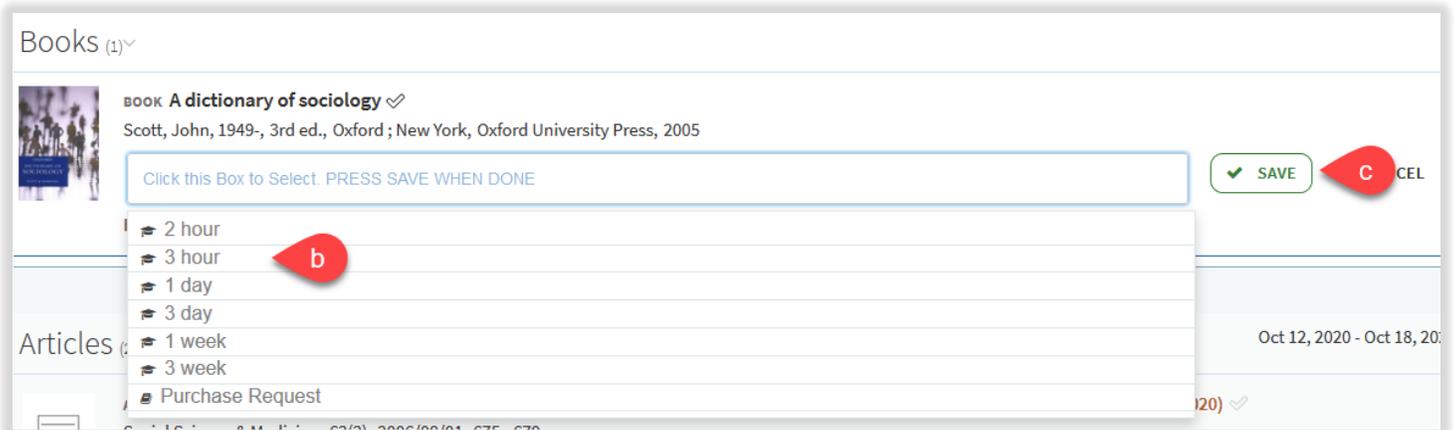
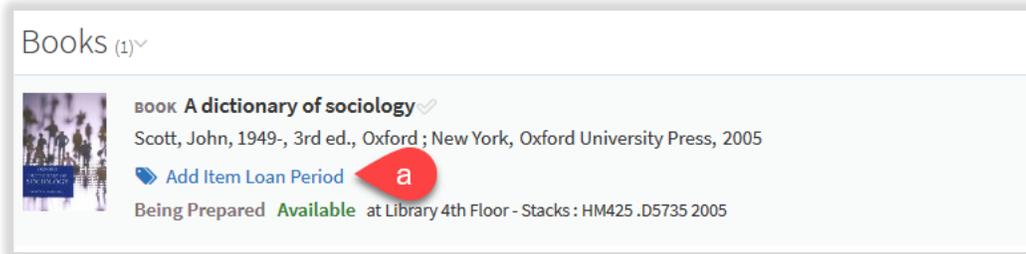
Social Science & Medicine, 63(3), 2006/08/01, 675 - 679

[Add Item Loan Period](#)  
 Complete [View online](#)

## 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.

- Click **Add Item Loan Period** located under the title of the item
- Choose a loan period from the drop down menu
- 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.

- Click on the item you want to add a note to
- Click **Add note** on either the private note or public note
- Enter your note text in the box and click Save
- Public notes will appear in the list of citations

SOC 101 - Sam (Sp19) > Articles

**Understanding risk behaviours: How the sociology of deviance may contribute? The case of drug-taking** a EDIT

Author: Peretti-Watel, Patrick ; Moatti, Jean-Paul  
Journal Title: Social science & medicine (1982)  
ISSN: 02779536  
Publication Date: 2006  
Volume: 63  
Issue: 3  
Start page: 675  
End page: 679  
DOI: 10.1016/j.socscimed.2006.01.029  
[More details](#)  
[Add Item Loan Period](#)

ARTICLE

Links & Availability

[View online](#) (ScienceDirect Journals) ...  
[View more notes](#)  
[Show license](#)

Requests

A digitization request cannot be created because a physical copy does not exist in the catalog.

