

Course Reserves and Leganto Integration

BU Libraries recently subscribed to a new course reserve management tool named **Leganto**. This tool provides our community many benefits, including...

- Ability to place articles available through BU Libraries on Course Reserve (less scanning for faculty and TFs, less copyright violations!)
- Ability to place PDF scans not available through BU Libraries on reserve (these must obey copyright limits).
- Simplicity for students: all readings for the class are located in one place.
- If required textbooks for your class are available as unlimited use e-books, we at the STH Library will include a special section highlighting that for students on the list; hopefully this saves students some money!

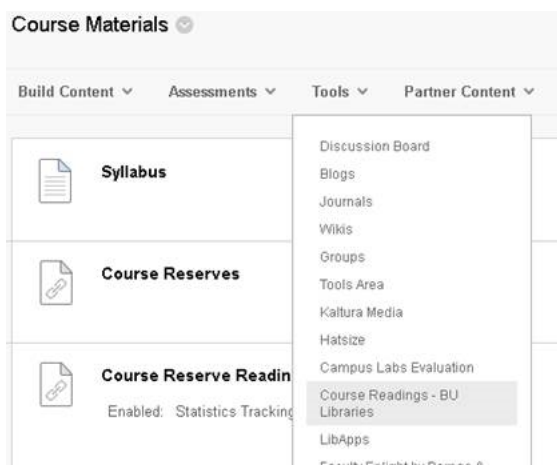
Course Reserve Workflow

1. Faculty submit reading lists or syllabi to me **before** the due date (**Dec. 15th for Spring 2019**). This due date allows me the ability to ensure availability for all resources.
2. Library will create the Leganto list in a basic format (three sections: “Library Research Guides”, “Required Readings via Theology Library”, and “E-Books.”) All items owned by BU will be placed on this list and, if available, immediately placed on reserve; items checked out will be recalled from borrower. We will order all required books we don’t already have. Items will be added to list and course reserve as received.
3. If a required article isn’t available through BU Libraries, I will send you an email to let you know. Either scan the article and send as a PDF for me to add, or provide alternate access for students (e.g. uploading to Blackboard).

All items added to course reserve through Leganto must obey copyright law (Title 17 of the United States Code).

Accessing Leganto

1. All Leganto lists will be available on the STH Library website (www.bu.edu/sthlibrary). Underneath the BU Libraries Search bar, there’s a link for “Course Reserves and Guides.” There, the lists for course reserves and LibGuides for each class are available for viewing. Use the Control+F to search by class code, professor, or title of class.
2. Leganto lists can be added to your Blackboard course site! Under Tools click on “Course Readings—BU Libraries.” **Once you hit submit, it should automatically link to a list generated for your class.** If it doesn’t, let me know and I will troubleshoot.



Faculty Customization of Leganto

After the initial basic list is made by the library, faculty can customize their Leganto list! The list can be structured like the syllabus (week 1 readings, week 2 readings, etc...)

To log into Leganto, visit <https://bu.leganto.exlibrisgroup.com/leganto/login?auth=SAML> (this link is also on the For Faculty > Faculty Course Reserves page on the STH Library Website). After the list is created, you will be made an editor. To create a new section on the list, hit “New Section.” Hit the + button to add new books.

After editing your list, please make sure to email me (sgsmith@bu.edu). If you don’t, the list may not be accessible!

Course Guides for Leganto, Blackboard, and more!

BU Libraries recently subscribed to a new course reserve management tool named **Leganto**. This tool provides our community many benefits, including...

- Ability to place articles available through BU Libraries on Course Reserve (less scanning for faculty and TFs, less copyright violations!)
- Ability to place PDF scans not available through BU Libraries on reserve (these must obey copyright limits).
- Simplicity for students: all readings for the class are located in one place.
- If required textbooks for your class are available as unlimited use e-books, we at the STH Library will include a special section highlighting that for students on the list; hopefully this saves students some money!

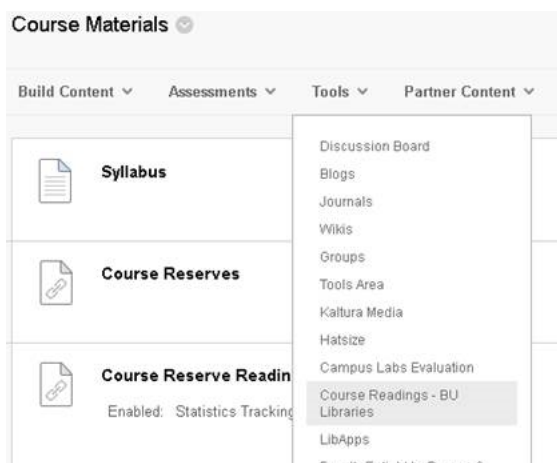
Course Reserve Workflow

1. Faculty submit reading lists or syllabi to me **before** the due date (**Dec. 15th for Spring 2019**). This due date allows me the ability to ensure availability for all resources.
2. Library will create the Leganto list in a basic format (three sections: "Library Research Guides", "Required Readings via Theology Library", and "E-Books.") All items owned by BU will be placed on this list and, if available, immediately placed on reserve; items checked out will be recalled from borrower. We will order all required books we don't already have. Items will be added to list and course reserve as received.
3. If a required article isn't available through BU Libraries, I will send you an email to let you know. Either scan the article and send as a PDF for me to add, or provide alternate access for students (e.g. uploading to Blackboard).

All items added to course reserve through Leganto must obey copyright law (Title 17 of the United States Code).

Accessing Leganto

1. All Leganto lists will be available on the STH Library website (www.bu.edu/sthlibrary). Underneath the BU Libraries Search bar, there's a link for "Course Reserves and Guides." There, the lists for course reserves and LibGuides for each class are available for viewing. Use the Control+F to search by class code, professor, or title of class.
2. Leganto lists can be added to your Blackboard course site! Under Tools click on "Course Readings—BU Libraries." **Once you hit submit, it should automatically link to a list generated for your class.** If it doesn't, let me know and I will troubleshoot.



Faculty Customization of Leganto

After the initial basic list is made by the library, faculty can customize their Leganto list! The list can be structured like the syllabus (week 1 readings, week 2 readings, etc...)

To log into Leganto, visit <https://bu.leganto.exlibrisgroup.com/leganto/login?auth=SAML> (this link is also on the For Faculty > Faculty Course Reserves page on the STH Library Website). After the list is created, you will be made an editor. To create a new section on the list, hit "New Section." Hit the + button to add new books.

After editing your list, please make sure to email me (sgsmith@bu.edu). If you don't, the list may not be accessible!