



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
BY KELLY ANN SAM

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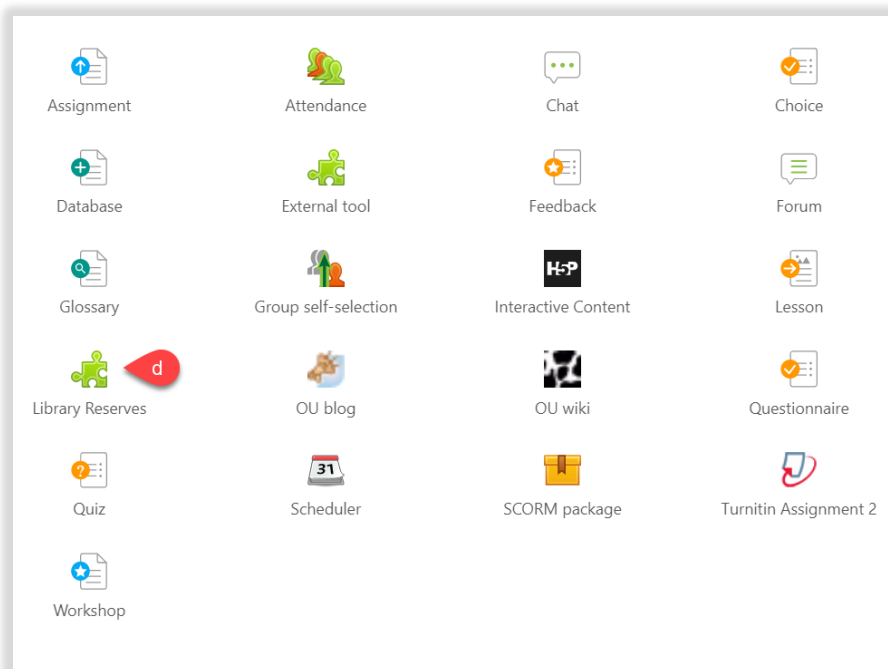
1. Accessing your Library Reserves List

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

- Login to Cougar Courses
- Go to your course
- Click **Create learning activity**
- Click **Library Reserves**
- Add what you'd like to title your Library Reserves link
- Click **Save and return to course**

This image shows the 'Adding a new External tool' form. At the top is a green puzzle piece icon and the text 'Adding a new External tool'. Below is a text input field for 'Activity name' with the value 'Library Reserves' and a red 'e' icon. To the right of the field is a red asterisk and the word 'Required'. Below the field is a 'Select content' button. Further down is a 'Show more...' link. At the bottom are three buttons: 'Save and return to course' (blue), 'and display' (blue with a red 'f' icon), 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.

- 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
- Login to Cougar Courses
- Go to your course
- Click **Create learning activity**
- Click on **Resources**
- Choose **URL**
- Enter a Name for the link – i.e. Library Reserves
- Paste permalink into the External URL field
- Click **Save and return to course**

SOC 101 - Sam (Sp19)

Introduction to Sociology

Add Subjects

PUBLISHED Inactive Updated 6 days ago 15 items in 2 sections 1/15 items are in process

SUBMIT LIST TO LIBRARY FOR PROCESSING

Week 1 Readings (9)

BOOK **Tales of a shaman's apprentice: an ethnobotanist searches for new medicines in the Amazon rain forest**

Plotkin, Mark J., New York, Viking, 1993

Reserves 2 hour

Complete Available at Library 3rd Floor - Check Out Desk : ANTH 301: CULTURE & MED: HEALERS 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
- Print
- View list as a student
- Display recent list changes
- Delete

Permalink for: SOC 101 - Sam (Sp19)

[https://csu-csusm.alma.exlibrisgroup.com/leganto/public/01CAL\\$_USM/lists/62739374](https://csu-csusm.alma.exlibrisgroup.com/leganto/public/01CAL$_USM/lists/62739374)

COPY TO CLIPBOARD

Item was copied to your clipboard

CLOSE

Create learning activity


Drop files to attach, or browse


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-csasm.alma.exlibrisgroup.com/leganto/public/01CALS_USI Choose a link... k

Description

 Paragraph

Font family

Font size

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

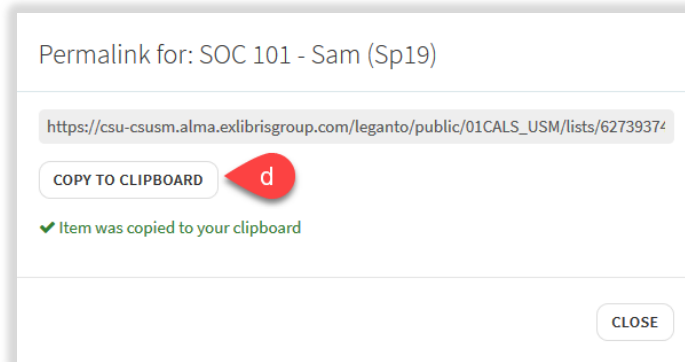
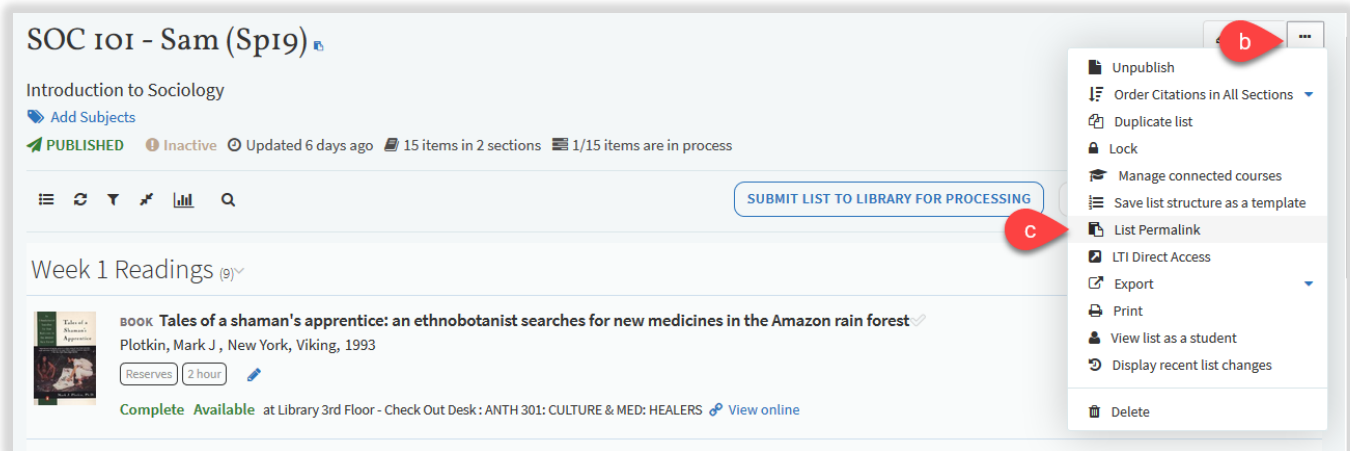
Cancel