Due Date

Due Date:

Public note b  
[Add note](#)

Private note  
[Add note](#)

Public note

Please include your thoughts on this article in your discussion post for Week 9.

c SAVE  
CANCEL

ARTICLE **Understanding risk behaviours: How the sociology of deviance may contribute? The case of drug-taking** d

Peretti-Watel, Patrick ; Moatti, Jean-Paul, Social science & medicine (1982), 63(3), 2006, 675 - 679

“ Please include your thoughts on this article in your discussion post for Week 9. ”

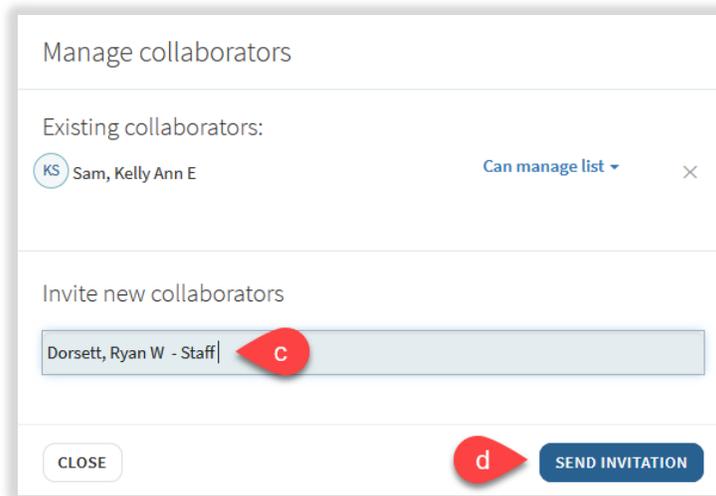
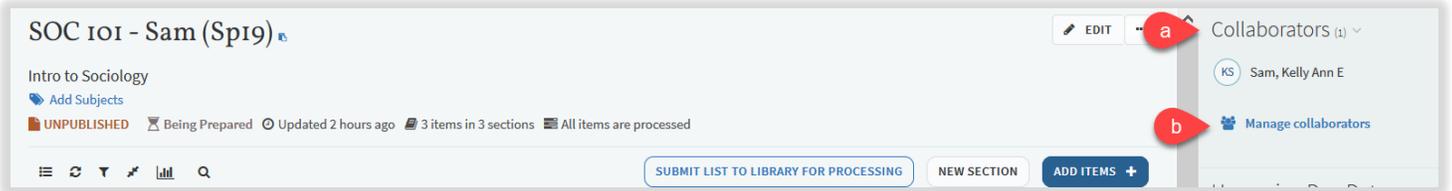
[Add Item Loan Period](#)  
Being Prepared [View online](#)

## 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.

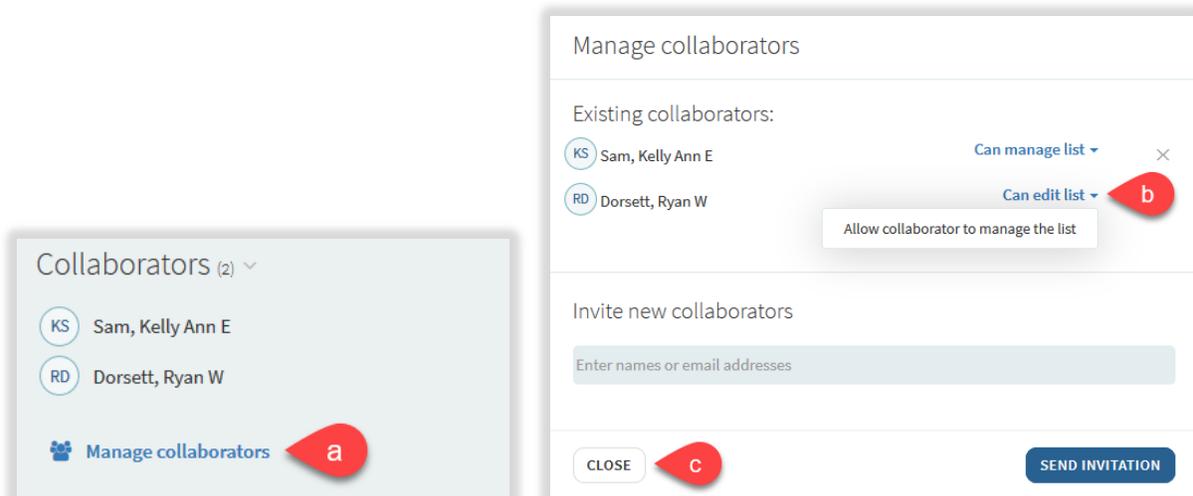
### 7.1. Adding collaborators

- Click on **Collaborators**
- Click on **Manage collaborators**
- Enter names or email address of the person you want to add
- Click **SEND INVITATION**



