



# Course Readings: Sending your list for processing

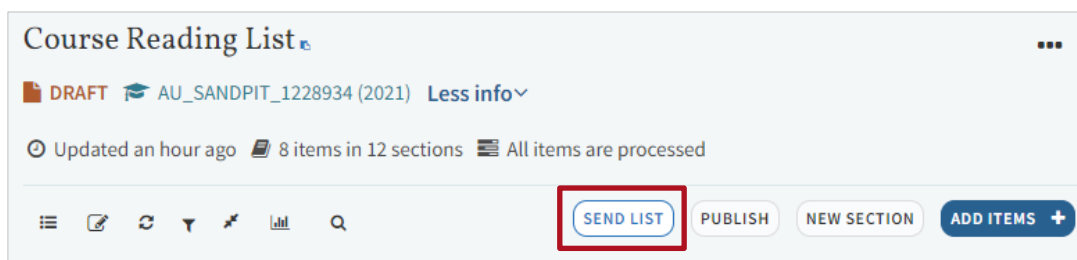
## Introduction

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 interlibrary loan, **send your list as early as possible**.

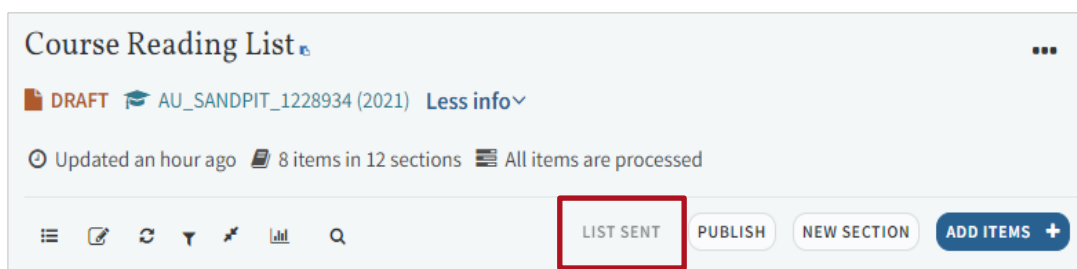
This quick reference guide will demonstrate how to send your list for processing.

## Procedure

1. From your reading list, select **SEND LIST**.



2. You will now be able to view that your list has been sent for processing. Hover your mouse over the LIST SENT menu to view the date and time of submission. *Remember*: 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

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