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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 Library interface. On the left, a navigation panel includes 'LISTS', 'COLLECTION', 'FIND LISTS', and 'REPORTS'. The main area is titled 'Collection (94)' and features a search bar, a date filter, and an 'ADD ITEMS +' button. Below this, a list of items is shown, including a book chapter, a document, a newspaper article, and an electronic article. Each item has an 'Add tags to collection' link. A search results overlay is visible on the right, showing the search criteria 'of mice and men' and the search results for 'Of Mice and Men: Arginine Metabolism in Macrophages' by Thomas, Anita C; Mattila, Joshua T. The overlay also shows the search results for 'Of Mice and Men: a kinship of'.

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 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' page of the University Library interface. The left sidebar shows navigation options: LISTS, COLLECTION, FIND LISTS, and REPORTS. The main area lists items in the collection, including a book chapter, a document, a newspaper article, an electronic article, and another book chapter. A red callout 'a' points to the 'Collection' tab in the sidebar. A red callout 'b' points to the 'ADD ITEMS +' button. A red callout 'c' points to the 'Create' tab in the 'Create citation' form. A red callout 'd' points to the 'Type' dropdown menu. A red callout 'e' points to the 'More item details' link. A red callout 'f' points to the 'Source' field. A red callout 'g' points to the 'SAVE' button.

Collection (94)

ADD ITEMS +

Create citation

Chapter Title*: When East Meets West

Chapter Author:

Type*: Book Chapter

Source:

Book Title: History of the Americas

Book Author: John Smith

Editor:

Chapter Number: 3

ISBN:

Edition: 2nd

Start page: 75

End page: 113

Creative Commons license: None

More item details

CANCEL SAVE

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

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**

The screenshot shows the top of a course page for 'SOC 101 - Sam (Sp19)'. Below the course title, there's a section titled 'Connect to course' with the text: 'Connecting a list with the relevant courses enables students to easily find the reading material that you add. Would you like to connect this list with a specific course?'. At the bottom of this section are two buttons: 'NOT NOW' and 'CONNECT LIST'. A red callout bubble with the letter 'a' points to the 'CONNECT LIST' button.

The screenshot shows a 'Manage connected courses' dialog box. It contains the following fields: 'Look up course:' with the value '2182-SOC-101-SEC01-21461/01 SOC-101: INTRO TO SOCIOLOGY', 'from:' with '22-January-2018', 'To:' with '19-May-2018', and 'No. of participants:' with '46'. At the bottom, there are three buttons: 'CLOSE', a '+ C' button, and 'CONNECT & CLOSE'. A red callout bubble with the letter 'b' points to the 'Look up course:' text input field. Another red callout bubble with the letter 'c' points to the '+ C' button.

3.1.2. Connecting the Library Reserves List after adding items

- Click **Not Now**
- Click on the three dots (...) icon on the top left of your Library Reserves List
- Click **Manage Connected Courses**
- Look up course using CRN(s) to ensure you are choosing the right course
- Click on the correct course
- Click on the correct course and click **Connect & Close**

SOC 101 - Sam (Sp19)

EDIT

Introduction to Sociology

Add Subjects

UNPUBLISHED

Being Prepared

Updated in a few seconds

0 items in 3 sections

All items are processed

SUBMIT LIST TO LIBRARY FOR PROCESSING

NEW SECTION

ADD ITEMS

Connect to course

Connecting a list with the relevant courses enables students to easily find the reading material that you add.

Would you like to connect this list with a specific course?

NOT NOW

a

ECT LIST

SOC 101 - Sam (Sp19)

Intro to Sociology

Add Subjects

UNPUBLISHED Being Prepared Updated a few seconds ago 0 items in 3 sections All items are processed

Submit List to Library for Processing

Books (0)▼

Articles (0)▼

- 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
- Delete

Manage connected courses

No course is connected to this list.

Look up course:

from: To:


No. of participants:

CLOSE+ c f 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 right 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**


SOC 101 - Sam (Sp19) 


Intro to Sociology
[Add Subjects](#)



UNPUBLISHED  Being Prepared  Updated a few seconds ago  0 items in 3 sections  All items are processed


     

[SUBMIT LIST TO LIBRARY FOR PROCESSING](#)





Books (0) 







Articles (0) 

 The list SOC 101 - Sam (Sp19) was copied to SOC 101 - Sam (Sp19)(1) 

SOC 101 - Sam (Sp19)(1) 

Intro to Sociology
[Add Subjects](#)

UNPUBLISHED  Being Prepared  Updated 12 minutes ago  0 items in 3 sections  All items are processed

[SUBMIT LIST TO LIBRARY FOR PROCESSING](#) [NEW SECTION](#) [ADD ITEMS +](#)

Title*: SOC 101 - Sam (Fa20)

Description: Intro to Sociology

Reading List Status: Being Prepared

Creative Commons license:

from: DD-MM-YYYY To: DD-MM-YYYY

Syllabus URL:

[Upload file](#)

[CANCEL](#) [SAVE](#)

