

# Instructor Guide to Requesting Reserves (Feb 2025)

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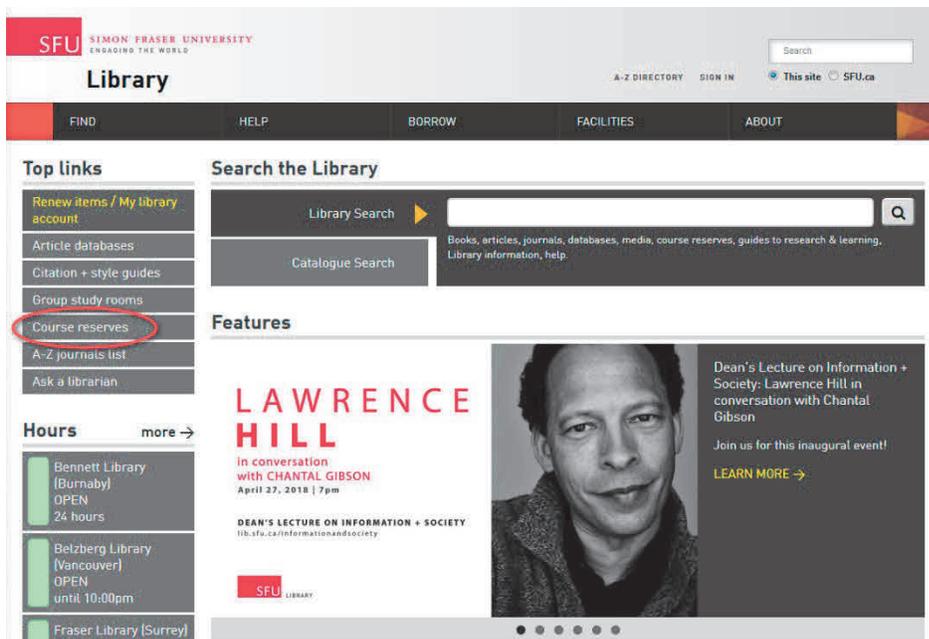
# Getting Started

1. Create your reading list in the new system
2. Add citations to your list
3. Send your list to the library for staff to process items

## Access the Course Reserves service

1. Through the library website

Use the **Course Reserves** link on the Library home page ([lib.sfu.ca](http://lib.sfu.ca)).



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

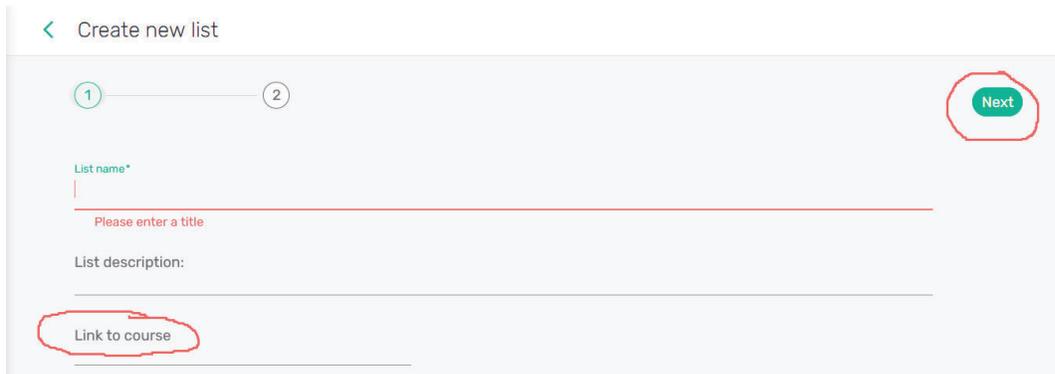
## 2. Through Canvas

Go to your canvas Course. The **Library Reserves** button should appear on the left hand side near the bottom.

The screenshot displays the Canvas interface for creating a reading list. On the left is a navigation menu with the following items: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Rubrics, Quizzes, Modules, Collaborations, Course Outline, and **Library Reserves** (which is circled in red). The main content area is titled "Create a reading list for: ncc-mca162-41720476 (2025, Spring): General safety at the SFU library". It features two primary options: "Create a new list from scratch" and "Create list from an existing list", separated by "OR". The "Create a new list from scratch" option includes an icon of a play button, a CD, and a document, and a "Create new list" button circled in red. The "Create list from an existing list" option includes an icon of a document with a checkmark and a "Select existing list" button. Below these options is a link that says "Ask your library to create your list".

