Instructor Guide to Requesting Reserves (April 2018)

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Accessing the Course Reserves service (Leganto)

Through the library website

Use the Course Reserves link on the Library home page (lib.sfu.ca).

On the Course reserves page log into the **Reserves requesting system** using your SFU computing ID and password.

Through Canvas

Go to your canvas Course. The **Course Reserves** or **Leganto** button should appear on the left hand side near the bottom.
Creating and managing reading lists

To create a new list click on the **New List** tab at the top of the screen. Enter a title and optional description, then click **Create**.

You will be asked to **select a template**: either **Blank** (with no pre-made sections) or **Weekly Readings** (with sections created to separate materials by week).

**Associate a list to a course**

You will be asked to link your list to a course. Click on the Associate List button.
Search for your course and select it from the drop down menu.

**Add sections to a list**

*Sections* can be used to break-up the reading list by week or course topic. If you selected the “weekly readings” template it will include sections for all 13 weeks of the term.

- Select **“New Section”** to add more sections for additional weeks or topics.
- Add an optional description and start and end dates for each section.

- Change section names and details by clicking the menu icon followed by “Edit Section.”
- **Drag and drop** sections to change the order in the list.
Invite collaborators to manage a list

To add instructors to collaborate on developing a list, start by clicking on the list. If the collection and Zotero tabs appear, select “Close Collection.”

A new Collaborators tab will appear. Click Manage Collaborators and type in a name or email address of another instructor.

Click “Send Invitation” to send an email inviting them to collaborate.

Adding items to a list or Collection

You can add items directly to a reading list, or to your general collection.

- To add items without assigning them to a list, choose “My Collection” from the left-side toolbar, then select + ADD ITEM
- To add items from your collection to a list, click on the list, select “Open Collection” and drag and drop the items into the list.
To add items to a reading list, choose “My Lists” from the left-side toolbar, and click on the plus sign next to the corresponding list.

Add items using Library Search

Search for items in SFU library by entering title, author, keyword (etc). There are three search location options for Simple Search:

1. **Catalogue.** This searches all items available through the library’s databases, including books, articles, conference proceedings, etc.
2. **Course reserves.** This searches all items currently included in course reserves at SFU library.
3. **Alma.** This searches physical items such as books and AV materials available from SFU library.

**Advanced search** allows you to search by Title, Author, ISBN or ISSN.

Browse the search results and click “**Add**” besides items you wish to add to the list.

**Add items through manual upload**

**Note:** You should only manually upload files that are authored by you and do not require copyright clearance. You are required to acknowledge this before completing the upload.

- Click **Add item manually / Upload file**
Include as many details as possible, including Title, Author, Type (select from drop-down list) and Source.

Drag and drop the file or click to browse your computer.

Click on More item details to add a Creative Commons License, page numbers, volume and issue number, DOI, etc.

Add items with Cite it! browser plugin

Cite it! is a browser plugin which allows you to send items to Leganto directly from the webpage or online catalogue item page.

Install Cite it! by hovering your mouse over your user name in the top-right, then selecting Leganto Cite it!
To install the plugin simply drag and drop the blue “Cite It!” button to your bookmarks bar.

To use the Cite it! plugin, conduct your search as you normally would through the library catalogue, a database, or the Web (see the Library Catalogue Search Guide or the SFU Library Database List to start your search).

Once you have located an item, navigate to the item details page and click the “Cite it!” link in your bookmarks bar.
A details window will appear with some item information included automatically. Check the item details and fill-in as much information as possible, then select whether to add the item to your collection or to a specific list.

When you’re done, click “Add & Close” to add the item to Leganto.

**Connecting to Citation Management software (Zotero)**

If you use Zotero for managing citations, you can connect your Zotero account to Leganto to add items directly from Zotero to your reading lists.

To connect Zotero, click on your **User Name**, then select **User Settings**
- Login to Zotero.org
- Follow the instructions on how to integrate Zotero with Leganto to locate your Zotero ID and API Key.
- Enter the ID and Key, then click Save

Add items to a list from Zotero or your Collection

To access items from Zotero or your Collection, return to your list and click “Open Collection,” then select the “Zotero” or “My Collection” tab.

To add items from Zotero or your Collection to your list, simply drag and drop the items from the tab into your list.
Adding item details

Add reserve periods to books
Students can borrow reserved books for a limited period of time to ensure that they remain available to other students in the class.

To set a loan period between 2 hours and 7 days, go to the list and click “Add tags to item.” Select the loan period from the drop-down list, then click “Save.”

Add comments and notes to items
Click on an item to add a due date and public or private note, or send a note to a librarian in regards to the item.

Students and instructors can like and comment on items in the right-side toolbar. As the list administrator you can delete any comments that are made by clicking the delete icon next to the comment.
● To disable student comments for all items in a list, return to the list menu and select “Configure list discussions -- Hide student discussion thread.”
● Comments can be enabled at any time by following these steps and selecting “Show student discussion thread.”

Likes, comments, and views are visible under each item in the reading list. Upcoming due dates appear in the right-hand sidebar until the date has passed.
Mark items as read

Students and instructors can mark items as “Read” by clicking on a list and selecting the clear-coloured check mark beside the item. The check mark will turn blue to indicate that the item has been read. Clicking the check mark again will return it to clear, or “Unread.”

Sending items to the library for processing

Items must be submitted to the library for processing before being made available for students. You can send items individually, by section, or by list.

1. To **send an item or section**, select the menu icon and click “Send to library.”
2. To send the entire list, select “**Send List**” from the top menu.
- The item status will appear beneath each item (Being Prepared, Sent, Complete).

**Publishing, sharing, and finding lists**

Once you've sent the list items to the library for processing, you can publish the list for students to access.

- Select the list menu icon and click **Publish**.
- Select who can access the list
  - Students enrolled in the course that the list is assigned to;
  - All students at SFU;
  - Anyone, including guests not affiliated with the course or with SFU.
- To **Unpublish** the list, return to the menu icon and select “Unpublish”

**Note:** Publishing a list will also send unprocessed items to the library.

To **share** the list or all lists associated with a course, select the menu icon and click “Permalink,” then select “To List” or “To Course.” Click “Copy to Clipboard” to copy the permalink and paste it into an email or document.
To find a list created by another instructor, select “Find Lists” from the left-hand menu, and search or browse by list title, course title, course code or instructor, subject, or faculty.