

Course Reserves Setup

1. Upload course folders and scanned documents to the CDL Files folder in the main CDL project folder

Note: Make sure general access permissions are set to “Restricted” for all files and folders in the CDL project folder (this can be done on the folder level)

- a. Folder names are displayed to the user on the request page under the Course dropdown menu:

Course

▼

DUP 101
FUN 101
HTH 101
PSY 110
LIB 120

- b. Files names are displayed to the user on the request page under the Textbook dropdown menu:

Textbook

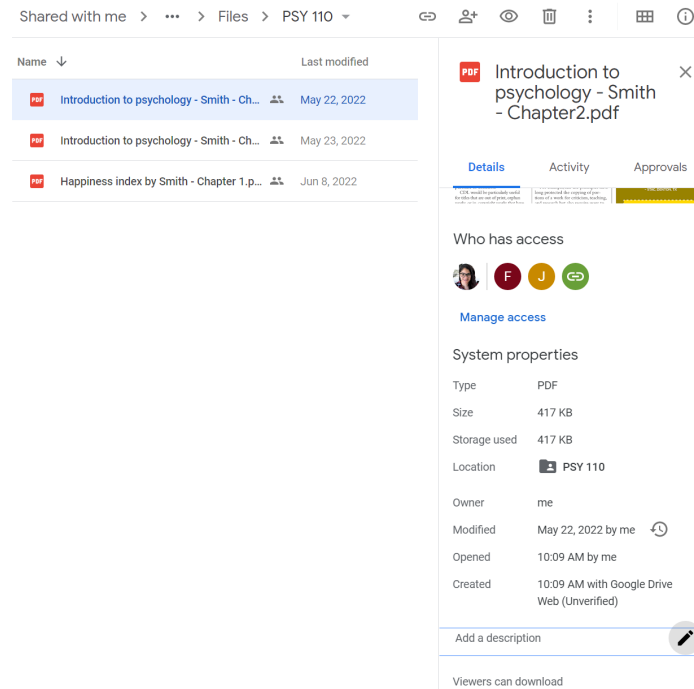
▼

Drivers_Manual.pdf
GLMFull.pdf
Implementing Controlled Digital Lending with Google Apps Script.pdf
Library_Consortia_Models_for_Collaboration_and_Sus..._----_(Pg_1--66).pdf

2. Add a unique barcode to the file description for each course reserve

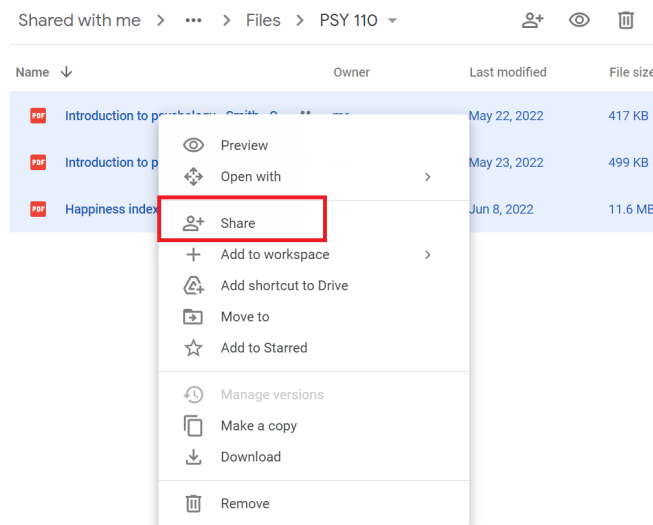
Note: Duplicate files in different course folders should use the same barcode

