How Do I Add Items to a Course Reserves Reading List?

Now that you've created a Course Reserves reading list, you'll want to add items to the reading list. Items can be anything you want: books, DVDs, electronic articles, website, PDFs, etc. If you don't find what you're looking for by Searching the library catalog and databases, Create the item manually. Library staff will verify holdings and, if approved, purchase necessary material.

1. Click the Add Items button to open the searching options

2. Click Library Search and enter your search term(s) to search library holdings.

3. Locate the item in the search results.

- Please pay close attention to the edition! The library will process whichever edition you select, even if a newer edition is available
- If there's an available e-book, please select that option



oileau (John Charles Boileau), 1886-19 3., 15th edition., Philadelphia, Wolters Kluwer, 2021 Available in format(st E - Electronic Available at Blaisdell Modicat Library Reserves QS 17 A38 2021 and more locations

- 4. Click the title/edition that you want to add to your reading list.
- 5. Select the reading list Section you want from the drop-down menu and click Add.



6. Didn't find what you were looking for? Click the **Blank Form**.



7. Enter information about the item you'd like to add. At a minimum, **Title** and **Type** is required. However, additional information such as author, ISBN, edition, etc. may be necessary to identify the correct item. If you're adding a PDF, you will be able to drag-and-drop or browse for the file from this screen.

8. Select the reading list **Section** you want to add the item to from the drop-down menu and click **Add**.

	Search	Create	ľ	My Collection
	Create citation			
		Title*:		
		Author:		
<	Type*:			•
	Source:		+	Add source
				_
(Drag files here to upload them Or click to browse for a file			
	Of click to browse for a file			
	Add to: List Bag 			
	Section: Required Reading			
	CANCEL			ADD

9. Once you've added items to your reading list, you may want to add Tags or Notes to some or all of your citations. This is a completely optional step. When you've finished building your reading list (including any tags or notes that you may want to add) you'll need to send it to the library, so that library staff can begin processing the reading list.