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Instructors Guide to uReserves

Logging into uReserves

1. Copy and paste the following link into your web browser :
https://miami.alma.exlibrisgroup.com/leganto/login?institute=01UOML_INST&auth=SAML
2. Log into uReserves using your Cane ID and password.

The screenshot shows the University of Miami's Single Sign-On (SSO) page. At the top, there is a navigation bar with the University of Miami logo and links for ABOUT US, ADMISSIONS, ACADEMICS, LIBRARIES, and GIVE TO UM. The main content area is titled "UM Single Sign-On" and contains a message: "You have requested access to UM Single Sign-On which requires University of Miami authentication." Below this message are two columns of links. The left column is for "CaneID" and "Password", each with an input field and a "Forgot your..." link. The right column is for "Your CaneID Account" and "Help Topics", each with a "Change Your..." link. A "Sign in" button is located below the input fields. At the bottom of the page, there is a footer with the University of Miami logo, contact information (Coral Gables, FL 33124, 305-284-2211), and a list of links including Site Map, Emergency Preparedness, Blackboard, Employment, Cane Watch, Privacy Statement and Legal Notices, and Send Technical Feedback. The footer also includes the copyright notice: "Copyright 2013 University of Miami. All Rights Reserved."

Add the Cite IT! Tool to your Browser

Now that you have logged in, we are going to add the Cite IT! Tool to facilitate the construction of your Course Reserves.

After logging in, click on the Cite IT! link above. Then drag and drop the **Cite It!** Button to your bookmarks toolbar in your browser. Then exit by clicking X.

The screenshot shows the ExLibris Cite IT! tool installation page. The page has a navigation bar with 'WELCOME', 'KEY FEATURES', 'CITE IT!', and 'HELP'. The main content area includes an introduction and a 'CITE IT!' button. A callout box shows the button being dragged to a browser's bookmarks toolbar. Another callout box shows the button being clicked. A third callout box shows the button being dragged to the browser's bookmarks toolbar. The page also includes a 'NEXT' button and an 'Exit!' button.

1) Click Here!

2) Drag this button to your bookmarks toolbar!

3) Bookmarks toolbar!

Exit!

1

2

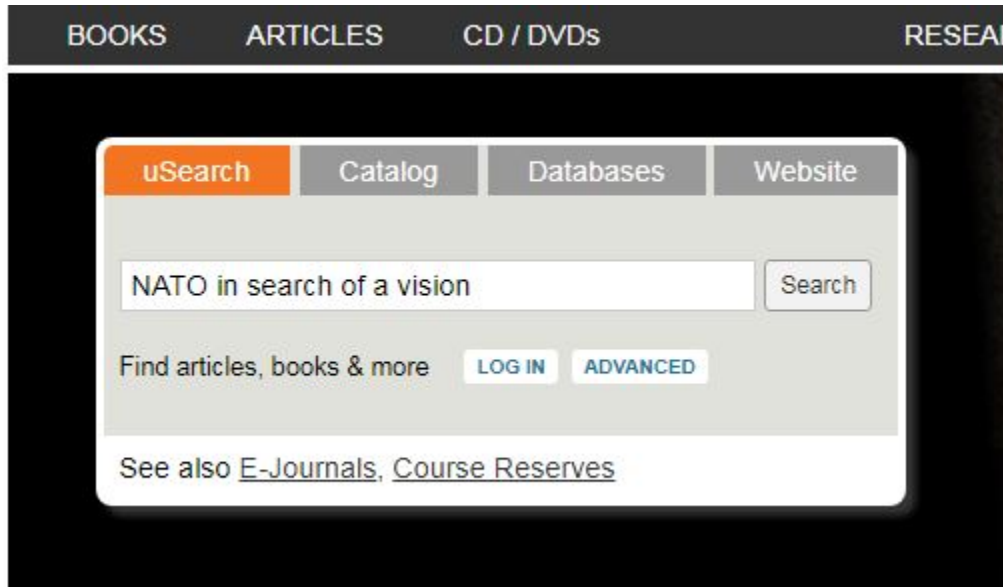
3

NEXT

Add Items to your Collection using the CiteIt! Tool

Now that you have the CiteIt! Tool added to your toolbar, you may browse the library website to add items you would like on Reserves.

1. Open the library website on a new tab, (www.library.miami.edu), and search for the item you want to add on Course Reserves. For our example, I searched, “NATO in search of a vision”.



2. After searching you should see a results page. You can filter the results under “Refine My Results” (see blue arrow in image). Once you have found the book that you need, click on the title of the item (see orange arrow in image).