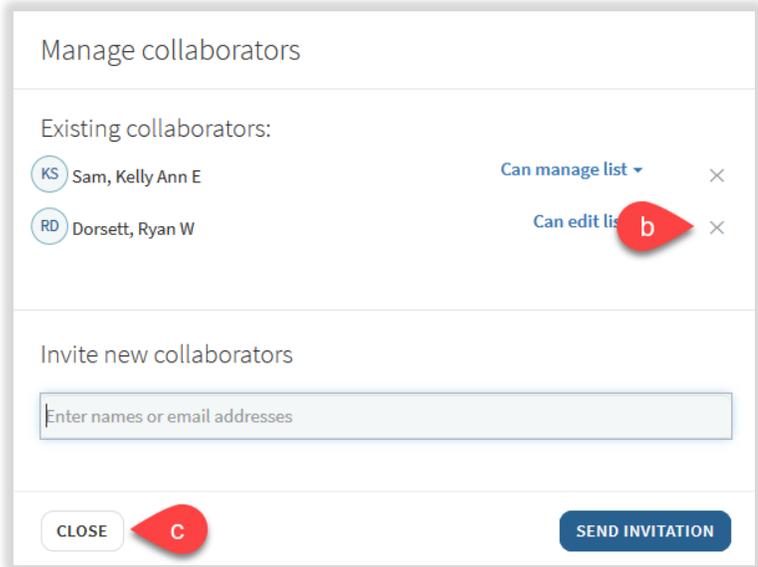
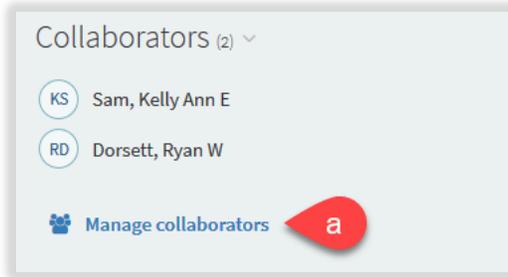
### 7.2. Editing collaborator access

- Click **Manage collaborators**
- 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
- Click **Close**



### 7.3. Deleting collaborators

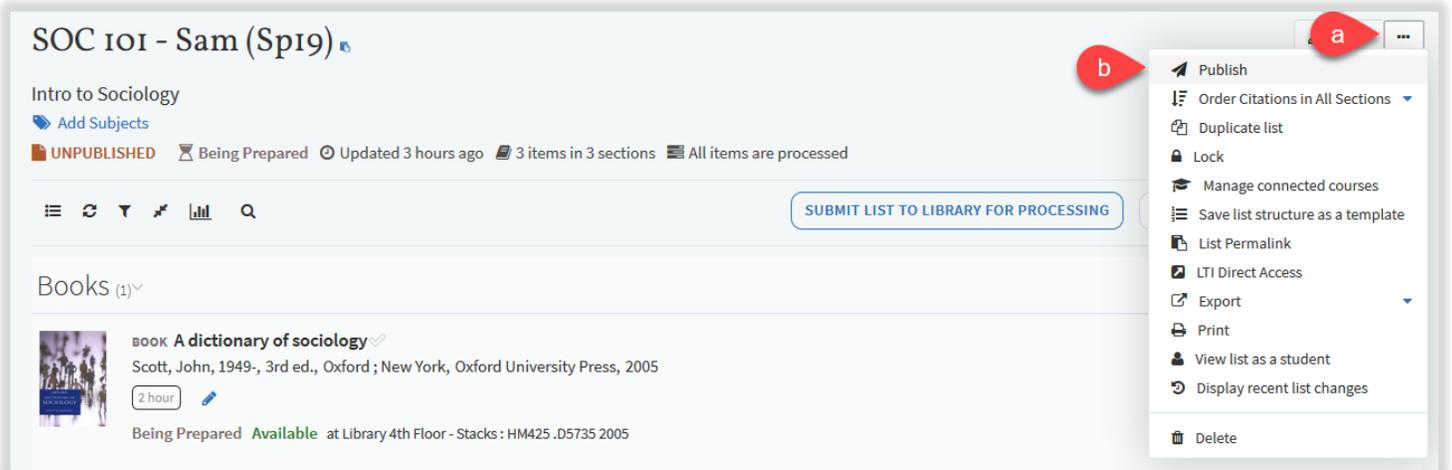
- a) Click **Manage collaborators**
- b) Click the **X** next to the collaborator you would like to delete
- c) Click **Close**



