28/01/21

Dear All,

As part of our preparations for distance learning in the upcoming second semester, the library and information system is taking the necessary steps in order to ensure that all course materials are digitally accessible to your students.

As per the request of the Rector, Prof. Amnon Albeck, we ask that each lecturer go over all the items and references in their course reading lists in order to ascertain, which items can already be accessed digitally, and which require our attention.

Whatever cannot be accessed digitally must be <mark>highlighted in yellow</mark> on the reading list. The list must then be uploaded to the library network so that we can begin digitizing the necessary material.

To do so, follow these easy steps:

1. **Locating and sorting bibliographic material:**

   a. Search for books in the library Primo catalog.
      Books with an electronic version can be easily identified in the catalog; next to their entry, look for the words "Full Text" in green (see image below with green frame). This means that these books are accessible to all Bar-Ilan users, and you can add the permalink to the syllabus. You can find the link by clicking on the permalink icon and copying the URL .The link will lead the students to the catalog record, and from there they can click on the "Full Text" link, enter their ID information, and access the full text of the book.
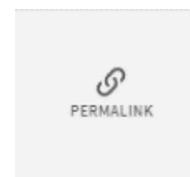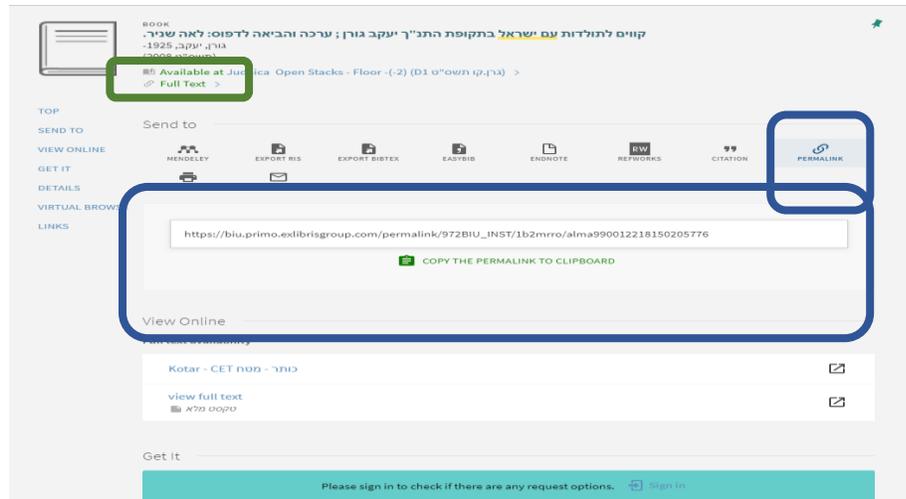
b. Search for articles on the [EDS Discovery Tool](#)
    If an electronic version of an article is available, there will be a link to a PDF or
    HTML version (see green frame below) on the listing. You can copy the
    permalink to the listing and add it to the syllabus from here as well (see blue
   frame below).

c. Highlight in yellow any listing that were not located as having a digital version.

2. Saving and uploading the file:

a. After checking all the required readings in the syllabus, save the file as a Word
    document. Please be sure the course number, course name and lecturer's name
    appear at the top of the page. The file name should be the course's number as it
    appears in the university's official course list.

b. Upload the file to the [library system's shared drive](#).
c. To upload the file, click on 'upload' and select the relevant file from your computer.
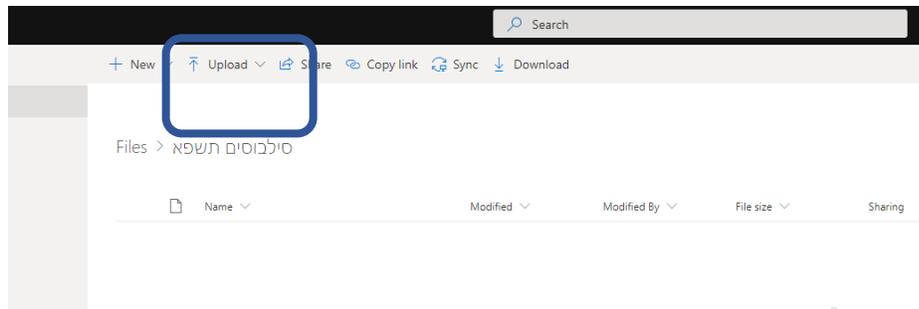
And that is it! We will take it from here. We will scan the yellow labeled articles and make them accessible in accordance with copyright laws and will inform you when the items are ready so that you can add them to your course Module area.

For any questions or need of help, please contact our [libraries staff](#).

Thank you for your cooperation and wishing you all good health,

Dr. Olga Goldin

Director of the Libraries and Information System

Bar-Ilan University