The screenshot shows a library search results page. On the left is a sidebar with various filters. A blue arrow points to the 'Refine My Results' section. The main area displays search results for 'Everything', sorted by Relevance. Three results are visible, each with a book cover and a title. An orange arrow points to the title 'NATO in search of a vision' in the second result, which is also circled in black. The page includes navigation buttons like 'Find Online', 'Details', and 'Virtual Browse' for each item.

★ Add page to e-Shelf Sign In to request materials & access e-resources 1 2 3 4 5

Results 1 - 10 of 12,280 for Everything Sorted by: Relevance ▾

Show only Peer-reviewed Journals (5,748) | Full Text Online (12,278) | Available in the Library (2)

1 **NATO in Search of a Vision**
Aybet, Glnur.; Moore, Rebecca R.
Washington : Georgetown University Press, 2010
 Online access
Find Online Details More ▾

2 **NATO in search of a vision**
Aybet, Glnur.; Moore, Rebecca R.
Washington, D.C. : Georgetown University Press, [2010]
 Available at Richter Library Books (UA646.3 .N38 2010)
Located on floor 9
Find in Library Details Virtual Browse More ▾

3 **Europe and the end of the Cold War : a reappraisal**
Bozo, Frédéric.; Université de Paris I: Panthéon-Sorbonne.; Université de Paris III.; Université de Paris; Université de Paris
London ; New York : Routledge, 2008
 Available at Richter Library Books (D2003 .E945 2008)
Located on floor 7
Find in Library Details Virtual Browse More ▾

Refine My Results


- Resource Type
 - Articles (7,538)
 - Newspaper Articles (2,296)
 - Text Resources (1,019)
 - Reviews (560)
 - Books & eBooks (412)
 - More options ▾
- Date
- Author/Creator
- Subject
- Language
- Journal Title
- Databases
- New Records
- Suggested New Searches
 - by this author/creator:
 - on this subject:
- Expand My Results
 - Expand beyond UM

3. After clicking the title, your page should look similar to this.

NATO in search of a vision

Aybet, Gülnur.; Moore, Rebecca R.

Washington, D.C. : Georgetown University Press, [2010]

 Available at Richter Library Books (UA646.3 .N38 2010)

Located on floor 9

[Find in Library](#) [Details](#) [Virtual Browse](#)     [More](#) ▼

Title: **NATO in search of a vision**

Contributor: Aybet, Gülnur.; Moore, Rebecca R.

Contents: NATO at sixty--and beyond / Jamie Shea -- The NATO strategic concept revisited : grand strategy and emerging issues / Gülnur Aybet -- NATO's secretaries-general : organizational leadership in shaping alliance strategy / Ryan C. Hendrickson -- Implementing NATO's comprehensive approach to complex operations / Friis Arne Petersen ... [et al.] -- NATO-Russia relations : will the future resemble the past? / Martin A. Smith -- Missile defenses and the European security dilemma / Sean Kay -- The "new" members and future enlargement : the impact of NATO-Russia relations / Roger E. Kanet -- NATO enlargement and the Western Balkans / Gabriele Cascone -- The future of the alliance : is demography destiny? / Jeffrey Simon -- Partnership goes global : the role of nonmember, non-European Union states in the evolution of NATO / Rebecca R. Moore.

Subjects: [North Atlantic Treaty Organization](#); [North Atlantic Treaty Organization -- Membership](#); [Security, International](#); [National security -- Europe](#); [World politics -- 21st century](#); [International relations](#); [Disarmament](#); [International organization](#); [Peace](#)

Publisher: Washington, D.C. : Georgetown University Press

Creation Date: [2010]

Format: xiii, 272 pages ; 23 cm

Language: English

Identifier: ISBN 9781589016309 (pbk. : alk. paper);ISBN 1589016300 (pbk. : alk. paper)

Note: Includes bibliographical references and index.

OCLC No.: 421532200

Source: 01UOML ALMA

Links

- > [More Information \(Table of Contents, etc.\)](#)
- > [This item in WorldCat®](#)
- > [Display Source Record](#)


- Now that you have the citation you want, click on the Cite IT! Tool we added on the toolbar! A small window should display showing the citation you want to add to your collection.


Under the “Notes” field, specify the loan period you want for the item. (Example: A loan period of 3 days means the students can check out the item for 3 days. The loan periods available are: 3 Hours Library Use, 3 Hours overnight, 3 days, 24 Hours and 7 days.)

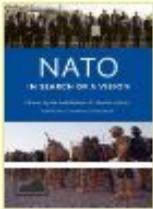
For Add To: select Collection. (NOTE: If you already created a reading list, you can directly add the citation to the reading list by selecting list and choosing your desired reading list.)

When finished, click ADD IT.

Add this to my collection



 Covered by your library



Title: NATO in search of a vision

Author: Aybet, Gülnur.; Moore, Rebecca R.