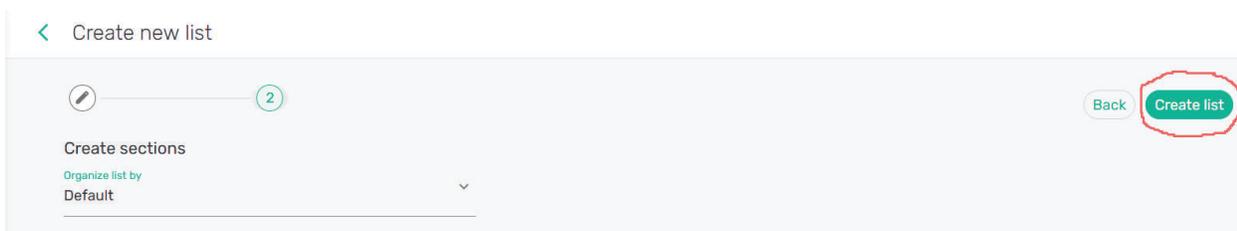
## Create your reading list in the new system

To create a new list click on the “**Create new list**” button shown above, or if in Leganto click on the “**Create list**” button near the top left of the screen. Enter a title and optional description. You should also associate the list with the appropriate course so that students in it will be able to view the reading materials. To do this, click on the “**Link to course**” line. You should see a list of courses for which you are an instructor. Select the relevant course from the drop-down menu, then click “**Next**”.



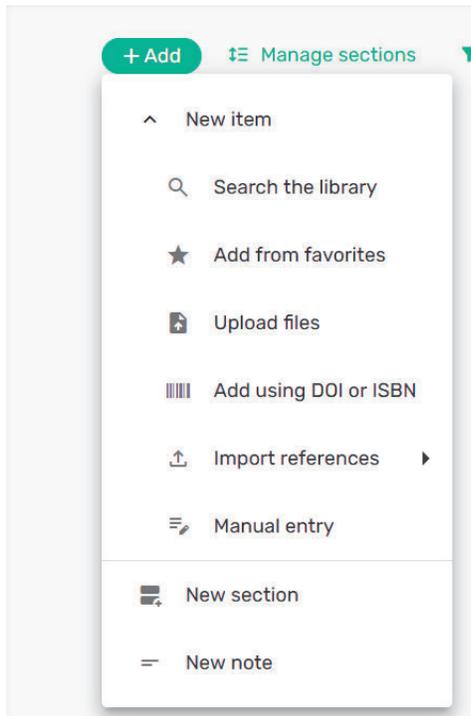
The screenshot shows the first step of a two-step process to create a new list. At the top, there is a progress indicator with a circle containing the number '1' and a line leading to a circle containing the number '2'. Below this, there is a 'List name\*' field with a red border and a red error message 'Please enter a title'. Below the name field is a 'List description:' field. At the bottom left, there is a 'Link to course' button. At the top right, there is a green 'Next' button. A red circle highlights the 'Next' button, and another red circle highlights the 'Link to course' button.

The next page will suggest that you “Create sections”. Unless you want to organize the readings by week, you can just leave it at default and click “Create list”.



The screenshot shows the second step of the process. At the top, the progress indicator now has a circle containing a pencil icon and a line leading to a circle containing the number '2'. Below this, there is a 'Create sections' dropdown menu with the text 'Organize list by' and 'Default'. At the top right, there is a 'Back' button and a green 'Create list' button. A red circle highlights the 'Create list' button.

## Add citations to your list



Click the **“Add”** button. The list that drops down includes various ways to add material to your list, as well as sections or notes. “Search the library” is the most commonly used, but for material the library does not currently own, “Manual entry” is useful; some instructors may also want to upload files. Whichever option you choose, it will pop up a window on the right half of the screen.

All the different ways to add items described below start from the **“Add”** button.

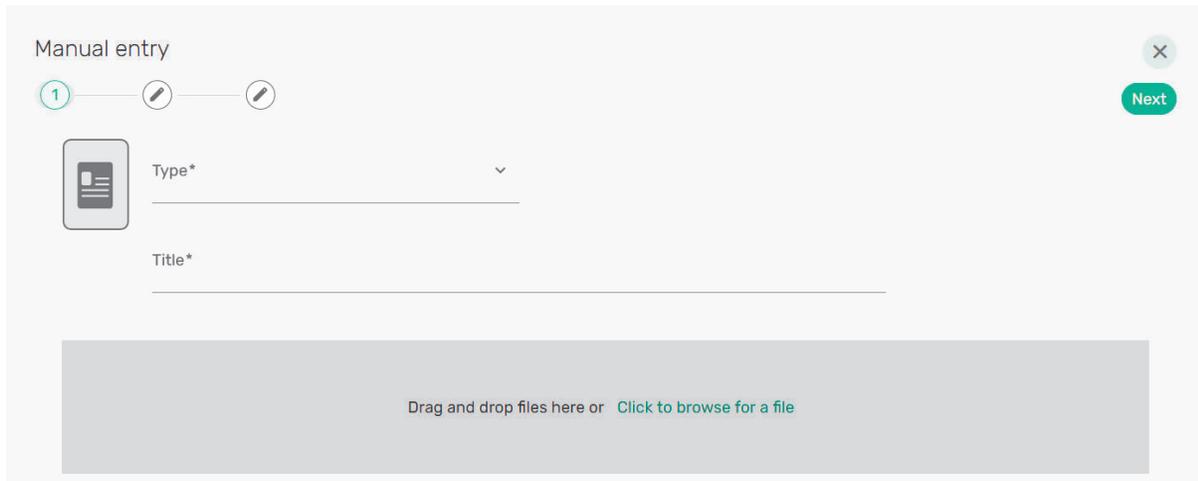
## 1. Add items using Library Search

Search for items in SFU library by entering the title, author, keyword (etc).