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**

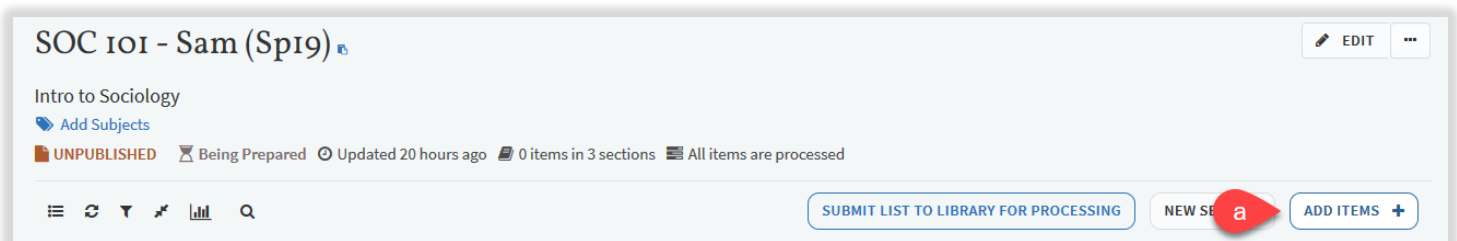
The screenshot shows a web interface for managing library reserves. At the top, there is a navigation bar with icons and buttons: 'SUBMIT LIST TO LIBRARY FOR PRO...', 'NEW SECTION' (highlighted with a red arrow 'a'), and 'ADD ITEMS +'. Below the navigation bar is a form titled 'Title*:' with the text 'Week 1 Readings' entered (highlighted with a red arrow 'b'). Underneath the title is a 'Description:' field. Below the description field are two date pickers: 'from: 06-October-2020' and 'To: 12-October-2020'. To the right of the date pickers is a checkbox labeled 'Section visible only during these dates'. At the bottom left of the form is an 'Import' button with a plus icon. At the bottom right are 'CANCEL' and 'CREATE' buttons. A red arrow '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



×

Search

b

Create

Collection

Search Library Resources

Search in: OneSearch

Enter search criteria:

sociology and women

c

e

Q

☒ 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.

Saba Mahmood, REV - Revised, Princeton, Princeton University Press, 2011

h

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 101 - 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

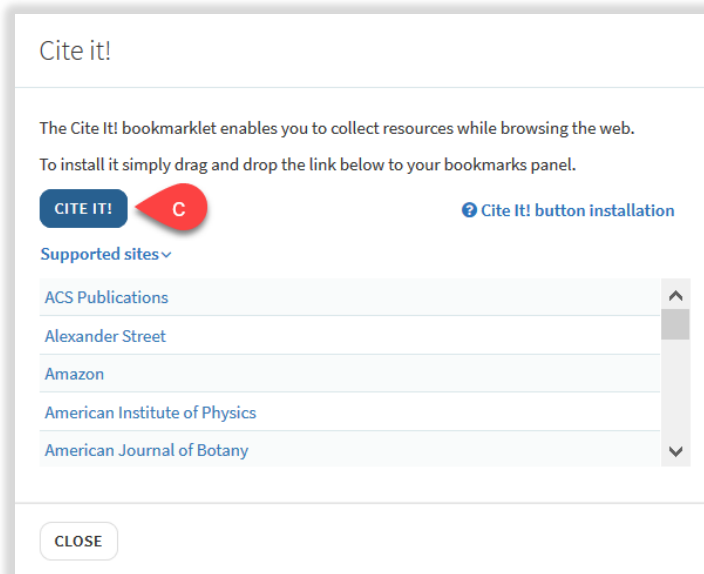
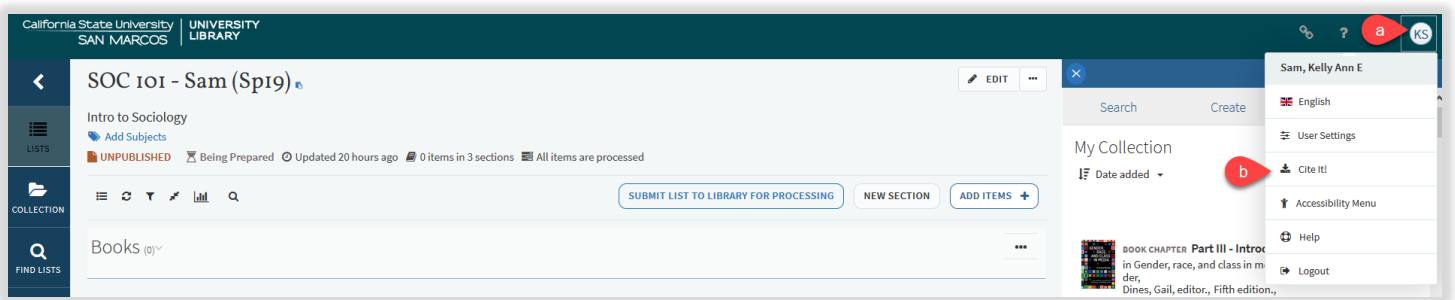
Section: Articles **d**

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

0:01 / 18:45

Apology Today | Nathaniel...

Add this to my list

Create citation

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

Add to: ☐ Collection ☒ List

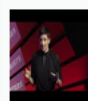
SOC 101 - Sam (Sp19)

Week 1 Readings

Add ADD & CLOSE

Your item was successfully added to list

[List page](#)



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](#)

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.

- a) Cite It! will indicate “**Covered by your library**” in green text
- b) Choose where to add item – Collection or Library Reserves List
- c) Library Reserves List names will appear in drop down menu
- d) Sections of Library Reserves List will appear in drop down menu
- e) Click **Add** or **Add & Close**
- f) 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

Add this to my list

Covered by your library

Create citation

Title*: Understanding risk behaviours: How the sociolo ...

Author:

Type*: Article

Source: https://www-sciencedirect-com.ezproxy.cs ...

