

EXPRESS RENEWAL
(button: *Renew resources*)

What is it for?

Working with **RESOURCES FROM THE SAME COURSE** (from the last semester it was taught)

What can you do with recovered resources?

SEND them directly to the Library in two steps: (1) keep the resources you want to continue using selected and (2) deselect the ones you want to stop using (button: *Save and send to Library*)

SAVE all the resources as DRAFTS
(button: *Save as draft*)

What can you do with draft resources?

REUSE them when they don't need any changes; just search for them and send the requests to the Library

REVISE/UPDATE them; author required

TRANSLATE them; this constitutes an edit, so no author required

DRAW UP AN ERRATA SHEET for them; no author required

REMOVE them

RESOURCE SEARCH
(button: *Search for resources*)

What is it for?

Working with **RESOURCES FROM OTHER COURSES**

Working with **RESOURCES FROM THE SAME COURSE BUT NOT FROM THE LAST SEMESTER IT WAS TAUGHT**

What can you do with the resources you search for?

REUSE them when they don't need any changes; just search for them and send the requests to the Library

REVISE/UPDATE them; author required

TRANSLATE them; this constitutes an edit, so no author required

DRAW UP AN ERRATA SHEET to make minor changes or small edits to them; no author required

For more help, check out the *FAQs*:

<https://biblioteca.uoc.edu/en/page/About-working-with-the-Learning-Resource-Requests-page/>