



Course Reserves and Reading Lists

Sub-title here

Presenter name

User Roles

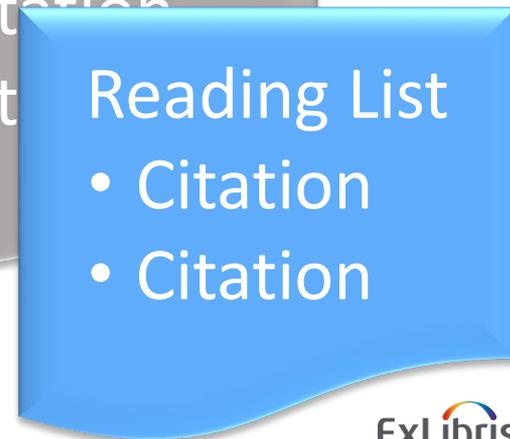
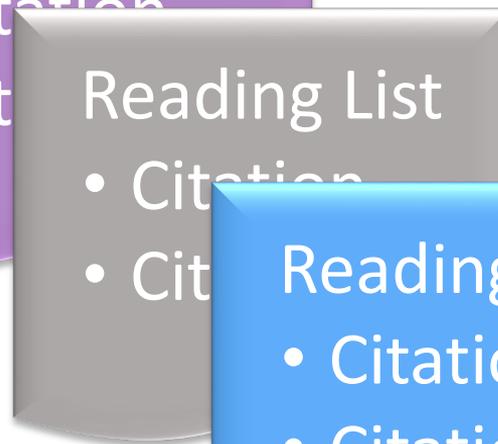
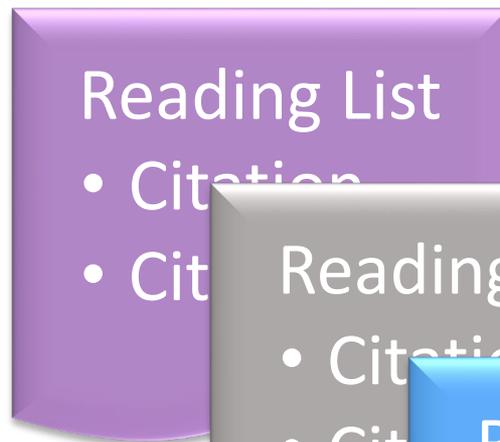
Course Reserves Operator – Manages courses, lists, and associated inventory

Course Reserves Manager – As above, with the ability to reassign reading list ownership

Fulfillment Services Operator and Manager – Course and list management plus additional request management rights



Course Reserves Model





Course Records

Course Reserves Infrastructure

Processing Departments

Academic Departments

Course Terms

Course Records

- Store basic information about a course
- Are searchable in the discovery interface
- Maybe be updated and reused

Fulfillment Admin Analytics

Checkout/Checkin

★ Manage Patron Services

★ Return Items

Resource Requests

Pick From Shelf

Scan In Items

Expired Hold Shelf

Active Hold Shelf

Manage In Process Items

Approval Requests List

Monitor Requests & Item Proc

Course Reserves

Courses

Reading Lists

Citations

Manage Course Information Cancel Save

History of Modern Europe i

Course Code:	HIST215	Course Name:	History of Modern Europe	Instructors:	Wright, Julie;
Section:	-	Processing Department:	Graduate Library Course Reserves	Number of participants:	100

Course Information Instructors Notes

Code * HIST215 Section

Name * History of Modern Europe

Academic Department History Processing Department * Graduate Library Course Reserves

Terms list
Semester 2
Spring
Summer
Winter

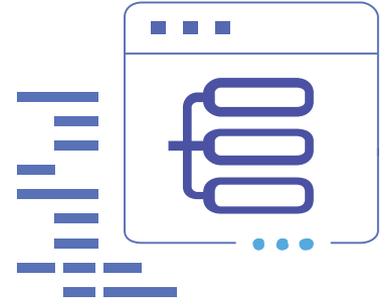
Status Active Inactive

Start date 2018/05/28 End date 2018/09/01

Course Records

Course records contain:

- Statuses that are bound to the start and end dates of the course
- Start date which is important because the course information, reading list, and resources are all automatically published to Primo at the start date of the course
- Searchable IDs that can help students with identifying alternative course names or course IDs, or other instructors if multiple instructors teach the course





Reading Lists and Citations

Reading Lists

- Are attached to Course Records
- Store citations of items
- Have a global status bound to the start and end dates of the course

Modern European History

Course Code: HIST215 Course Name: History of Modern Europe Instructors: Wright, Julie
Section: Processing: Graduate Library Course Reserves Number of participants: 100
Department:

Reading List Information

Code: HIST215 Status: Complete

Name: Modern European History

Due Back Date: 2018/09/01 Creative Commons License

Owners: Braun, Connie

Citations Owners Notes Subject Labels

Select All Alerts: All Citation Status: All Resource Locate: All Material Type: All Tags: All Copyright Status: All

Citation Last Modification Date

1 Modernizing Germany : Karl Biedermann's career in the kingdom of Saxony, 1835-1901 /
Book By Bacillon, Richard J., 1943- (P. Lang, c1990) Request Status: Complete Created By: Braun, Connie (12 Jun 2012 17:35)
ISBN: 082041185X: Resource Locate Status: Resource Located Modified By: Braun, Connie (12 Jun 2012 17:35)
Series: American university studies. History, v. 84 Copyright Status: Not Determined
Subject: Biedermann, Karl--1812-1901--Political and social views. -- Liberalism--Germany--Saxony--History--19th century. -- Industries--Germany--Saxony--History--19th century, and others

Alerts Physical (2) Electronic Digital Citation Details More Info

Fulfillment Admin Analytics

Checkout/Checkin

★ Manage Patron Services

★ Return Items

Resource Requests

Pick From Shelf

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Approval Requests List

Monitor Requests & Item Processes

Course Reserves

Courses

Reading Lists

Citations

Citations and Resources

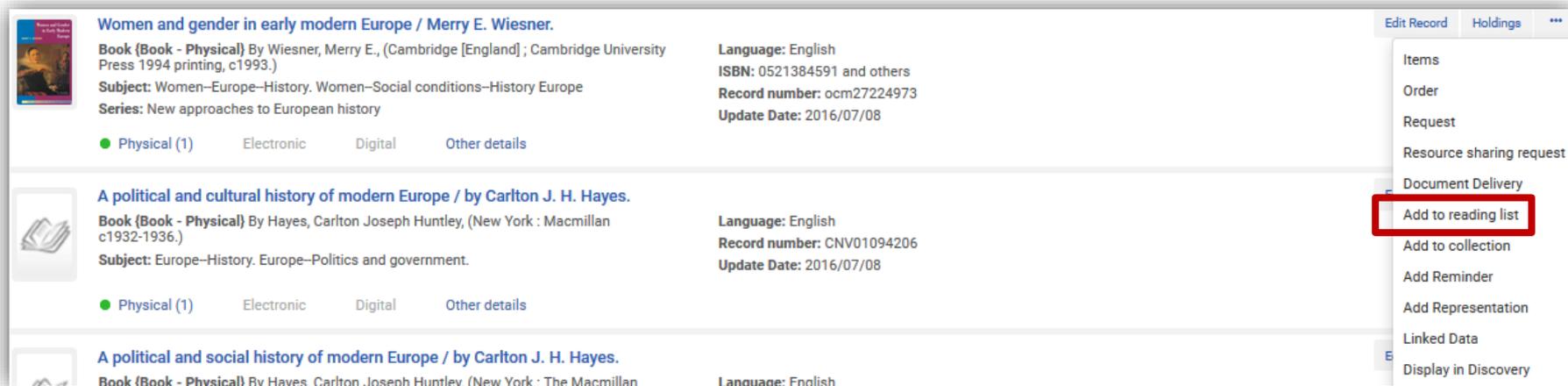
Determine how
to fulfill item:

The screenshot shows the 'Edit Reading List' interface for a course titled 'Modern European History'. The course code is HIST215, and the status is 'Complete'. The course name is 'History of Modern Europe', and the department is 'Graduate Library Course Reserves'. The instructor is 'Wright, Julie', and the number of participants is 100. The reading list information includes the code 'HIST215', name 'Modern European History', due back date '2018/09/01', and owner 'Braun, Connie'. The interface has tabs for 'Citations', 'Owners', 'Notes', and 'Subject Labels'. A red box highlights the 'Actions' menu, which includes options like 'Place Request', 'Add Citation', 'Change Copyright Status', 'Change Status', 'Expand', and a gear icon. Below the menu, there are filters for 'Select All', 'Alerts', 'Citation Status', 'Resource Locate', 'Material Type', 'Tags', and 'Copyright Status'. A list of citations is shown, with the first entry being 'Modernizing Germany: Karl Biedermann's career in the kingdom of Saxony, 1835-1901 / Book By Bazillion, Richard J., 1943- (P. Lang, c1990.)'. The citation details include ISBN, series, subject, and request status. The citation was created and modified by Braun, Connie on 12 Jun 2012 17:35. The citation is categorized as 'Physical (2)' and has a 'Request Status' of 'Complete'.

- Locate a physical item in inventory and move to course reserves?
- Link to an electronic resource in inventory?
- Digitize item? Create a temporary item?

Other Options for Adding Items to a Reading List

- Search for a title and select “Add to reading list”



The screenshot displays a library catalog interface with three book records. The first record is "Women and gender in early modern Europe / Merry E. Wiesner." The second record is "A political and cultural history of modern Europe / by Carlton J. H. Hayes." The third record is "A political and social history of modern Europe / by Carlton J. H. Hayes." A dropdown menu is open on the right side of the interface, with the "Add to reading list" option highlighted by a red box. The menu also includes options like "Items", "Order", "Request", "Resource sharing request", "Document Delivery", "Add to collection", "Add Reminder", "Add Representation", "Linked Data", and "Display in Discovery".

Women and gender in early modern Europe / Merry E. Wiesner.
Book (Book - Physical) By Wiesner, Merry E., (Cambridge [England] ; Cambridge University Press 1994 printing, c1993.)
Subject: Women--Europe--History. Women--Social conditions--History Europe
Series: New approaches to European history
Language: English
ISBN: 0521384591 and others
Record number: ocm27224973
Update Date: 2016/07/08
Physical (1) Electronic Digital Other details

A political and cultural history of modern Europe / by Carlton J. H. Hayes.
Book (Book - Physical) By Hayes, Carlton Joseph Huntley, (New York : Macmillan c1932-1936.)
Subject: Europe--History. Europe--Politics and government.
Language: English
Record number: CNV01094206
Update Date: 2016/07/08
Physical (1) Electronic Digital Other details

A political and social history of modern Europe / by Carlton J. H. Hayes.
Book (Book - Physical) By Hayes, Carlton Joseph Huntley, (New York : The Macmillan
Language: English

Edit Record Holdings ...
Items
Order
Request
Resource sharing request
Document Delivery
Add to reading list
Add to collection
Add Reminder
Add Representation
Linked Data
Display in Discovery

Other Options for Adding Items to a Reading List

- Use the “Scan In Items” workbench

Scan In Items

Scan in Items | Change Item Information

Change Type: Temporary

Location: Course Reserves

Call Number Type:

Reading List: Modern European History

New Barcode:

Scan item barcode * 23565

Due Back: 2018/09/01

Item Policy: Two Hour Loan

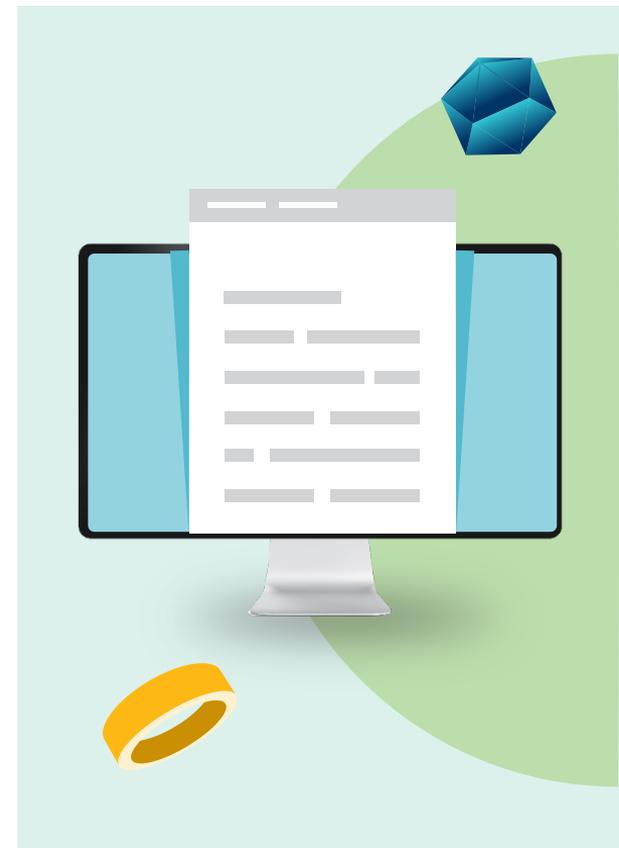
Call Number:

Courses, Reading Lists and Citations



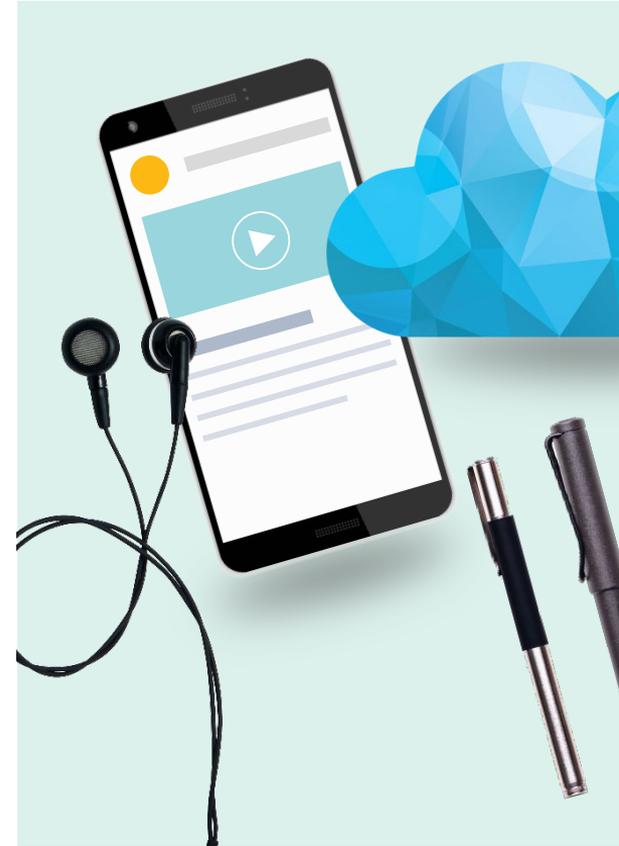
Course Reserves Workflow

1. Create or update the course container
2. Create or import a list of citations in reading list
3. Move citations to a status of “in process”
4. Choose a management action
 - a) Link to list (no action; set as complete)
 - b) Move to reserves (move request; update policies)
 - c) Digitize (digitization request)
 - d) Create temporary item (faculty copy)
5. Complete and publish (automatic based on course start date)



Slide Title Here

- Content here



Conclusion

- During this session, we looked at Course Reserves from the infrastructure to the process for creating courses and reading lists
 - Processing Departments
 - Academic Departments
 - Course Terms
 - Workflow

Questions?





Thank you!

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