The screenshot shows a library search interface. At the top, there is a search bar with the text "Search the library" and a close button (X). Below the search bar, a dropdown menu is set to "Catalogue" and the search term "The Hindu Nationalist Movement and Indian Politics" is entered. A search icon (magnifying glass) is on the right. Below the search bar, a message states "Any field contains The Hindu Nationalist Movement and Indian Politics in Catalogue" with a link to "Advanced search". Below this, it says "Showing 20 out of 360 results" and a "Filter" button. The first result is a review titled "The Hindu Nationalist Movement and Indian Politics" by Burlet, Stacey, Abingdon, Taylor & Francis Ltd, 6, 1997-01-01, Total pages 291-292. The second result is a book titled "The Hindu nationalist movement and Indian politics : 1925 to the 1990s : strategies of identity-building, implantation and mobilisation (with special reference to Central India) / Christophe Jaffrelot." by Jaffrelot, Christophe., Hurst, 1996. This book result is highlighted with a dashed green border. Below the book title, it says "Physical (1 / 1 available) W.A.C. Bennett Library (Burnaby) Stacks: BL 1215 P65 J33 1996". To the right of the book title is a "More details" link. Below the book title, there are radio buttons for "Add to:" with options "List" (selected), "Suggestions", and "Favorites". Below that, there is a "Section:" dropdown menu with "Add to section" and "Resources" options. At the bottom right of the book result area, there are two buttons: "Add & Edit" and "Add". The "Add" button is circled in red.

Browse the search results, click on items you wish to add to the list and then click “Add”.

## 2. Add items using Manual entry



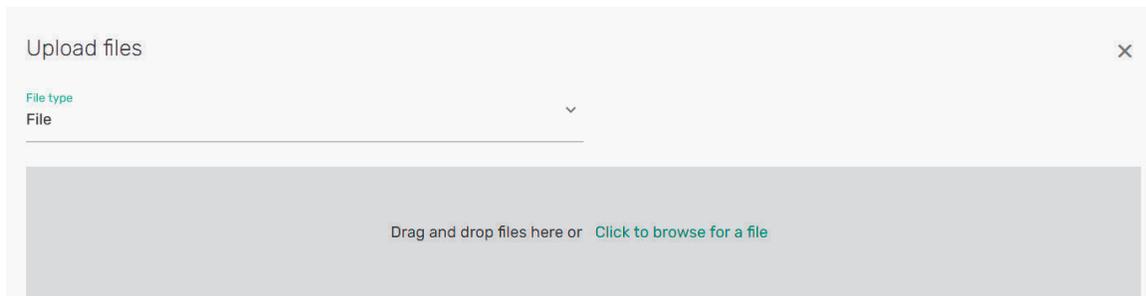
The screenshot shows a web interface for manual entry. At the top left, it says "Manual entry". To the right is a close button (X) and a "Next" button. Below the title are three steps: the first is highlighted with a "1" in a circle, followed by two edit icons. The main form has a "Type\*" dropdown menu with a document icon to its left, and a "Title\*" text input field below it. At the bottom, there is a large grey box with the text "Drag and drop files here or [Click to browse for a file](#)".

Manual entry has three screens. In the first, you specify the material type (book, document, article, book chapter etc.) and give a title. In the second, you add most of the citation information. In the third, you deal with housekeeping details—if you have multiple sections, specify which to add it to; if you want to specify loan period or number of copies desired, add a “Tag” to that effect. Then click “Add”.

Note that in the first screen, you can drag a file, so this is an alternative to the next option:

### 3. Add items through “Upload files”

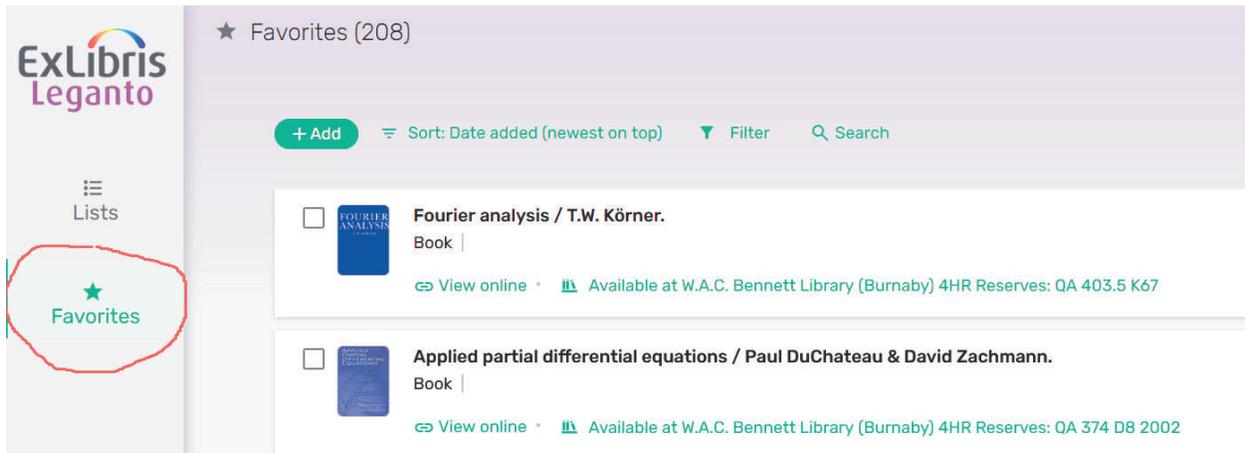
**Note:** You should only manually upload files that are authored by you and do not require copyright clearance. You are required to acknowledge this before completing the upload.



