Once you have populated the sections in the reading list you can publish your list and then send it to Library staff who will complete processing.

Lists are ‘Published’ and then ‘Sent to Library’ where staff check copyright and licensing compliance, allocate requested Reserve items or digitise relevant materials.

Communication with Library staff is simply done within Course Readings by adding tags and you can also add comments to the ‘Library Discussion’ note.

1. Select the ‘reading list options’ menu under and select ‘publish’. In the pop-up box select ‘course students’ and ‘confirm’.

2. Click ‘send list’ to send to library.

3. You can monitor citations on your list as they are processed by the library until ‘Complete’.
4. When all citations on your list have been processed the list status will be changed to ‘Complete’.

Students will be able to access the course reading list from the ‘Course Readings’ link in BlackBoard.

If further items are added to the reading during the course, please ensure you once again click ‘Send List’ to alert Library of new items to process.

**Other Help Guides Available**
- Blackboard Linking Guide
- Structuring Your List
- Adding Resources
- Adding Notes and Tags
- Finalizing your List
- Adding Additional List Editors

**Liaison Librarians**
Your Liaison Librarian can help you with advice on resources.

**Science, Health, Nursing and Midwifery and Sport Sciences**
Roger Carter  5456 5095  rcarter@usc.edu.au

**Education**
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**Business and Public Health**
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FURTHER ASSISTANCE
Email: CollServ@usc.edu.au
Web: https://libguides.usc.edu.au/coursereadings