+ Add source

Journal Title: Social Science & Medicine

Add to: ☐ Collection ☒ List

SOC 101 - Sam (Sp19)

Week 1 Readings

C Add

ADD & CLOSE

Articles (1)▼

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

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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**

The screenshot displays the California State University San Marcos University Library website. The top navigation bar includes links for "Library Hours and Events", "Contact Us", "Your Account", and a red circular icon with the letter 'a'. The main header features the university's name and a search bar. Below the header, a search bar contains the text "sociology and deviance", with a red circular icon 'b' next to the "Search" button. Below the search bar, there are links for "Looking for a specific article?", "Newspapers Search", and "Advanced Search". A "Databases:" section includes links for "Most Popular", "by Subject", "by Title", and "Trials".

The bottom section shows a toolbar with icons for "E-mail", "Permalink", "Citation", "Print", "Export RIS", "EndNote", "RefWorks", and "Reading List". A red circular icon 'd' is next to the "Reading List" icon. Below the toolbar, a modal window is open, showing options to "Add to:" either "Collection" or "List". A red circular icon 'e' is next to the "List" option. Below this, there are two dropdown menus: "Please select a list" with "SOC 101 - Sam (Sp19)" selected, and "Please select a section" with "Articles" selected. A red circular icon 'f' is next to the "ADD TO READING LIST" button at the bottom of the modal.

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 101 - 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 +](#)

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

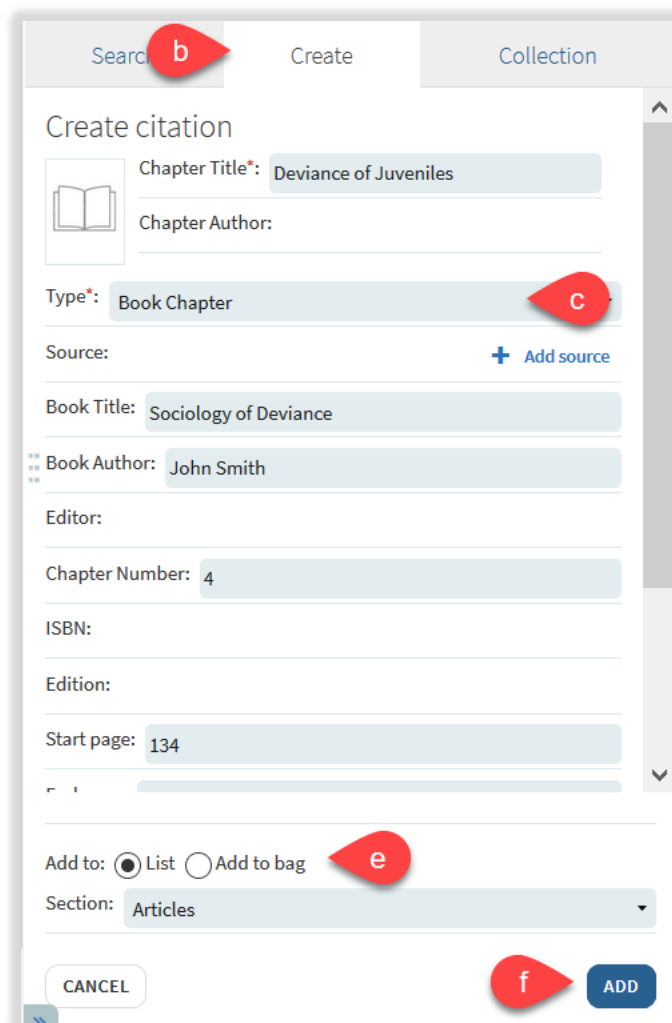
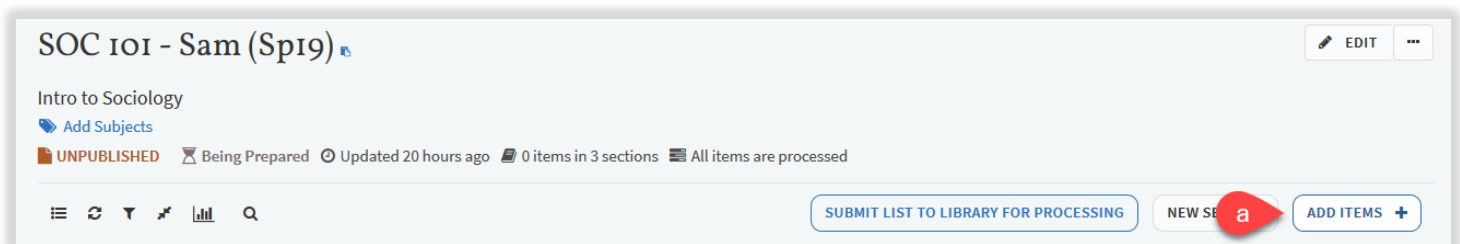
Section: Books **f**

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. 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.

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

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**

[CANCEL](#) **f** [ADD](#)



book **Introduction to Sociology** ✓

James Blake, 2nd, McGraw-Hill, 2018

Click this Box to Select. PRESS SAVE WHEN DONE

2 hour

3 hour

1 day

3 day

1 week

3 week

Purchase Request

✓ SAVE

✕ CANCEL

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)