- Drag and drop the file or click to browse your computer.
- Once you've done that, as with manual entry you move to a second screen where you can enter more citation information and the final screen with extra details. Click "Add" and you're done.

#### 4. Add items using “Add from favorites”

You can maintain a separate group of items that are not part of any list, called “favorites”. You can see your “favorites” by clicking on “Favorites” at the left edge of the screen, just below “Lists”



Whenever you add by searching, you can choose to add an item to “Favorites” instead of to the reading list. You can also add any item already in a reading list to your “Favorites”.

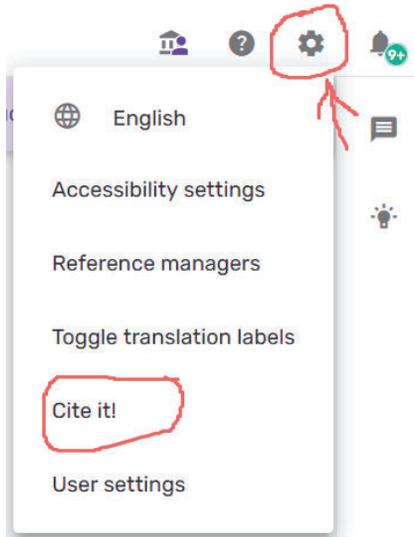


Once items are in your “favorites”, they can be added to a list using the “Add” button, just as with a search.

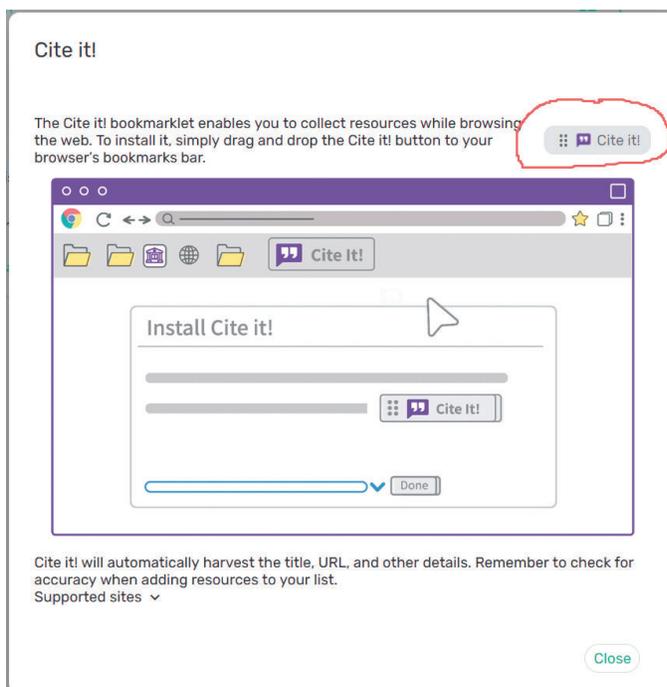
## 5. Add items with Cite it! browser plugin

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

Install Cite it! by clicking on “**settings**” in the top-right, then clicking on “**Cite it!**”



This window will pop up:

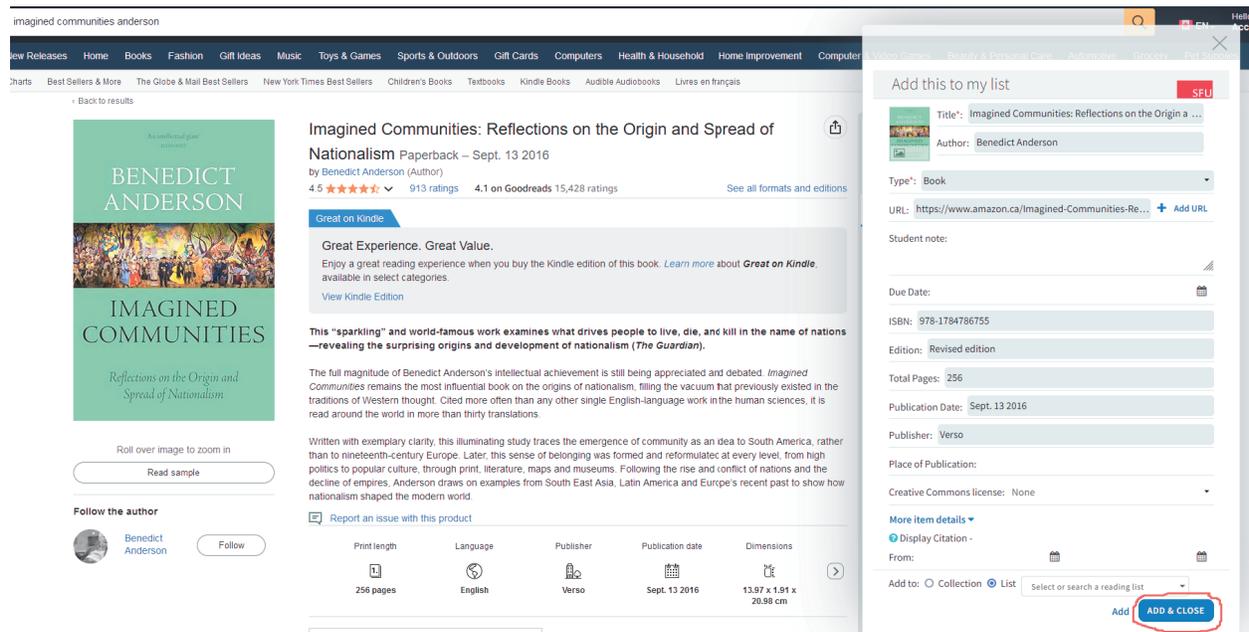


To install the plugin simply drag and drop the “**Cite It!**” button to your bookmarks bar.

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.

**Note:** you must have the Reserves software open in a browser window in order for Cite-it! to work.



The screenshot shows the Amazon product page for the book "Imagined Communities: Reflections on the Origin and Spread of Nationalism" by Benedict Anderson. The page includes a navigation bar at the top, a main product area with the book cover and title, and a "Cite it!" sidebar on the right. The sidebar contains the following information:

- Title: Imagined Communities: Reflections on the Origin a ...
- Author: Benedict Anderson
- Type: Book
- URL: <https://www.amazon.ca/Imagined-Communities-Re...>
- Student note: (empty field)
- Due Date: (empty field)
- ISBN: 978-1784786755
- Edition: Revised edition
- Total Pages: 256
- Publication Date: Sept. 13 2016
- Publisher: Verso
- Place of Publication: (empty field)
- Creative Commons license: None
- More item details (dropdown)
- Display Citation (dropdown)
- From: (empty field)
- Add to: Collection List (dropdown)
- Add & Close (button)

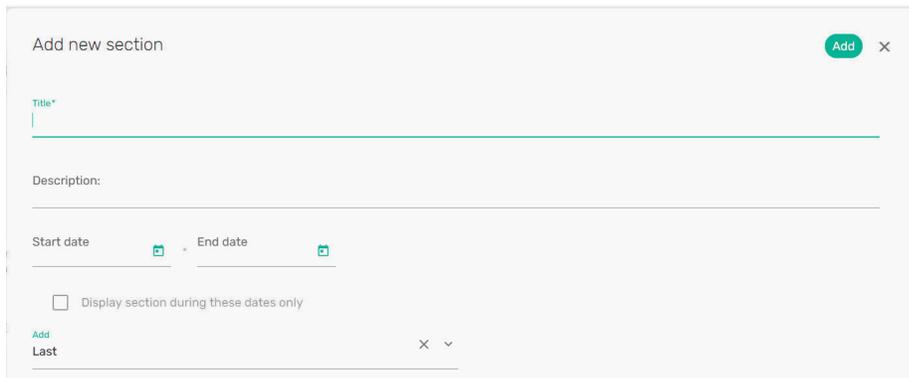
A details window will appear with some item information included automatically. Check the item details and fill-in as much information as possible, then select whether to add the item to your collection or to a specific list.

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

## 6. Adding sections to your reading list

**Sections** can be used to breakup the reading list by week or course topic. If you selected the “weekly readings” template it will include sections for weeks in the term.

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



The screenshot shows a form titled "Add new section" with a green "Add" button and a close "x" icon. The form contains the following fields:

- Title\***: A text input field with a vertical cursor.
- Description:**: A larger text input area.
- Start date** and **End date**: Each has a calendar icon.
- Display section during these dates only**: A checkbox with a label.
- Add** and **Last**: Buttons at the bottom left.
- x** and **↓**: A close button and a dropdown arrow at the bottom right.

