

Dear Faculty,

I hope you've had a productive summer. As you prepare for your fall course, I'd like to make you aware of small changes in both textbook ordering and course reserves that may be of help. Both functions are now located on the Course Reserves tab within [Canvas](#) and we've added new functionality to reduce the number of places you have to go to order textbooks and put materials on reserve.

- **Ordering textbooks** - faculty can now place their textbook orders to Barnes and Noble Union Square, the new campus bookstore, through the course reserve tab in Canvas, where you can also check the order status. Please note that books ordered through Barnes & Noble take 2 weeks to process, barring any issues with the publisher.
  - If we have the book electronically through the library, we'll put a link to the book within your Canvas course page in addition to placing the order with Barnes and Noble.
  - If the book you request is out of print and we have it in the libraries, we will put it on reserve. You will get an email from the library that the item is on reserve and from Barnes & Noble that it is not available for purchase.
  - If the book is unavailable anywhere, you will get an email from the libraries inviting you to explore other options.
- **Using Course reserves** -
  - **Import readings from previous classes** - If you've had course readings in e-reserves before, you'll now be able to renew these readings for the current semester by clicking on the "Import" link. These readings will automatically go through the copyright clearance process, and you will be notified if there are any issues.
  - **Upload files** - faculty can upload their own readings and files into the course reserves area. Files will become visible to students once copyright permissions are cleared by library staff

when necessary. Placing links to external sites will be immediately available to students.

- ***Get real-time updates on request status*** - there is now a status column for each item. The status will show you in which stage of processing your material is and when it is visible to students. You can also sign up for email alerts of status updates.
- ***Organize items within your course*** - our new interface enables you to arrange the sequence of readings in your course. You may drag items with your mouse to arrange readings.
- ***Tag items*** - Faculty can also label, or “tag” readings that occur during specific class sessions. For example, if you want to tag readings for week 3, you can use the tag function with “week 3” so students can filter readings based on the tags you assign. When students click on the tag, only those readings tagged “week 3” will appear in their display.

In order to help us process material in a timely manner, please submit course reserve requests as soon as possible. If you submit by Aug 15, barring any copyright delays, material will be available to students by the first of class.

These are a few of the enhancements we're introducing this fall. We hope you will find them easy to use. Should you have questions or need assistance using the new interface, please email [ereserves@newschool.edu](mailto:ereserves@newschool.edu). We can also schedule a remote desktop session (via Webex) to answer questions that you may have to get ready for the fall.

Thanks and welcome back,  
Ed Scarcelle, University Librarian