Intro to Sociology

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

Books (0) >

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 icon

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

Drag citation

a

Article icon

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)▼

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

SUBMIT LIST TO LIBRARY FOR PROCESSING NEW SECTION ADD ITEMS +

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

Move Copy

Move all bagged items to here

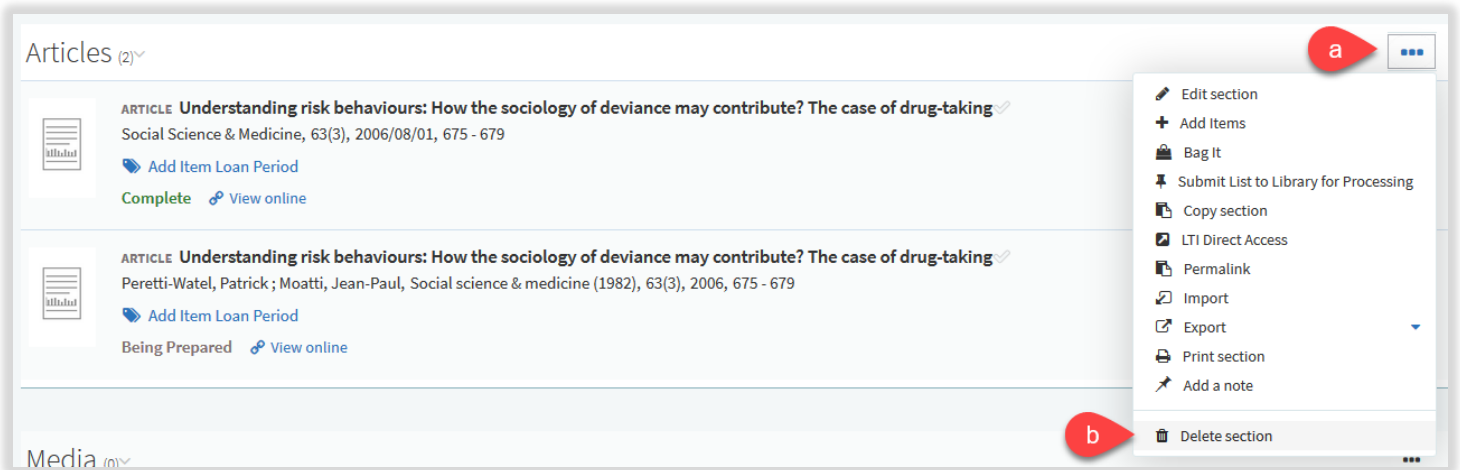
My Bag (1)

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

6.3. Deleting material in your Library Reserves List

- Click on the three dots icon (...) located on the right side of the section or item you want to delete
- Click **Delete section** or **Delete item**

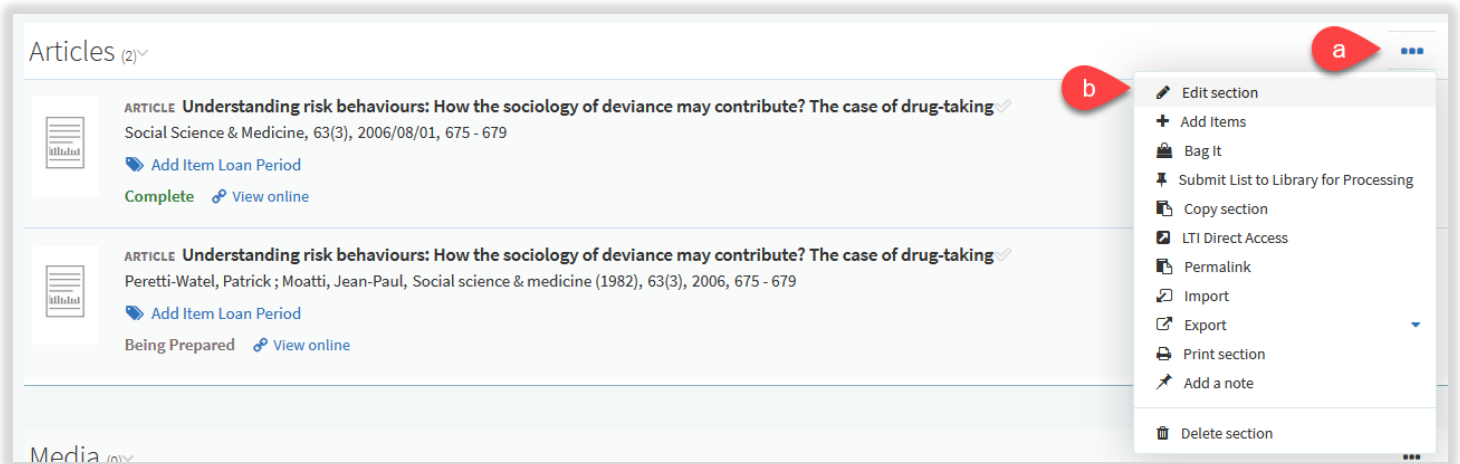


6.4. Adding due dates to your Library Reserves List

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.

- Click on the three dots icon (...) located on the right side of the section
- Click **Edit section**
- Enter **Start date** and **End date**
- Clicking on the check box makes the section only visible during the chosen dates
- Click **Save**
- Dates for the section will appear next to the title of the section



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 ✓

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

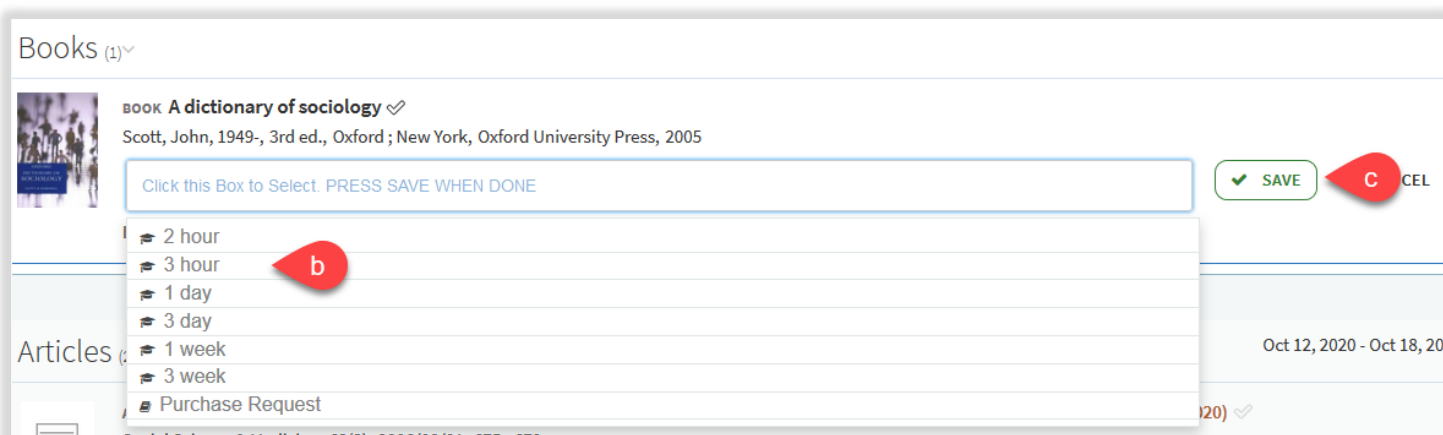
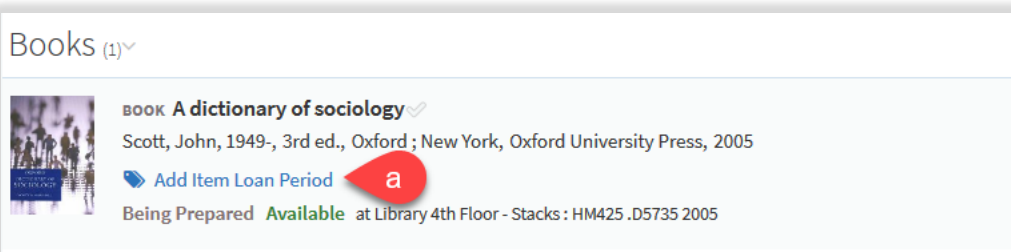
[Add Item Loan Period](#)

