

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:

1. Log into ELMS (Canvas) at <http://elms.umd.edu>.
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.
11. Back in the **Libraries** module, click **Course Reserves**.

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**
2. You have four options: E-Reserve: Article, E-Reserve: Book Chapter, Hardcopy Reserve, and E-Reserve: Full-Text Document.

What would you like to place on Reserves?


E-Reserve: Article


E-Reserve: Book Chapter


Hardcopy Reserve: Book, CD, etc.


E-Reserve: Full-Text Document

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.

- Please have library staff pull the material off the shelves and scan
- I will upload a file. (Attach file on following screen) NOTE: Scanned copyright notice and title page from original required.
- I will bring the material to McKeldin Reserves to be processed for E-Reserves
- The item should link to a website or database

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

| Tracking | |
|-----------------------|--------------------------------|
| Date | Status |
| 3/28/2008 11:09:03 AM | Awaiting Reserves Processing |
| 3/28/2008 11:09:03 AM | Item Submitted |
| 3/28/2008 11:31:32 AM | Awaiting Stacks Searching |
| 3/28/2008 5:02:05 PM | In Stacks Searching |
| 3/31/2008 4:07:30 PM | Item Available at Reserve Desk |

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

Email subscriptions allow you to receive an email notification when a new item becomes available in this course. You currently **not** subscribed. [Subscribe Now](#)

- 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)

| | |
|------------------------------------|------------------|
| Pickup Location for Physical Items | McKeldin Library |
| Loan Period for Physical Items | 2 Hours |

Viewing items:





- 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**

Reserve Item

[View this item](#) | [Edit this item](#) | [Delete this item](#)

Item Available on Electronic Reserves
History of Philosophy and Logic
 Reasoning and Computation in Leibniz
 Leen Spruit and guglielmo tamburrini

- 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”
- Click on **Switch to Student Mode**, then click on the course in the table under Current Classes
- In Student Mode you can see icons that designate what format the item is available in

| Reserve Items | | | | |
|--------------------------|--|--------------------------------------|-----------------|---|
| Hot List | Title | Author | Available until | UserViewed |
| <input type="checkbox"/> |  History of Education A History of Western Educational Ideas | R.J.K. Freathy | 7/10/2008 |  |
| <input type="checkbox"/> |  History of Philosophy and Logic Reasoning and Computation in Leibniz | Leen Spruit and guglielmo tamburrini | 7/10/2008 |  |
| <input type="checkbox"/> |  Tradition and Crisis | Jacob Katz | 7/10/2008 |  |

5. Click a book and you will be in the Reserve Item screen and see the following

Managing Change

Curzon, Susan

[This item is currently available at the McKeldin Library.](#)

[Availability](#)

Z678.C885 2005

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

| library | collection | call no. | vol/issue | status/due date |
|-----------------------|-----------------|-----------------|-----------|------------------------------|
| UMCP McKeldin Library | Stacks | DS112.K373 1993 | | April-14-2008 |
| UMCP McKeldin Library | Course Reserves | DS112.K373 1993 | | McK Two Hour Loan / On Shelf |
| UMCP McKeldin Library | Course Reserves | DS112.K373 1993 | | McK Two Hour Loan / On Shelf |
| UMBC Library | Stacks | DS112.K373 1993 | | On Shelf |

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.