- a. Right click file — View details — Add a description – Enter barcode

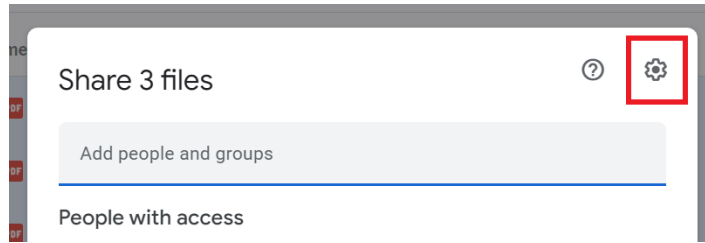


3. Remove download, copy, and print permissions

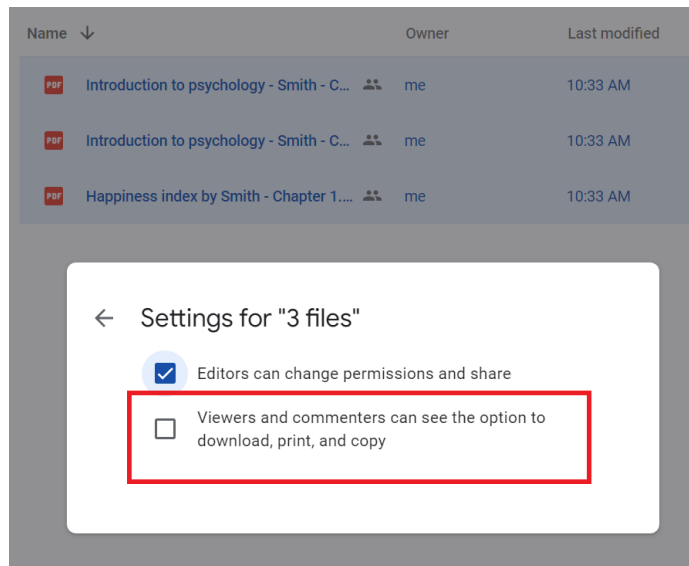
a. Highlight all files in a folder and right click



b. Share — Settings (wheel icon)



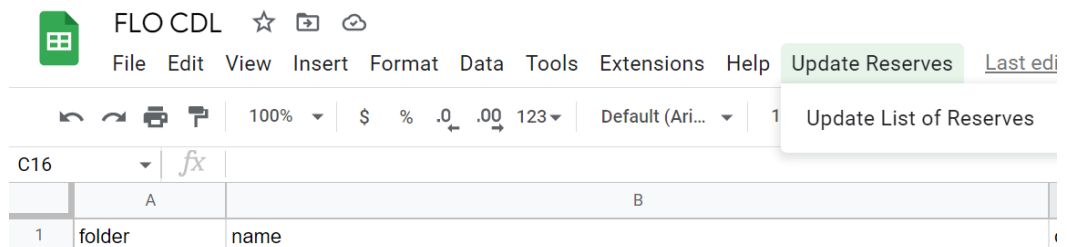
- c. Uncheck the “Viewers and commenters can see the option to download, print, and copy” option



4. Build course reserves

Note: Do this every time a file/folder is added or changed

- a. CDL Spreadsheet – Menu — Update Reserves — Update List of Reserves



Technical Setup

1. Create main CDL project folder in Google Drive

2. Create folder for CDL files with a unique name within main CDL project folder
 - a. Set general access permission on the folder to “Restricted”
3. Create Google Sheet CDL document in main CDL project folder with the following sheets in separate tabs:
 - a. Info
 - b. Reserves
 - c. Transactions
 - i. Name
 - ii. Student ID
 - iii. Course
 - iv. Title
 - v. Request date
 - vi. Email
 - vii. Barcode
 - viii. Item ID
 - ix. URL
 - x. Status
 - xi. Loan date
 - xii. Expire date
 - d. InUse
 - i. Barcode
 - ii. Title
 - iii. Expiration date
4. Add Advanced Services to Apps Script
 - a. Extensions – Apps Script
 - b. Services – Add a service:
 - i. Drive API
 - ii. Drive Activity API
5. Rename Apps Script project
6. Add CDL code to Code.gs
7. Run getfolderid() and replace ID for folderOfScans
 - a. allow permissions
8. Create additional files and replace code
 - a. HTML file “DependentSelect”

- b. HTML file “css”
 - c. Script file “Menu”
 - i. run script
- 9. Create File Unshare trigger
 - a. Triggers — Add Trigger
 - i. FileUnshare
 - ii. Head
 - iii. Time-driven
 - iv. Minutes timer
 - v. Every minute
- 10. Deploy project
 - a. Deploy — New Deployment — Web app
 - i. Execute as: Me
 - ii. Who has access: Anyone within _____
 - b. Copy URL to web form and add to Info sheet
- 11. Customize message and email text

Customizable Features	Default	
Loan period	3 hours	
Form: Successful request message	Request Complete. Check your email.	
Form: Item in use message	Item in use. Try again later.	
Email: Item Unavailable	This item is currently checked out.	
Email: Item Expired	Your virtual loan has expired. If you would like to borrow this document for additional time, please place a new request.	
Email: Item Shared	This PDF loan will expire in X hours. Please re-request this title if you need more time.	