Type: Book ▼

ISBN: 9781589016309 (pbk. : alk. paper);! Edition:

Total Pages: 272 Publication Date: [2010]

Source: http://miami-primo.hosted.exlibrisgroup.com/primo_library/libweb/action

[More item details ▼](#)

Notes: 3 day loan

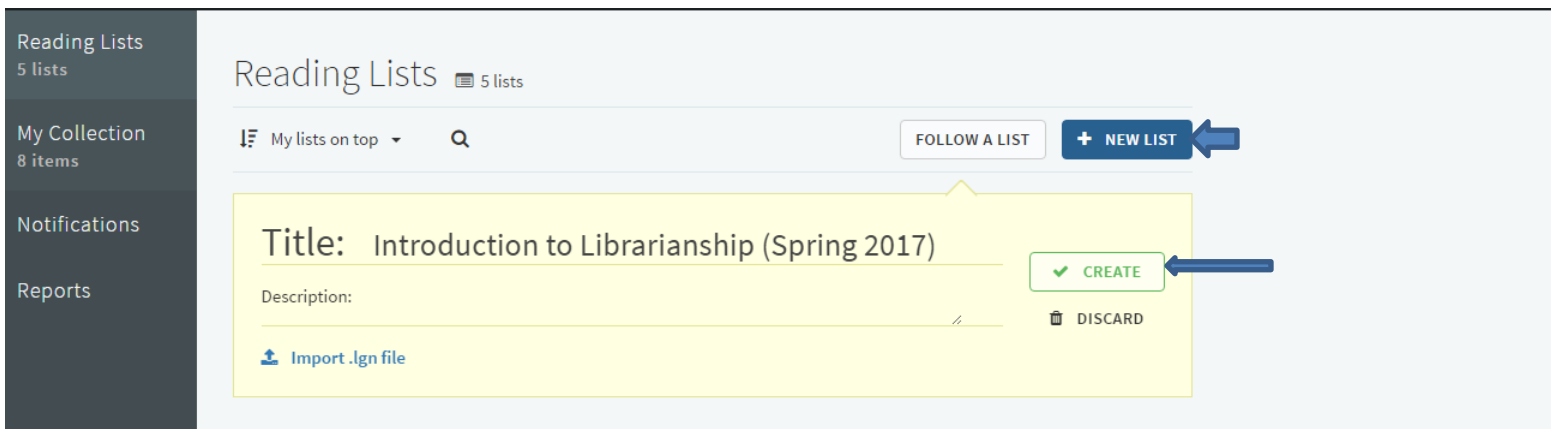
Add to:

Collection List

ADD IT

Creating your Course Reserves Reading List

1. Click on “New List” and in the “Title” field type in the name of the Course along with the semester in parenthesis. Then Click “Create”.