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 

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

[Add note](#) 

Private note

[Add note](#)

Public note

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





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. ”

[Add Item Loan Period](#)

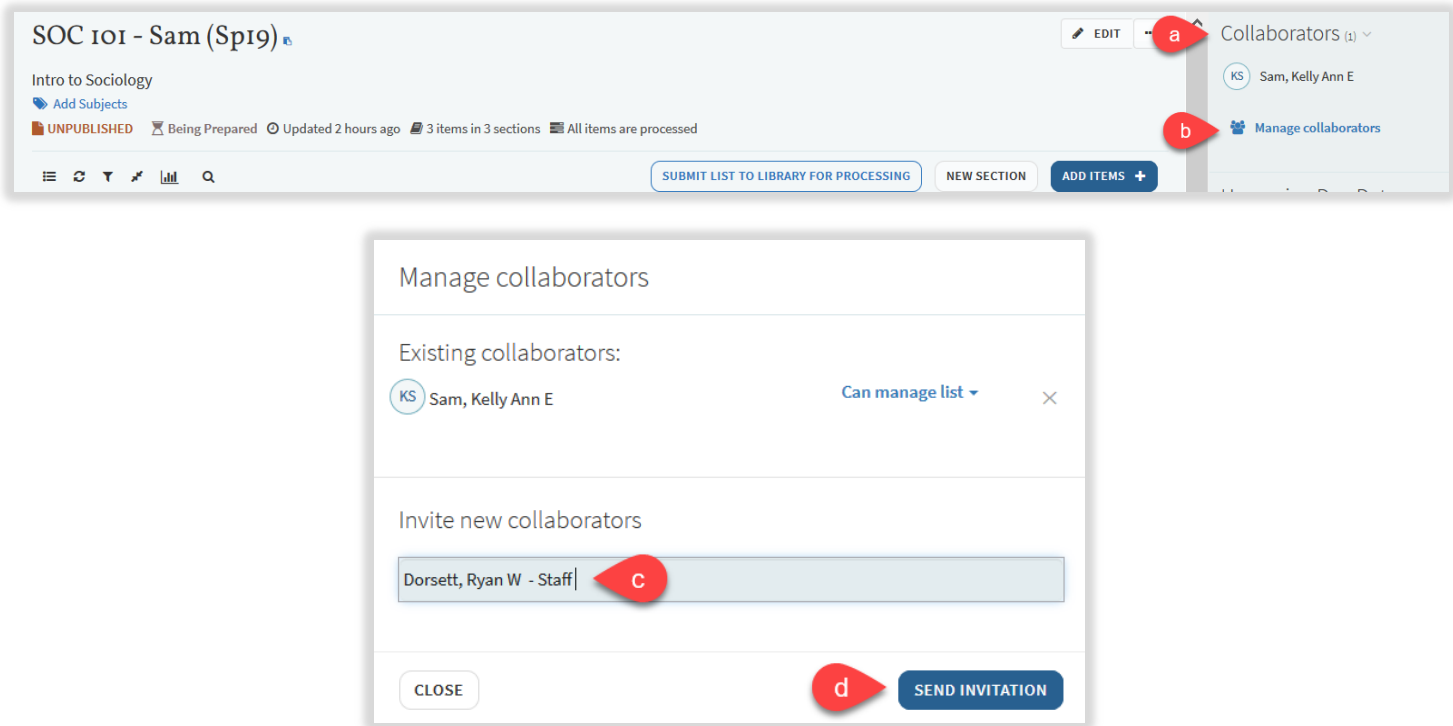
Being Prepared [View online](#)

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.