- Change section names and details by clicking the menu icon followed by “**Edit Section.**”



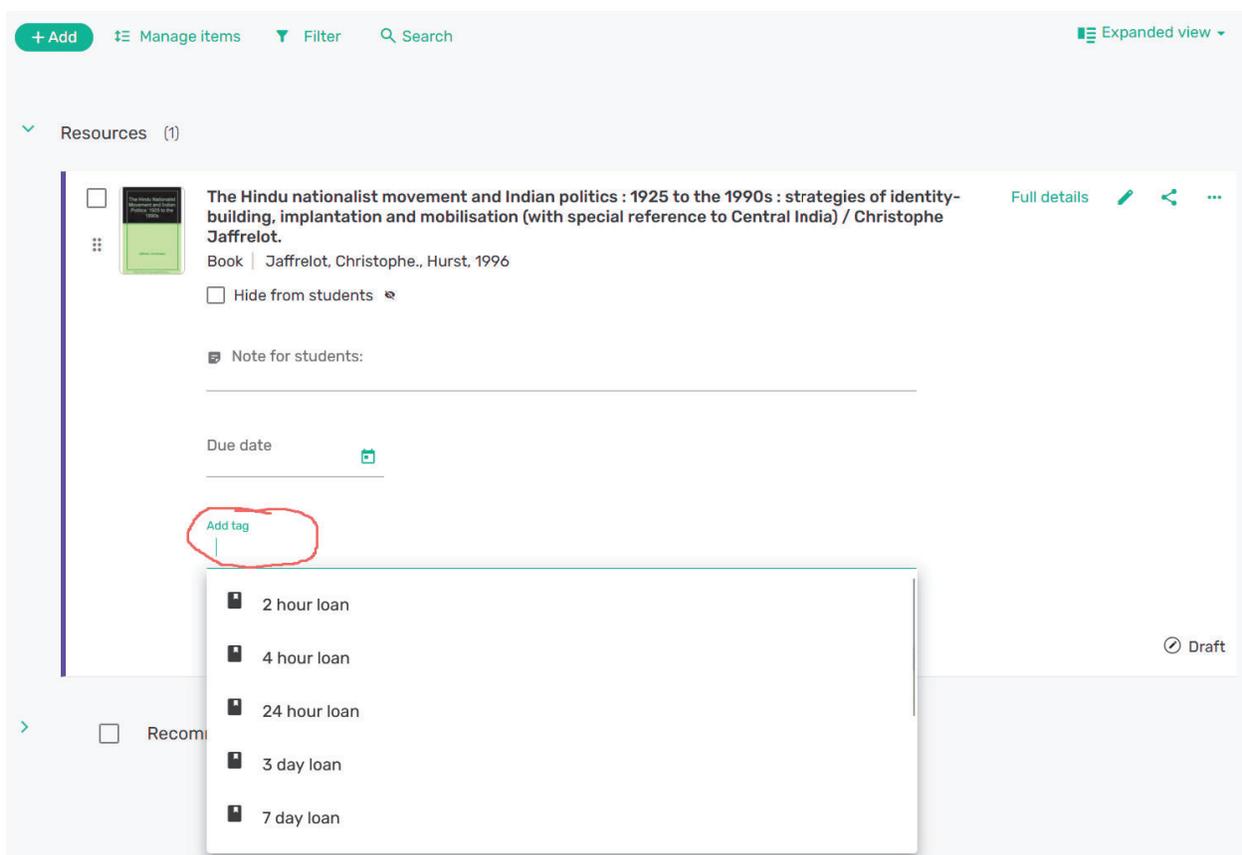
The screenshot shows a reading list item under the heading "Resources (1)". The item is a book titled "The Hindu nationalist movement and Indian politics : 1925 to the 1990s : strategies of identity-building, implantation and mobilisation (with special reference to Central India) / Christophe Jaffrelot." by Jaffrelot, Christophe., Hurst, 1996. A red arrow points to a three-dot menu icon in the top right corner of the item. A context menu is open, showing the following options:

- Deselect all items
- Edit section** (highlighted with a red circle)
- Copy section
- Export section
- Print section
- Delete section

## Add tags for special book requests – Loan periods, purchases, and additional copies

Students can borrow reserved books for a limited period of time to ensure that they remain available to other students in the class. You can use tags to set loan periods, request an item for purchase by the library, request an instructor copy of a title, or ask for multiple copies to be placed on reserve.

To add tags for special book requests, select “**Add tags to item.**” Click on the appropriate tag from the drop-down list. You may add multiple tags to each request.