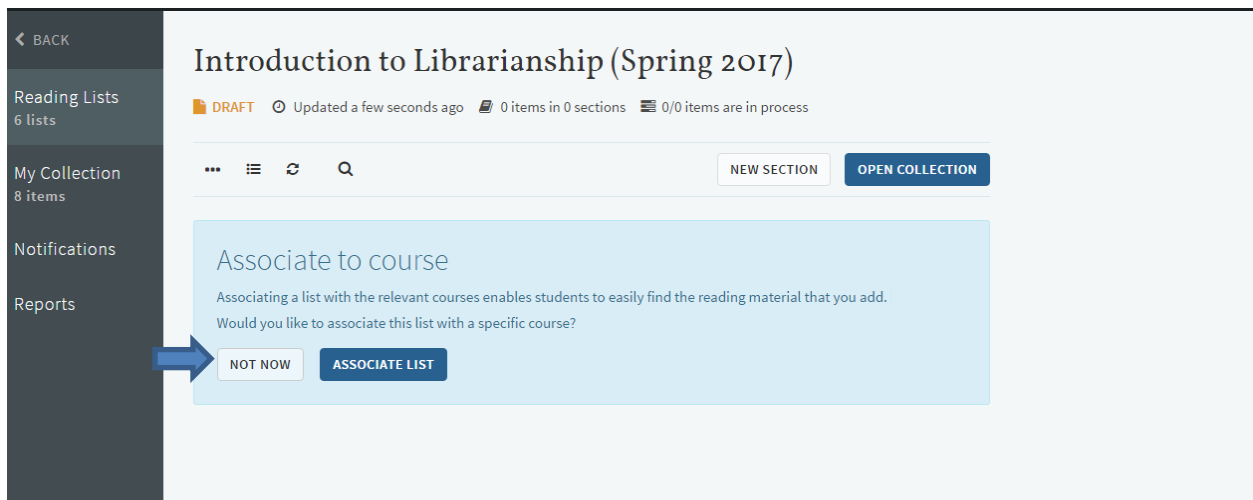


The screenshot displays the 'Reading Lists' interface. On the left is a dark sidebar with navigation options: 'Reading Lists 5 lists', 'My Collection 8 items', 'Notifications', and 'Reports'. The main content area is titled 'Reading Lists' with a sub-header '5 lists'. Below this is a search bar containing 'My lists on top' and a search icon. To the right of the search bar are two buttons: 'FOLLOW A LIST' and '+ NEW LIST'. A blue arrow points to the '+ NEW LIST' button. Below the search bar is a form for creating a new list. The 'Title' field contains the text 'Introduction to Librarianship (Spring 2017)'. To the right of the title field are two buttons: a green 'CREATE' button with a checkmark and a 'DISCARD' button with a trash icon. A blue arrow points to the 'CREATE' button. Below the title field is a 'Description:' label and an empty text input field. At the bottom left of the form is a link 'Import .lgn file' with an upload icon.

2. Under Select a Template, select Blank.

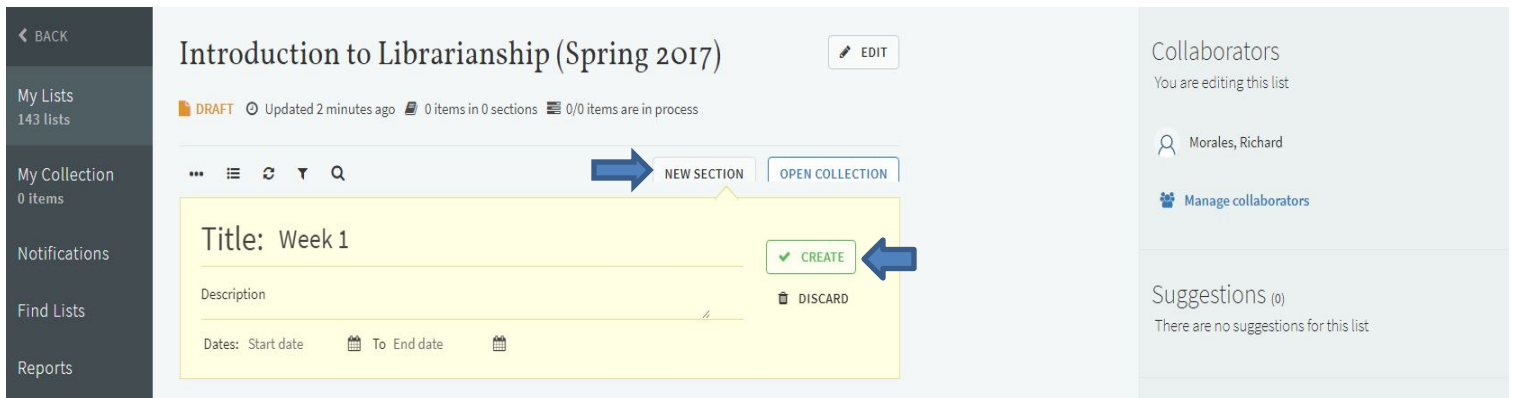


3. Under “Associate to Course” select “Not Now”. (Selecting “Not Now” notifies the library to activate your course which is needed in order for students to access Course Reserves.)



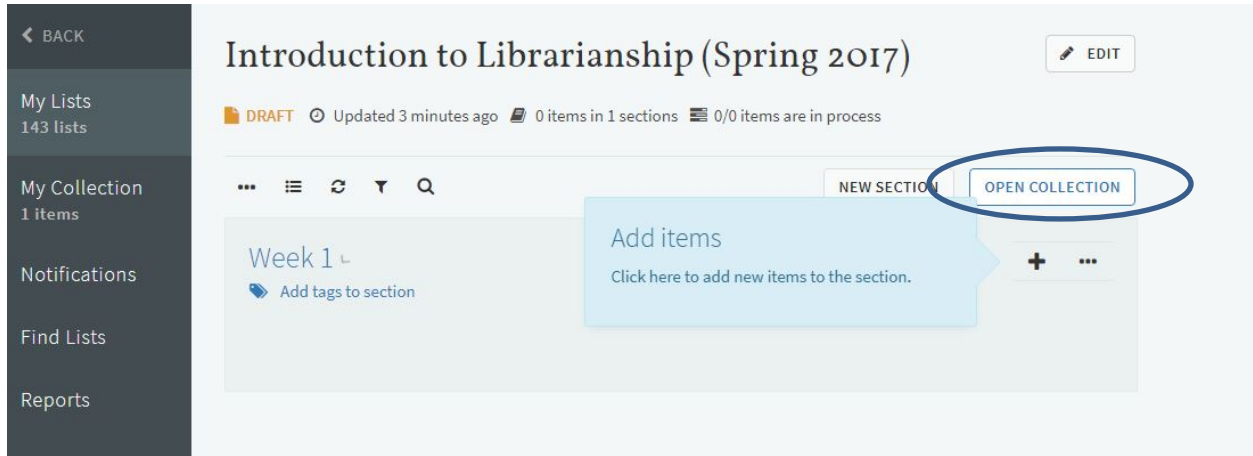
4. Click on “New Section.”

