

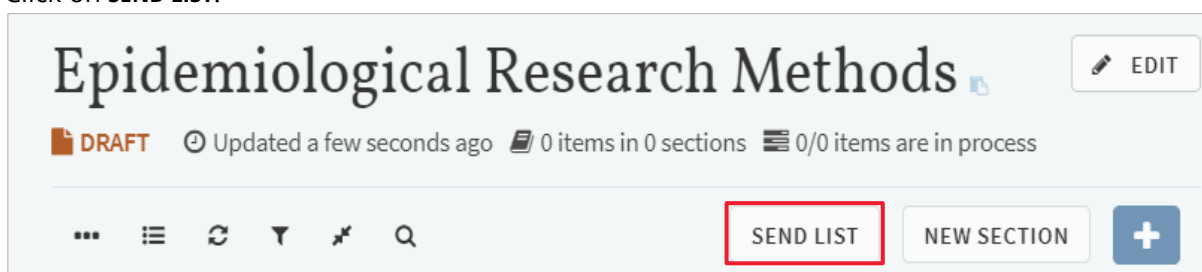
Course Readings: sending your list for processing

Introduction

Once you have developed the first weeks of your reading list you need to send it to the Library. This notifies the Course Readings team that you are ready for them to start processing the items that require processing (e.g. digitisation of book chapters, book purchases and inter-library loans). If you know that there are items in your list that need purchasing or an inter-library loan, send your list as early as possible.

Procedure

1. Click on **SEND LIST**.



The screenshot shows the course page for 'Epidemiological Research Methods'. The status is 'DRAFT', updated 'a few seconds ago', with '0 items in 0 sections' and '0/0 items are in process'. The 'SEND LIST' button is highlighted with a red box. Other buttons include 'EDIT', 'NEW SECTION', and a plus sign.

2. If you are uncertain about whether you have already sent a list for processing, hover your mouse over the **SEND LIST** button. If you have previously submitted the list, you will see a dialogue box containing the date of submission.



The screenshot shows the course page for 'Epidemiological Research Methods'. The status is 'PUBLISHED', with '3820_PUB_HLTH_7106 (2018)', updated 'a day ago', with '50 items in 15 sections' and '0/50 items are in process'. A tooltip over the 'SEND LIST' button reads 'Resend to library for processing' and 'Last sent: 07 Dec 18, 11:11'. Other buttons include 'EDIT', 'NEW SECTION', and a plus sign.

Note: you only need to send your list once, even if you add more items to your reading list after it has been sent.

Contact Us

For further support or questions, contact the Library on +61 8 8313 1061 or email course readings@adelaide.edu.au