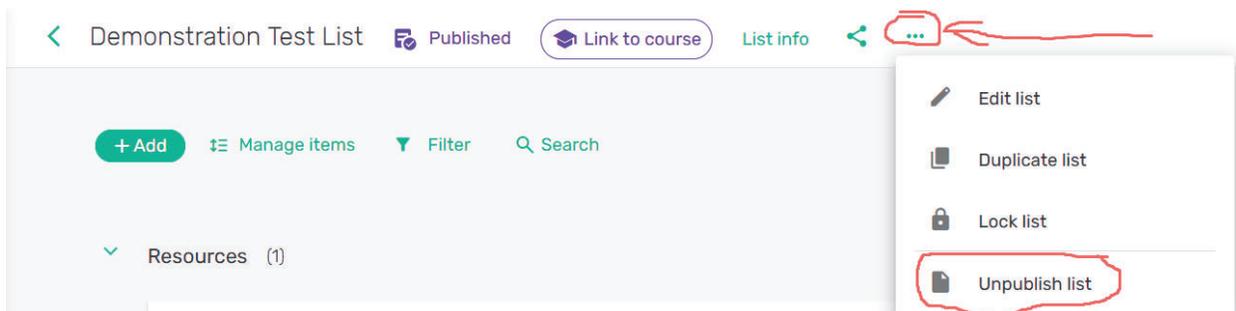
The screenshot shows a library management interface. At the top, there are navigation options: "+ Add", "Manage items", "Filter", "Search", and "Expanded view". Below this, a section titled "Resources (1)" contains a book record for "The Hindu nationalist movement and Indian politics : 1925 to the 1990s : strategies of identity-building, implantation and mobilisation (with special reference to Central India) / Christophe Jaffrelot." by Jaffrelot, Christophe., Hurst, 1996. The record includes options to "Hide from students" and a "Note for students" field. A "Due date" field is also present. A red circle highlights the "Add tag" button, which has opened a dropdown menu with the following options: "2 hour loan", "4 hour loan", "24 hour loan", "3 day loan", and "7 day loan". A "Draft" status is visible in the bottom right corner.

## Send your list to the library for staff to process items

When your reading list is ready for library staff to process and make available to students, select “**My list is ready**” from the top right of the screen.



- As library staff work on the material in the list, they will update the **item status** that appears beneath each item (**Being Prepared, Sent, Complete**).
- When you click on “My list is ready”, the popup that appears includes the option to publish the list.
- Usually, you will not need to—library staff will do this once at least some material has been made available.
- Even after you do send the list to the library, the “My list is ready” button will not go away until the list is published—you can send the list multiple times, for instance if you add new material, or decide you want to publish the list.
- Once a list is published, you can also “unpublish” the reading list.



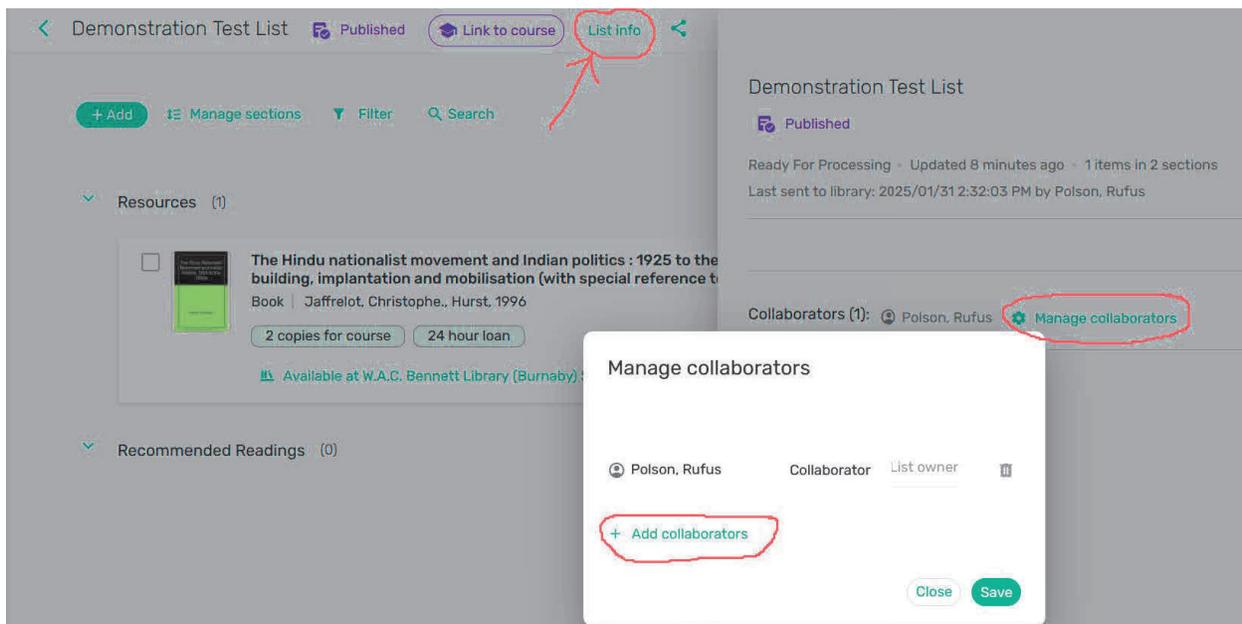
# Additional Features

## Invite collaborators to manage a list

If you are managing the class in collaboration with others such as another instructor, a TA, department administrators, etc., you can add them as collaborators so they can add, edit, and change the list.

To add collaborators, start by clicking on “**List info**” at the top of the page.

A popup page of information about the list will appear, with “**Manage Collaborators**” in it. Click that and type in a name or email address of another instructor.

