IV. ADDING ITEMS MANUALLY

If students are required to purchase any materials other than books (e.g. a course packet or a CD), you will have to enter the items manually. It is strongly recommended that you enter all books to your text list by using a Google search (see “Adding Texts Using a Google Search,” page 7); if necessary, however, you may also enter books manually.

1. Manually entering items that do not have an ISBN number (CDs, course packets, DVDs, etc.)

   1.1 Enter as much information as you can into the manual entry form. You must add at least a title and a price.

   1.2 After you have entered as much information as you can into the manual entry form, click “Add Item” to add the item to your course materials list.

Tip: Unlike books added through a Google search, manually entered items do not link to an external record of the item students are required to buy—so make sure to include enough information that the students will be able to identify and purchase the correct item.
2. Manually entering items that have an ISBN number (i.e. books).

2.1 Enter only the ISBN number and title. (You will be able to add additional information later.)

2.2 Click “Add Item” and the BookList system will attempt to retrieve a price based on the provided ISBN number, and will see if the ISBN number matches any existing records in the BookList system.

2.3 If your text appears elsewhere in the BookList system, you will see this warning box. **WARNING:** You must click “Cancel” or else you will overwrite information entered into the system by other faculty members. If necessary, you may edit any incorrect information in step 2.7.

2.4 Indicate whether the text is required or strongly recommended by using the drop-down menu.

2.5 Click the book title to add additional information about the book, to add a note to your students about the book, and/or to add ordering information for the bookstore. Please note: if the system has not successfully retrieved a price, you must enter one.
2.8 If you wish, you may edit “Additional Info,” “Ordering Instructions,” “Necessity,” and “Source”—to provide additional information to your students and/or to provide additional ordering information if you plan to export your text list to place an order with your campus bookstore. Edit “Resource Type” only if you are certain your changes are correct.

2.9 Only edit “Resource Type” if you are certain your changes are correct.

2.6 The ISBN number is the only field that you can’t edit after you create the record for the text. If you have entered an incorrect ISBN number, you must delete the entire record and create a new record with the correct ISBN number.

2.7 If the “Author,” “Edition,” and “Price” fields are blank, please fill them in. If there is data already in any of these fields, only edit them if you are certain that your changes are correct. Any changes you make to these fields will be duplicated in all text lists in the BookList system that contain the book whose record you are editing.