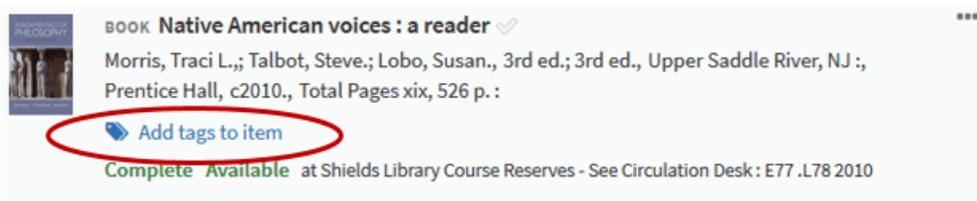


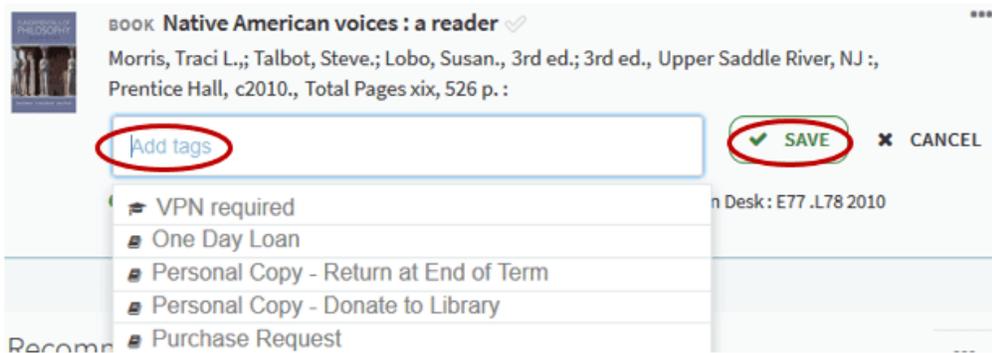
How Do I Add Tags to a Course Reserves Reading List?

Tags notify library staff when you want to do something “unusual” with a citation, such as request an extended loan period or indicate how the library should manage personal copies of items that you plan to bring in. Notes contain information that you may choose to make Public to your students or keep Private for yourself.

1. Locate the item that you want to add a tag to.
2. Click **Add tags to item**.

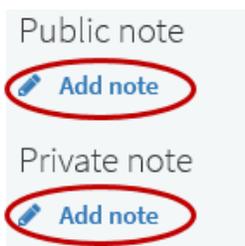


3. Click **Add tags** to open the drop-down menu.
4. Select the tag(s) and click **Save**.



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

1. Locate the item that you want to add a note to and click anywhere on that citation.
2. Scroll down to the **Public note** (viewable by your students) and **Private note** (viewable by yourself) fields, decide which type of note you're entering, and click **Add note**.



3. Type your note and click **Save**.

The image shows a user interface for creating notes, divided into two sections: 'Public note' and 'Private note'. In the 'Public note' section, the text 'Your students can see this note.' is circled in red. To its right, a green 'SAVE' button with a checkmark and a black 'CANCEL' button with an 'X' are also circled in red. The 'Private note' section below it contains the text 'Only you will see this note.', which is also circled in red. To its right, a green 'SAVE' button with a checkmark and a black 'CANCEL' button with an 'X' are circled in red. The interface has a light gray background and a vertical line separating the two sections.

4. Once you've added tags and notes to your reading list you'll need to [send it to the library](#), so that library staff can begin processing the reading list. Click through to learn more about these next steps!