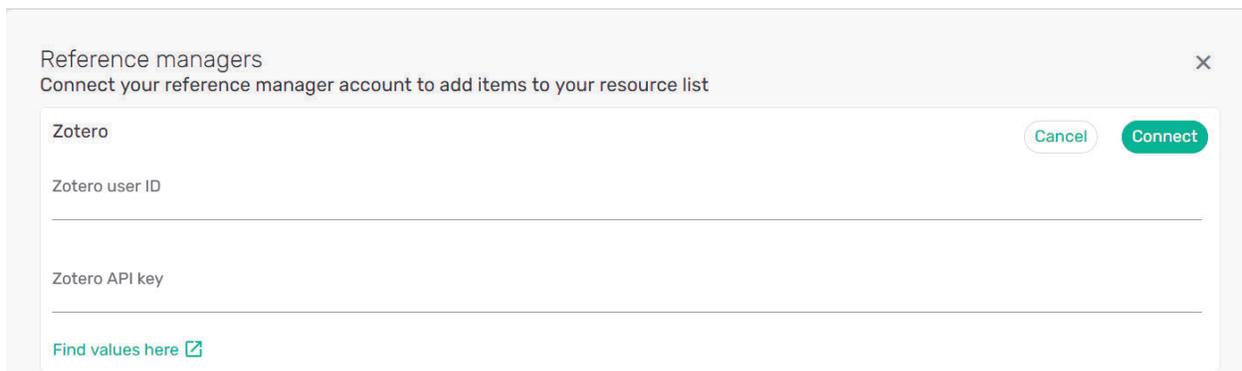


Click “**Save**”. They will receive an email inviting them to collaborate.

## Connect Course Reserves to Citation Management software (Zotero)

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

To connect Zotero, click on “**Settings**”, then select “**Reference managers**”, and *then* “Add citation managers” and finally “Zotero” (currently the only option).



Reference managers ×  
Connect your reference manager account to add items to your resource list

Zotero Cancel Connect

Zotero user ID

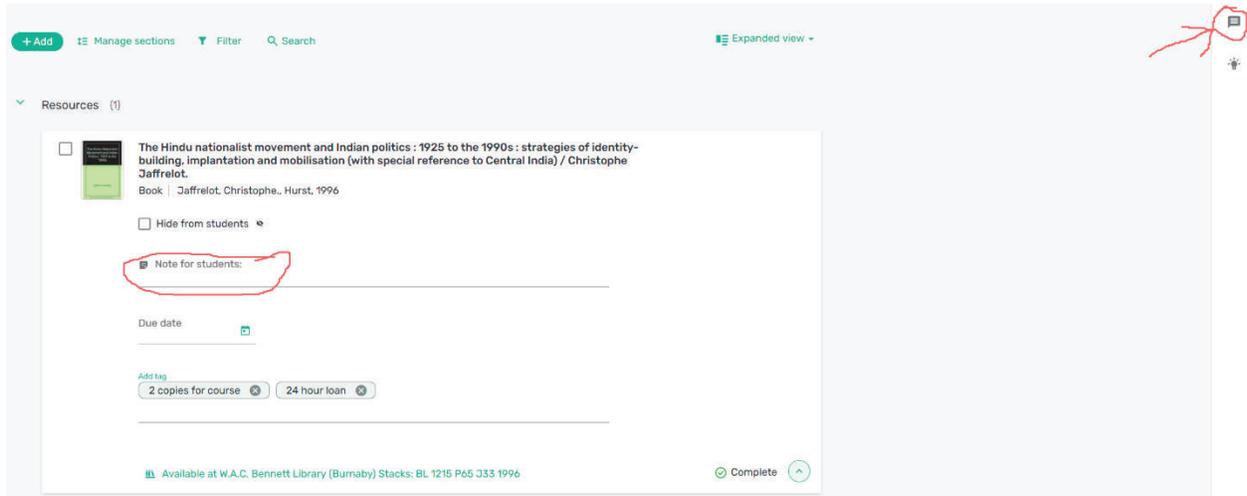
Zotero API key

[Find values here](#) 

- [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**.
- The page on [how to integrate Zotero with Leganto](#) also shows how to access your Zotero citations from your reading list.

# Add notes to items

Click on an **item** to add a **due date** and a **note**. You can also send a note to the librarian about the reading list by clicking the “speech bubble” icon at the right hand edge.



The screenshot shows a library management interface. At the top, there are navigation options: '+ Add', 'Manage sections', 'Filter', and 'Search'. On the right, there is an 'Expanded view' button and a red speech bubble icon. Below the navigation, there is a section for 'Resources (1)'. The main content area displays a book item with the following details:

-  **The Hindu nationalist movement and Indian politics : 1925 to the 1990s : strategies of identity-building, implantation and mobilisation (with special reference to Central India) / Christophe Jaffrelot.**
- Book | Jaffrelot, Christophe., Hurst, 1996
- Hide from students
- Note for students:** (This field is circled in red in the image)
- Due date:
- Add tag:**
- Available at W.A.C. Bennett Library (Burnaby) Stacks: BL 1215 P65 J33 1996
- Complete