Reading lists can be divided into various sections. You can customize this to your liking. For our example, I will create a section titled, “Week 1”. Once you have decided what you want to name your section, select Create.



The screenshot displays a web interface for managing a reading list titled "Introduction to Librarianship (Spring 2017)". The interface includes a left sidebar with navigation options: "My Lists" (143 lists), "My Collection" (0 items), "Notifications", "Find Lists", and "Reports". The main content area shows the list details, including a "DRAFT" status, update time, and item counts. A "NEW SECTION" dialog box is open, allowing the user to enter a title ("Week 1"), a description, and dates. The dialog box features a "CREATE" button (highlighted with a blue arrow) and a "DISCARD" button. A "NEW SECTION" button in the main interface is also highlighted with a blue arrow. The right sidebar shows "Collaborators" (Morales, Richard) and "Suggestions (0)".

5. Now we can begin to add the items from your Cite It! collection. Click on “Open Collection”.

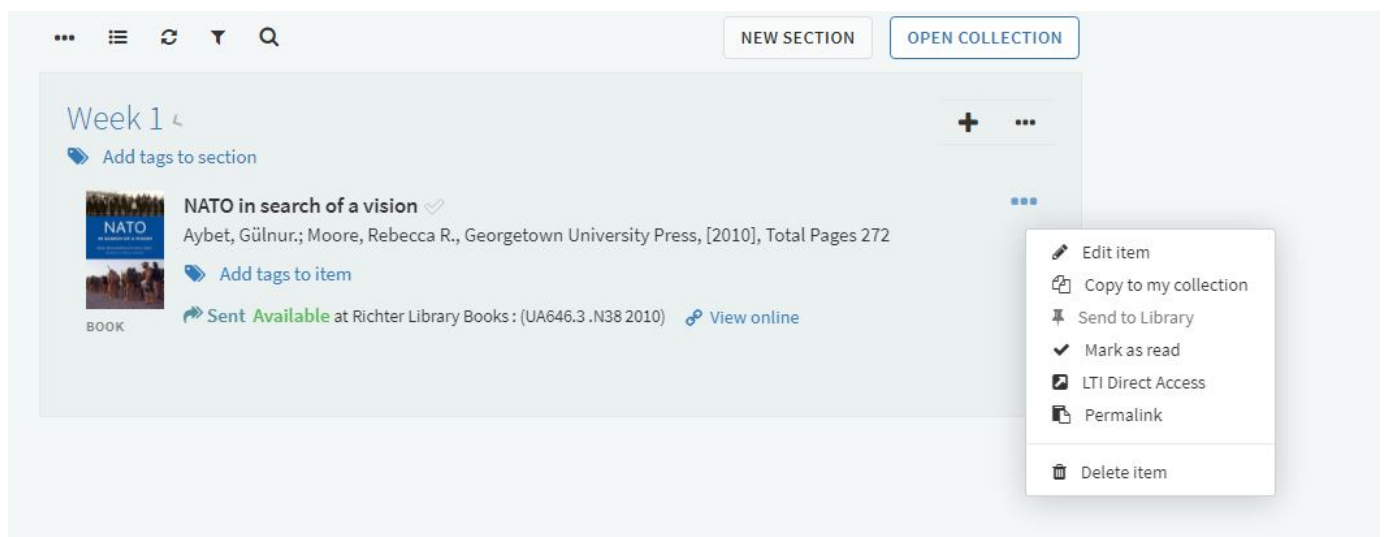


6. A side bar to the right will open displaying all of the items you added to your Collection. Simply click and drag the item you want to add to your Reading List into the section you want it to be displayed in. I will drag my item into the “Week 1” section. The item has now been added to the Reading List.

The screenshot displays a library management interface. On the left is a dark sidebar with navigation options: < BACK, My Lists (143 lists), My Collection (1 item), Notifications, Find Lists, and Reports. The main content area is titled 'Introduction to Librarianship (Spring 2017)' and includes an 'EDIT' button. Below the title, it shows 'DRAFT' status, 'Updated a few seconds ago', and '1 items in 1 sections'. A search bar and buttons for 'NEW SECTION' and 'CLOSE COLLECTION' are present. The 'Week 1' section is expanded, showing a book titled 'NATO in search of a vision' by Aybet, Gülnur; Moore, Rebecca R., published by Georgetown University Press in 2010. The book is marked as 'Being Prepared' and 'Available at Richter Library Books'. The right sidebar shows a 'Zotero' panel with the book listed as 'In list' and 'Appears in 1 reading lists'.

