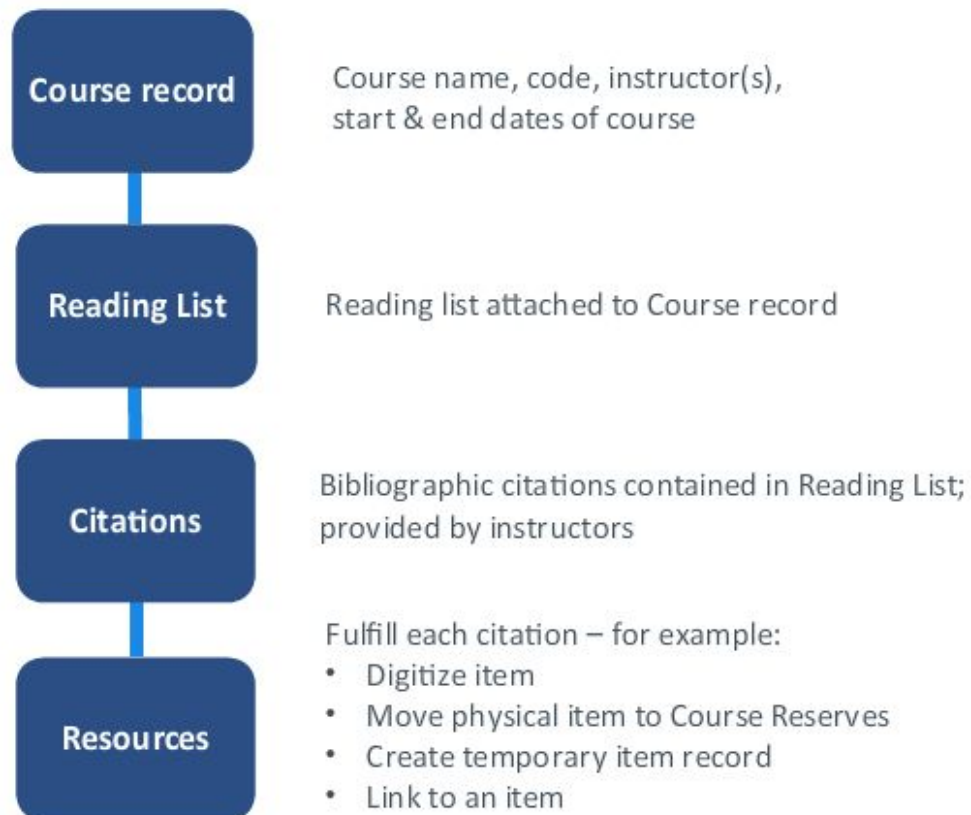


## Course Reserves, Booking, and Digitization 7-11-2016

### Course Reserves Model



#### Activity

1. Create a course record. Use the first four letters of your last name as the course code (e.g., MAGN101)
  - a. Fulfillment > Courses > Add Course
  - b. Enter course name, unique code, start and end dates, and add yourself as an instructor. Choose any academic department you like.
2. Create a Reading List for the course
  - a. From saved course record, click Actions < Reading List < add reading list
  - b. Enter reading list code, name, and other information and click add and close
3. Add Citations to Reading List
  - a. Click Actions > Work On for reading list
  - b. Change reading list status to being processed

- c. Add citations to the reading list:
      - i. Click Add Repository Citation to search repository to see if the item exists in the repository
      - ii. Click Add Brief to create a brief record to add an instructor copy
      - iii. Click Add non-repository citation if item may need to be ordered. This citation type is also used if Alma APIs are used to bring citation list from instructor
4. Fulfill Citations
  - a. Determine how to fulfill each citation:
    - i. For repository citation: click Manage Fulfillment Options link to request item be moved to Course Reserves location or digitized. Alternatively, just a link to item (e.g., electronic resource)
    - ii. For Brief record: Create temporary item for instructor copy and move to course reserves location
    - iii. For non-repository citation: Click resource located link to search for item in repository; otherwise order or use resource sharing to obtain item
  - b. Set each citation to complete when it is fulfilled
  - c. Set reading list to complete when all citations are fulfilled
  - d. Reading list is published to Primo at course start date.
5. Alternative: Quickly add items to reading list:
  - a. Use Scan-in Items interface (Fulfillment > Scan in items > Change Item Information tab) to associate item with a reading list and indicate item is temporarily moved to course reserves.
  - b. OR Conduct repository search to search for item and click add to reading list link