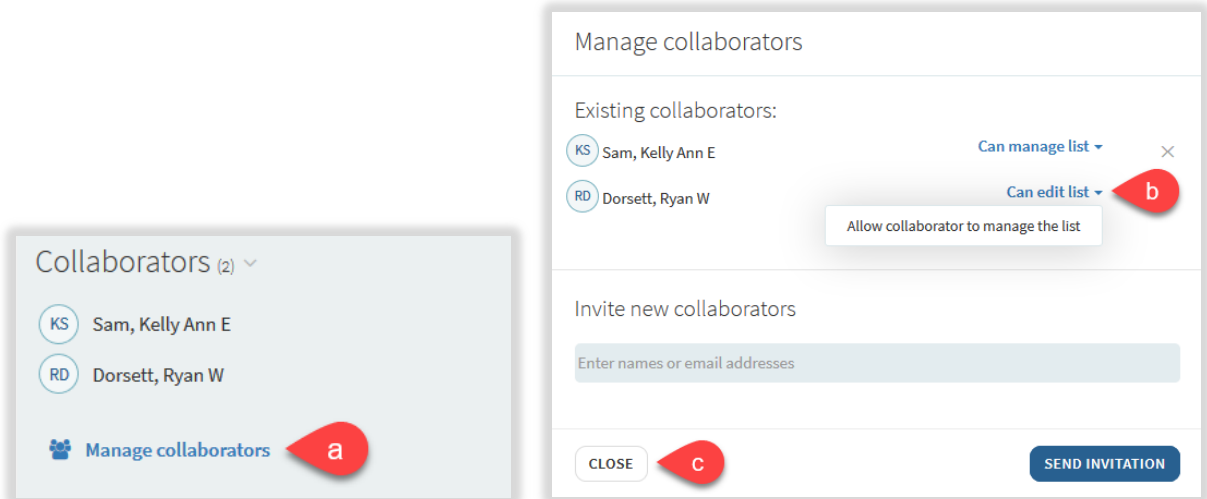
7.1. Adding collaborators

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



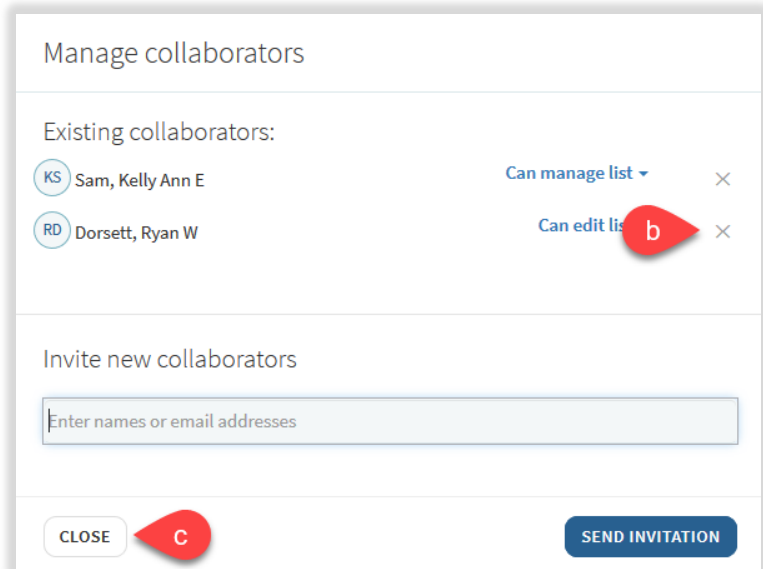
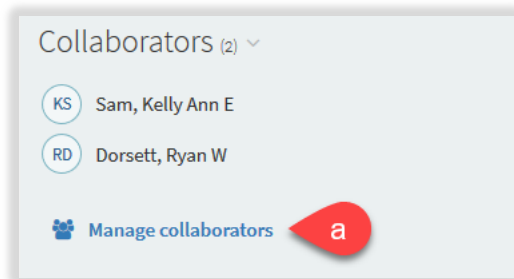
7.2. Editing collaborator access

- a) Click **Manage collaborators**
- b) 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
- c) Click **Close**



7.3. Deleting collaborators

- Click **Manage collaborators**
- Click the **X** next to the collaborator you would like to delete
- 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 right 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

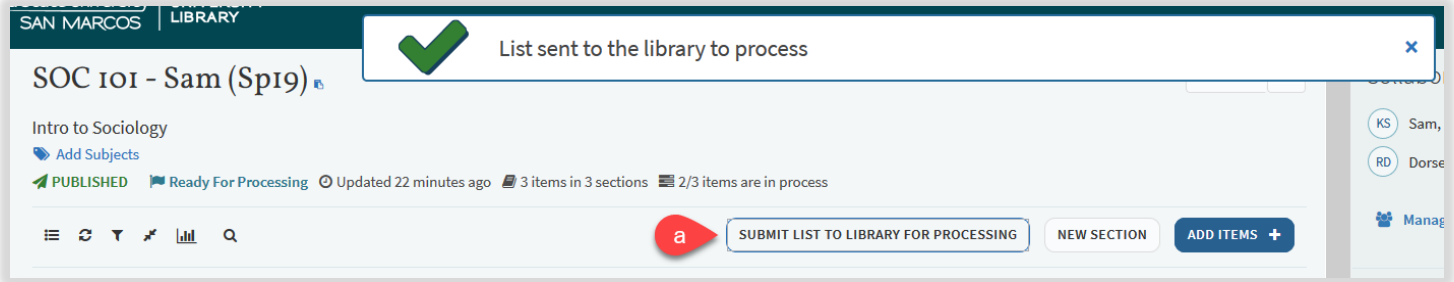
The screenshot shows the 'SOC 101 - Sam (Sp19)' library reserves list. The status is 'UNPUBLISHED'. A dropdown menu is open, showing options: Publish, Order Citations in All Sections, Duplicate list, Lock, Manage connected courses, Save list structure as a template, List Permalink, LTI Direct Access,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

The screenshot shows the 'SOC 101 - Sam (Sp19)' library reserves list after publication. A green checkmark and the message 'List was published' are displayed at the top. The status is now 'PUBLISHED'. A red circle 'c' points to the 'PUBLISHED' status. The interface also shows a 'SUBMIT LIST TO LIBRARY FOR PROCESSING' button and a 'NEW SECTION' button.