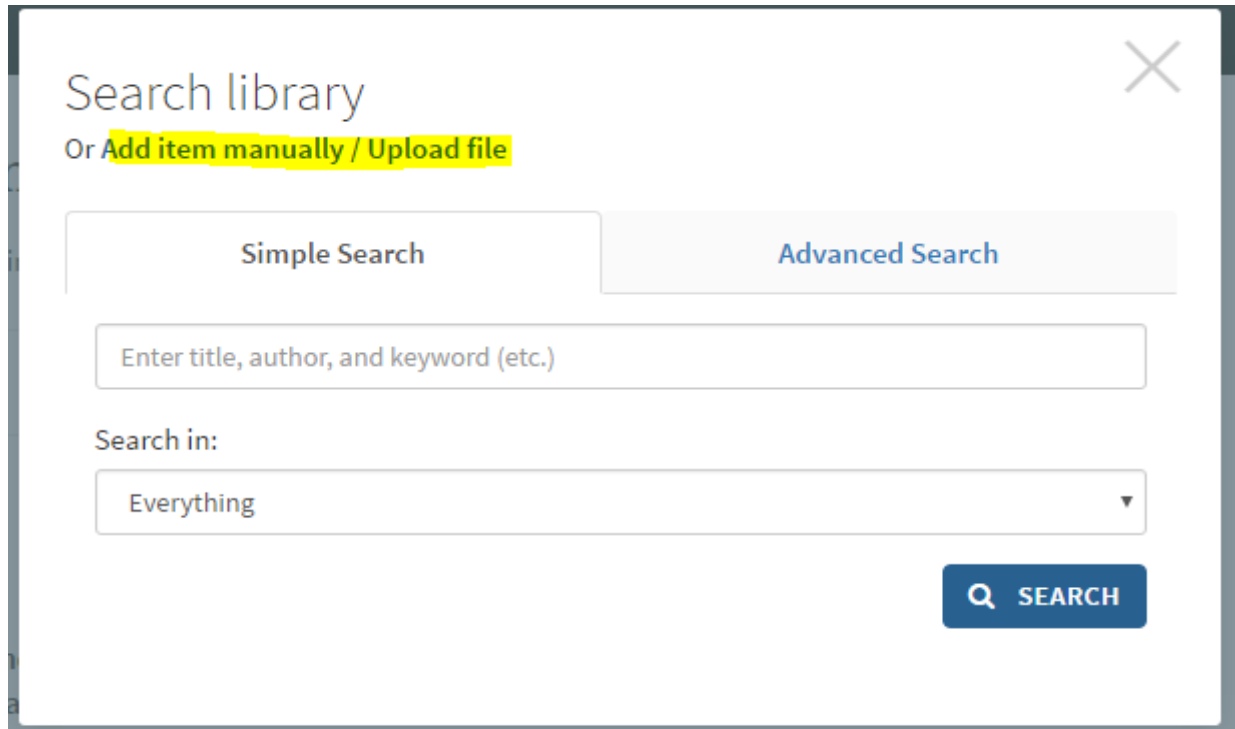
Submitting your items to the Library to be approved and prepared.

1. Click on the ellipses next to the Book you want to send to the Library to be approved and prepared. On the dropdown menu, select, “Send to Library”. Once the item has been sent, a “Sent” status is displayed on the item. When it is being worked by Library staff, the status will change to, “In Process” and when it is completed will say, “Complete”.



Requesting an article / book chapter in uReserves

1. Find the section you want to add the article / book chapter to. When found, click on the + icon.
2. At the top, click on the “Add item manually / Upload file” link.



Search library ✕

Or **Add item manually / Upload file**

Simple Search Advanced Search

Enter title, author, and keyword (etc.)

Search in:

Everything ▾

SEARCH

3. Click on the “type” dropdown list and select Book Chapter or Article.
Fill out the ISBN, title, author, page ranges and any other additional fields.
(For Articles, make sure to include both the Journal title and Article title).

When you are done filling out the required fields, click Add.

The image displays two side-by-side screenshots of a library catalog's 'Add item manually / Upload file' form. Both forms have a yellow background and a close button (X) in the top right corner.