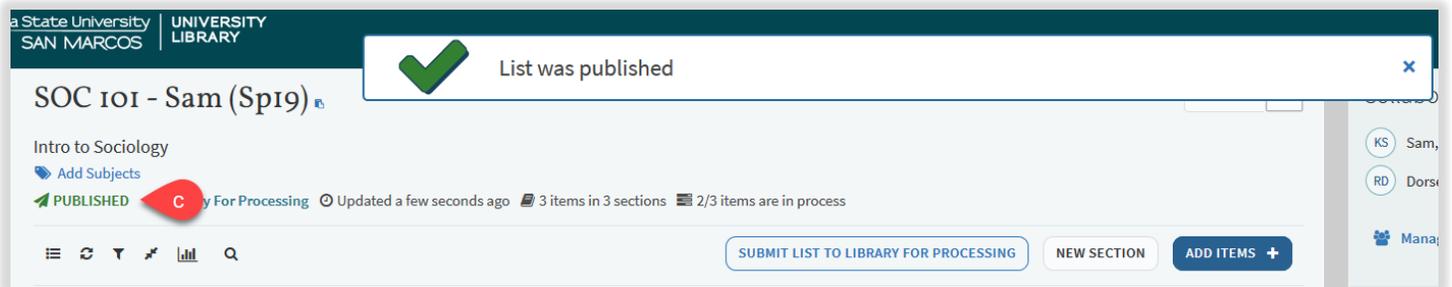
## 8. Publishing your Library Reserves List

When your Library Reserves List is complete, you must publish it in order for your students to view it.

- Click on the three dots (...) icon on the top left of your Library Reserves List
- Click **Publish**
- The status of your list will appear underneath the title of your Library Reserves List
- A pop up will appear saying List was published



The screenshot shows the 'SOC 101 - Sam (Sp19)' library reserves list page. The status is 'UNPUBLISHED'. A menu is open, showing the 'Publish' option highlighted. Other options include 'Order Citations in All Sections', 'Duplicate list', 'Lock', 'Manage connected courses', 'Save list structure as a template', 'List Permalink', 'LTI Direct Access', 'Export', 'Print', 'View list as a student', 'Display recent list changes', and 'Delete'. A red circle 'a' points to the three dots menu icon, and a red circle 'b' points to the 'Publish' option.

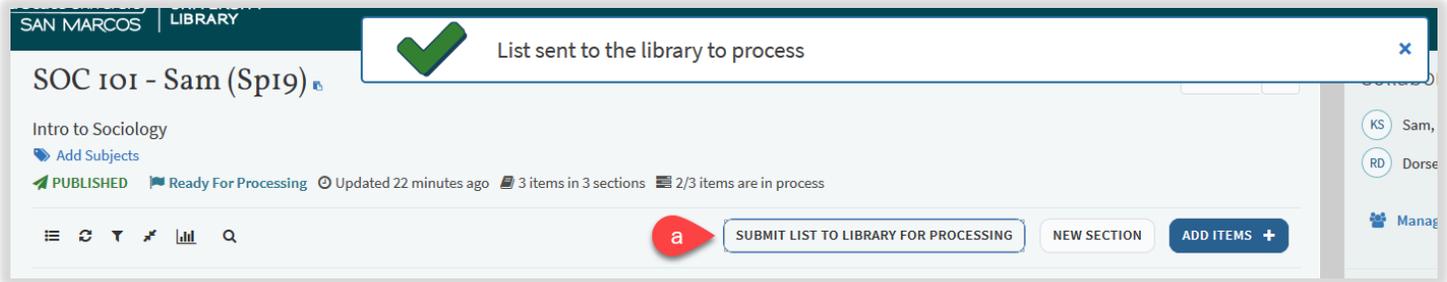


The screenshot shows the 'SOC 101 - Sam (Sp19)' library reserves list page after publication. A green checkmark icon and the text 'List was published' are displayed in a white box at the top. The status is now 'PUBLISHED'. A red circle 'c' points to the 'PUBLISHED' status. The 'SUBMIT LIST TO LIBRARY FOR PROCESSING' button is still visible, along with 'NEW SECTION' and 'ADD ITEMS +' buttons. The page header shows 'San Marcos State University UNIVERSITY LIBRARY'.

