Instructors Guide to Leganto

Logging into Leganto

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 Leganto using your Cane ID and password.
Add the Cite IT! Tool to your Browser

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

3. 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.
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, “Harry Potter and the Chamber of Secrets”.

2. Since I am searching for the book, I will filter my results to “Books & Ebooks” using the “Refine My Results” filter on the left hand side of the webpage.
4. When you have found the Book you are looking for, click on it! Your page should look similar to this.

5. 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 hours library use only 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.) When finished, click 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”.

2. Under Select a Template, select Blank.
3. Under “Associate to Course” select “Not Now”.

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, “Books”. Once you have decided what you want to name your section, select Create.
5. Now we can begin to add the items from your Cite It! collection. Click on “Open Collection”.

6. A side bar on 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 “Books” section. The item has now been added to the Reading List.
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 Leganto

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.

3. Click on the “type” dropdown list and select Book Chapter or Article.
4. 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).
5. When you are done filling out the required fields, click Add.

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

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**Submitting a Purchase Request through Leganto**

1. Click on the + button to add the purchase request to your desired section.
2. Click on the “Add item manually / upload file” link.
3. On the type dropdown list, select Book.
4. 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.

5. When you are finished adding the field, select Add.

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

7. Click on the ellipses next to the purchase request you just added and select “Send to Library”.
This concludes the Leganto How To Guide. If there are any questions, comments or concerns please do not hesitate to contact Reserves.

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