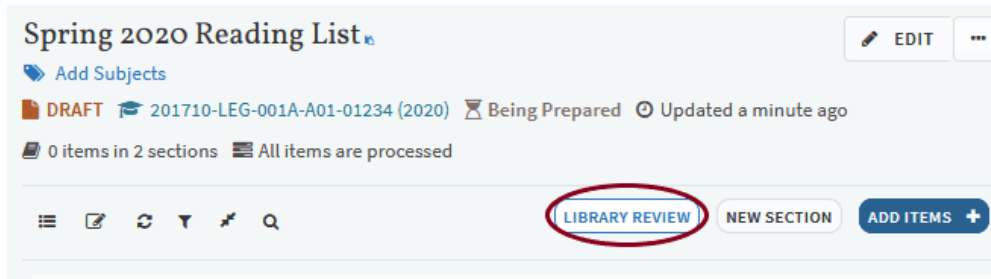# How Do I Send a Course Reserves Reading List to the Library?

Library staff will not begin work on a reading list until it's been submitted to the library. Until that happens, we consider that the list is still "under construction" and not yet ready for the library to work on.
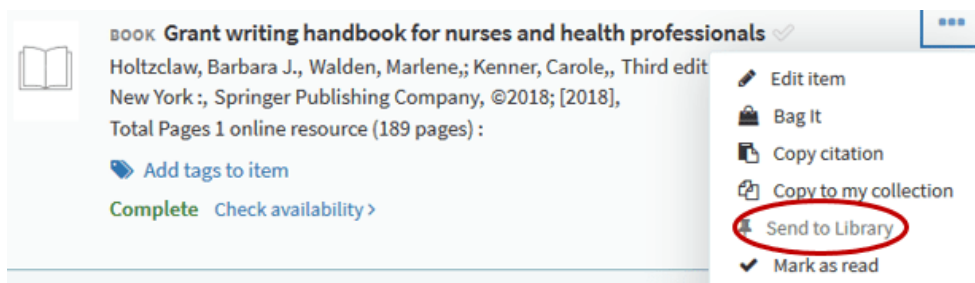
1. Click **Library Review** to send the entire reading list to the library.

2. That's it! Library staff will process the reading list so that items will be available to students as quickly as possible. If there are any problems or questions about the reading list, library staff will contact you. Otherwise, you may follow the progress of the reading list in Canvas; a glossary of processing terms is available on our reading list FAQ webpage.

How Do I Send an Item After I've Already Sent the Course Reserves Reading List to the Library?

1. Add Item as normal.

2. Click the **Options menu (… icon)** located next to the item's title and select **Send to Library** from the drop-down menu.

3. That's it! Library staff will process the reading list so that items will be available to students as quickly as possible. If there are any problems or questions about the reading list, library staff will contact you. Otherwise, you may follow the progress of the reading list in Canvas; a glossary of processing terms is available on our reading list FAQ webpage.