9. Submitting your Library Reserves List for processing by Library staff

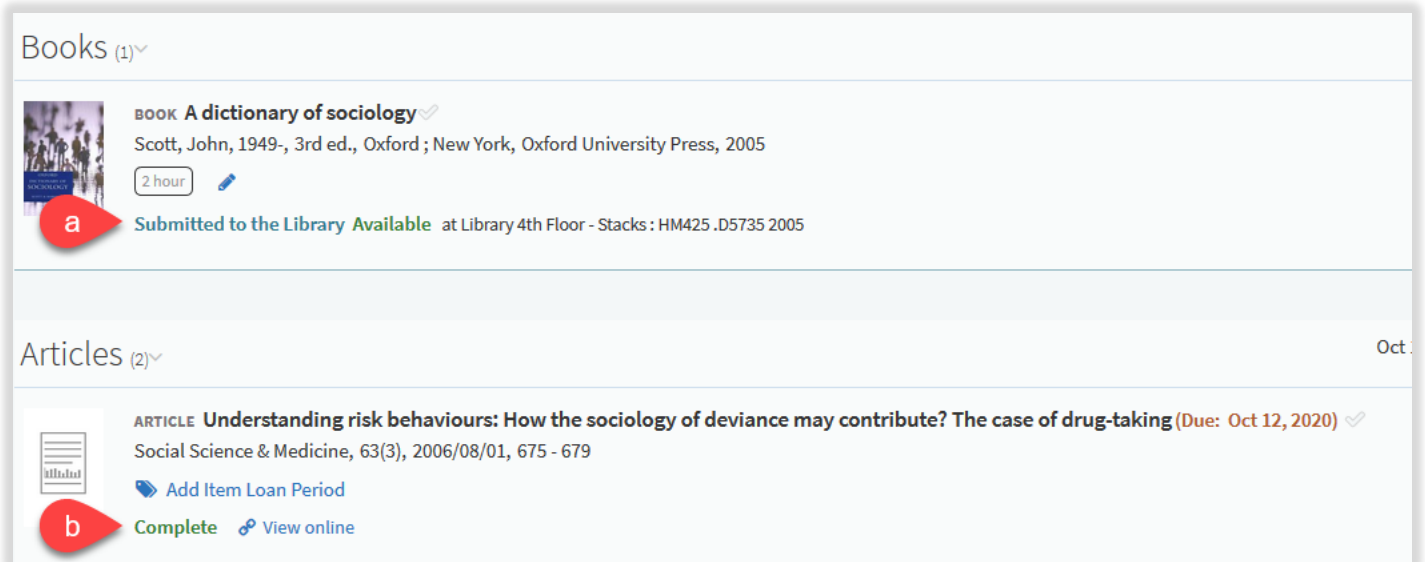
Submitting your Library Reserves List will notify Library staff that there are materials that need to be processed/reviewed.

- 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**

The screenshot shows the 'SOC 101 - Sam (Sp19)' page. At the top right, a three-dot menu icon is highlighted with a red callout 'a'. A dropdown menu is open, showing options like 'Unpublish', 'Order Citations in All Sections', 'Duplicate list', 'Lock', 'Manage connected courses', 'Save list structure as a template', 'List Permalink', 'LTI Direct Access', and 'Export'. The 'Export' option is highlighted with a red callout 'b'. Below the menu, the 'Books' section is visible, showing a book titled 'A dictionary of sociology' by Scott, John, 1949-. Below the 'Articles' section, an article titled 'Understanding risk behaviours: How the sociology of deviance may contribute? The case of drug-taking' is shown. A red callout 'c' points to the 'Export' button in the 'Export To Word' dialog box.

Export To Word

Bibliography style: APA (American Psychological Association)

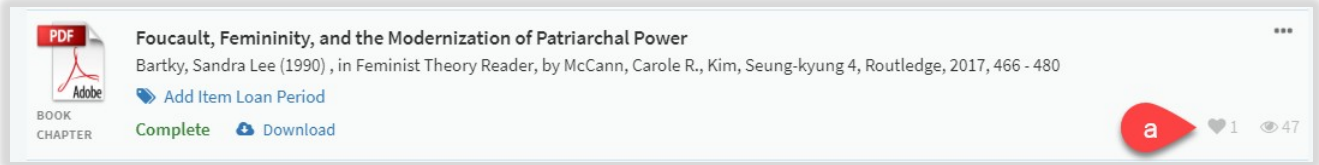
CANCEL EXPORT

12. Student Engagement

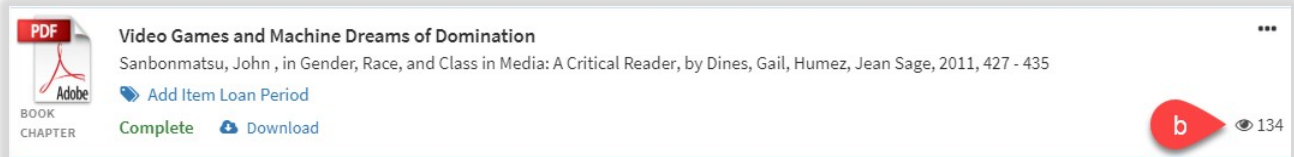
12.1. Likes and Views

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



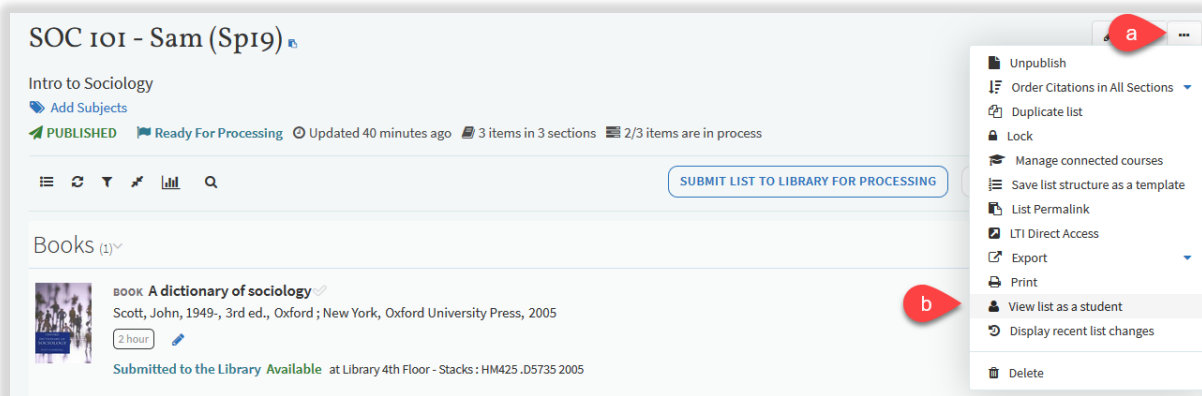
- b) For views, there will be an **eye icon** with the number of views



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



SOC 101 - Sam (Sp19)

Intro to Sociology

WATCHED LIST

Updated 18 minutes ago

3 items in 3 sections

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)

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

Upcoming Due Dates (1)

Student view mode

C X

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