Using UMD Libraries’ Course Reserves in ELMS

Course Reserves are offered through ELMS (powered by Canvas). Use the following instructions to add the Course Reserves tool to your course, add items and submit requests online, and view them.

Logging into your ELMS course and adding Course Reserves in Canvas:

2. Hover the mouse over Courses and click on your course.
3. Click Modules on the left-side menu.
4. Click on the + Add a New Module button on the right side.
5. Enter Libraries as the name of module and click the Add Module button.
6. The Libraries module will display at the bottom of your modules. If you desire, you can click, hold and drag the module higher in your module list by using the arrow icon on the top left of the module box.
7. Click the tool button on the right side of the newly created Libraries module. A drop down menu will appear.
8. Select the +Add Content from the drop down menu.
9. In the drop down box, select External Tool and click on Course Reserves further down the list.
10. Click Add Item at the bottom of the list.
   In the drop down box, select the semester for which the course will be used (e.g., Spring 2013) NOTE: do not select Current Semester unless the semester has already started). Click the Create Course button.

Congratulations! You’ve set up your reserves course and are now an expert in adding modules in Canvas. You should now be in the Course Reserves system where you can start adding new reserve items or request library reserves staff to copy your reserves from a previous semester.

Adding reserve items online:

1. After clicking the Course Reserves link in the Libraries module, click Add Reserve Items

   What would you like to place on Reserves?

   ![E-Reserve: Article](image1)
   ![E-Reserve: Book Chapter](image2)
   ![Hardcopy Reserve: Book, CD, etc.](image3)
   ![E-Reserve: Full-Text Document](image4)

3. Fill out the required fields (and any other bibliographic fields that may aid in finding it or tracking copyright) and choose how you want the item to be supplied. If you choose to upload a file, please include the title page and copyright notice in the PDF. A reserves staff member will review it for copyright compliance and make it available for student view soon thereafter.
4. For the “needed by” date, please enter the date by which you would like the reserve item to be available. This will help reserves staff to prioritize the requests coming in. Please use the MM/DD/YY format (e.g., 01/25/13) for the needed by date.

5. Submit the request; you may track the status of the item by clicking on it under the Reserve Items list.

6. If you subscribe to email notification (under Class Details), you will get an email when the item is available.

7. Entering a Book request works the same way except that you choose what library you want it to be on reserve at (i.e., the Pickup Location), and the loan period (2 or 24 hours for McKeldin; other branches are 2 hours only and may not display the loan period box).

Viewing items:

1. When an e-reserve item has been uploaded, you can view it by clicking on the item and selecting View this Item; you can also edit the citation and change the supply option (including re-uploading files) by clicking Edit this Item and canceling it by clicking Delete this Item.

2. For hard copy book reserves, you can see the basic reserve record and edit or delete/cancel the item as with e-reserves; however, if you want to see the catalog record and availability, you’ll need to switch to “Student Mode.”

3. Click on Switch to Student Mode, then click on the course in the table under Current Classes.

4. In Student Mode you can see icons that designate what format the item is available in.
5. Click a book and you will be in the Reserve Item screen and see the following

![Reserve Items Table]

6. Click the "Availability" link and you will be brought to the catalog record where you can see the location and status of the book.

![Book Availability]

If you have any questions while using the system, click the Contact Reserves Staff for Assistance link on the footer of any of the Course Reserves pages or go to http://www.lib.umd.edu/access/reserves for more information.