Left Screenshot (Book Chapter):

- Title: America in the 70s
- Author: Bailey, Beth L
- Type: Book Chapter
- Chapter: Introduction
- ISBN: 0700613269
- Publication Date: 2004
- Start page: 1
- End page: 5
- Source: [+ Add source](#)
- Drag files here to upload them
Or click to browse for a file
- ADD** button

Right Screenshot (Article):

- Title: The benefits of Cardiovascular Exercise
- Author: Otto Morales
- Type: Article
- Journal Title: The American Physical therapy Association
- ISSN: _____
- Publication Date: 2010
- Volume: 10
- Issue: _____
- Start page: 20
- End page: 35
- Source: _____
- Drag files here to upload them
Or click to browse for a file
- [More item details](#)
- Notes: _____
- ADD** button

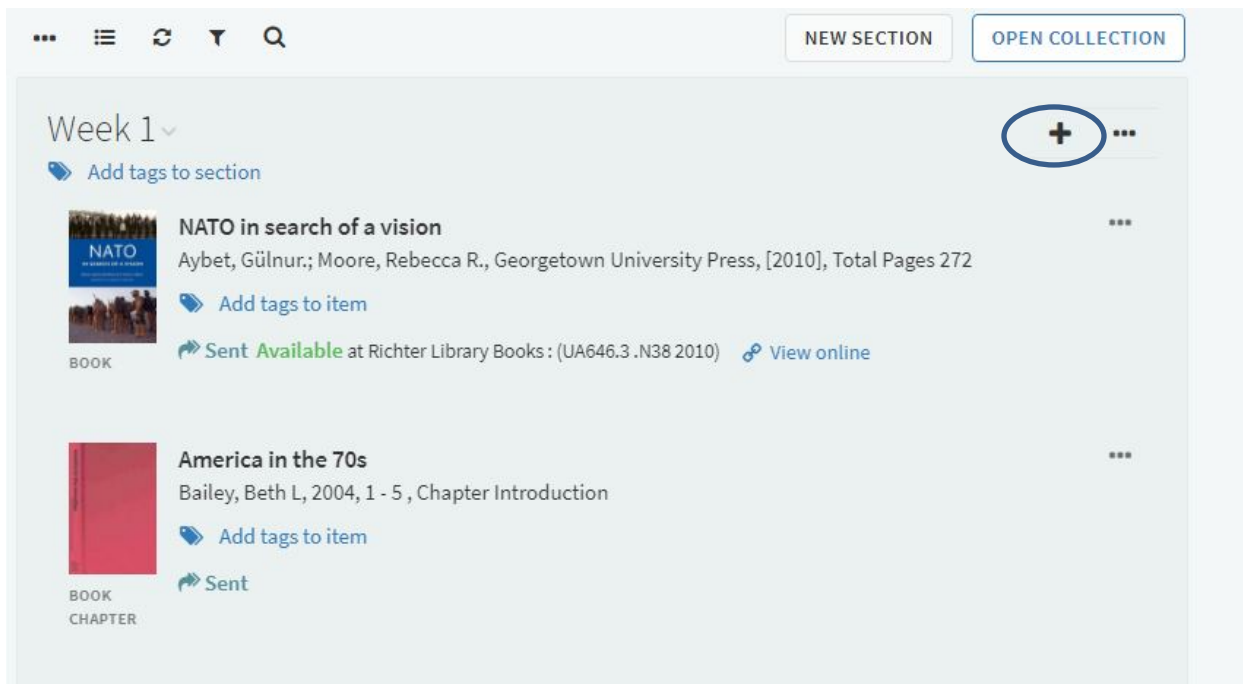
4. Click on the ellipses next to the article / book chapter you just added and select “Send to Library”.



The screenshot shows a digital library item card. On the left is a red book cover icon. To its right, the title "America in the 70s" is displayed with a checkmark, followed by the author and year "Bailey, Beth L, 2004, 1 - 5 , Chapter Introduction". Below the title are two buttons: "Add tags to item" and "Sent". Under the book icon, the text "BOOK" and "CHAPTER" is visible. On the right side of the card, there are three blue dots representing a menu. A dropdown menu is open, listing several actions: "Edit item", "Copy to my collection", "Send to Library", "Mark as read", "LTI Direct Access", "Permalink", and "Delete item".