## 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.

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



## 10. Understanding Item Statuses

- 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
- 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.

- Click on the three dots (...) icon on the top left of your Library Reserves List
- Click **Export** and choose a format (Word allows bibliography style formatting)
- Choose a **Bibliography style** and click **Export**

SOC 101 - Sam (Spi9)

Intro to Sociology

Add Subjects

PUBLISHED Ready For Processing Updated 34 minutes ago 3 items in 3 sections 2/3 items are in process

SUBMIT LIST TO LIBRARY FOR PROCESSING

Books (1)

BOOK **A dictionary of sociology**

Scott, John, 1949-, 3rd ed., Oxford ; New York, Oxford University Press, 2005

2 hour

Submitted to the Library Available at Library 4th Floor - Stacks : HM425 .D5735 2005

Articles (2)

ARTICLE **Understanding risk behaviours: How the sociology of deviance may contribute? The case of drug-taking (Due: Oct 12, 2020)**

Social Science & Medicine, 63(3), 2006/08/01, 675 - 679

Add Item Loan Period

Complete View online

- Unpublish
- Order Citations in All Sections
- Duplicate list
- Lock
- Manage connected courses
- Save list structure as a template
- List Permalink
- LTI Direct Access
- Export
  - To .lgn file
  - To Word
  - To PDF
  - To Excel
  - To RIS file
  - To EndNote
- Print
- View list as a student
- Display recent list changes
- Delete

Export To Word

Bibliography style: APA (American Psychological Association)

CANCEL 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



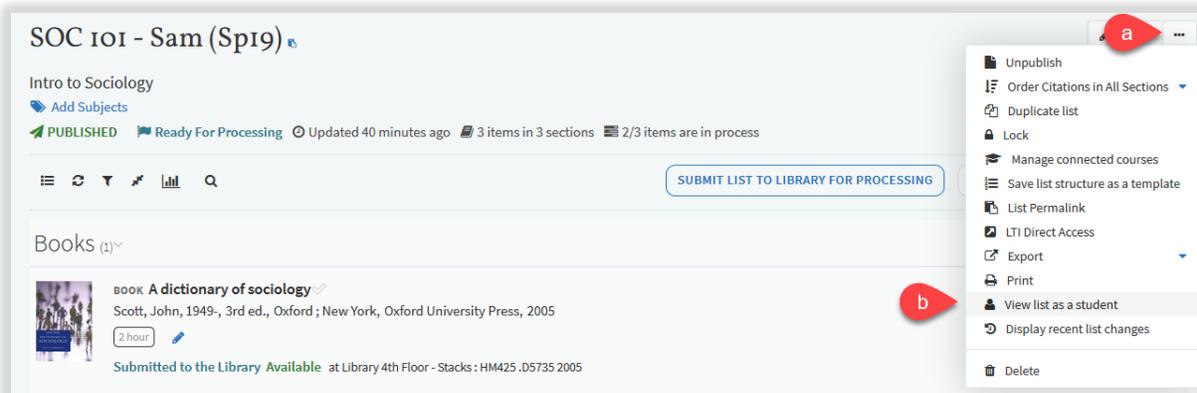
### 12.2. View List as a Student

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





Books (1)



BOOK **A dictionary of sociology**  
Scott, John, 1949-, 3rd ed., Oxford ; New York, Oxford University Press, 2005  
2 hour  
Available at Library 4th Floor - Stacks: HM425 .D5735 2005

Articles (2)

Oct 12, 2020 - Oct 18, 2020



ARTICLE **Understanding risk behaviours: How the sociology of deviance may contribute? The case of drug-taking (Due: Oct 12, 2020)**  
Social Science & Medicine, 63(3), 2006/08/01, 675 - 679  
[View online](#)



ARTICLE **Understanding risk behaviours: How the sociology of deviance may contribute? The case of drug-taking**  
Peretti-Watel, Patrick; Moatti, Jean-Paul, Social science & medicine (1982), 63(3), 2006, 675 - 679  
Please include your thoughts on this article in your discussion post for Week 9.  
[View online](#)