Submitting a Purchase Request through uReserves

1. Click on the + button to add the purchase request to your desired section.

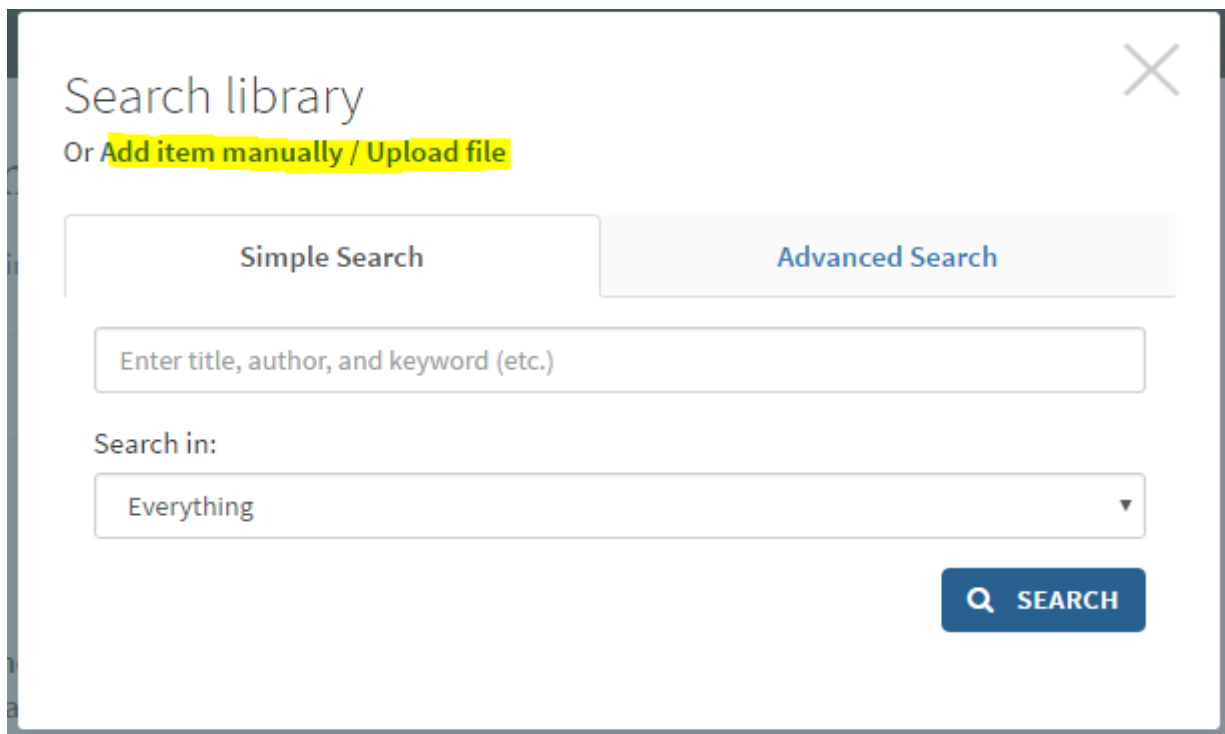


The screenshot shows the uReserves interface. At the top, there are navigation icons (three dots, list icon, refresh, down arrow, search) and two buttons: "NEW SECTION" and "OPEN COLLECTION". Below this is a section titled "Week 1" with a dropdown arrow. To the right of the section title is a blue circle containing a plus sign (+) and three dots (...). Below the section title is an "Add tags to section" button. The section contains two book items:

- NATO in search of a vision**
Aybet, Gülnur.; Moore, Rebecca R., Georgetown University Press, [2010], Total Pages 272
Add tags to item
Sent Available at Richter Library Books : (UA646.3 .N38 2010) View online
- America in the 70s**
Bailey, Beth L, 2004, 1 - 5 , Chapter Introduction
Add tags to item
Sent

Each item has a small image of the book cover and a "Sent" status icon.

2. Click on the “Add item manually / Upload file” link.



The image shows a search library interface. At the top left, the text "Search library" is displayed. To its right is a close button (an 'X' icon). Below the title, the text "Or **Add item manually / Upload file**" is shown, with the latter part highlighted in yellow. There are two tabs: "Simple Search" (active) and "Advanced Search". Below the tabs is a search input field with the placeholder text "Enter title, author, and keyword (etc.)". Underneath the input field is a "Search in:" label and a dropdown menu currently set to "Everything". At the bottom right of the search area is a blue button with a magnifying glass icon and the text "SEARCH".

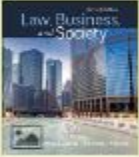
3. On the type dropdown list, select Book.

Fill out the ISBN, Title, Author, Edition and any other additional fields. If you found the book online through a website such as amazon, you may place the link in the “Source” field. In the Notes field, specify the loan period you want for the item.

When you are finished filling in the required fields, select ADD.

Add item manually / Upload file ✕

Or [Search library](#)



Title: Law, Business and Society

Author: McAdams, Tony

Type: Book ▼

ISBN: 9780078023866 Edition: 11th

Total Pages: Publication Date: 2014

Source: <https://www.amazon.com/Law-Business-Society-Tony-McAdams/> [+](#) [Add source](#)

Drag files here to upload them
Or click to browse for a file

[More item details ▼](#)

ADD

4. Click on the ellipses next to the purchase request you just added and select “Send to Library”.



Law, Business and Society

McAdams, Tony, 11th, 2014

[Add tags to item](#)

[Being Prepared](#)

BOOK



- Edit item
- Copy to my collection
- Send to Library**
- Delete item

This concludes the uReserves How To Guide. If there are any questions, comments or concerns please do not hesitate to contact Reserves.

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