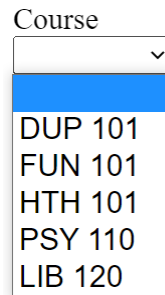# Course Reserves Setup

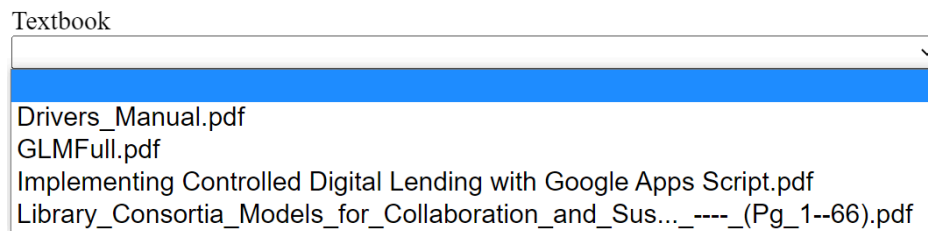1. **Upload course folders and scanned documents to the CDL Files folder in the main CDL project folder**
   Note: Make sure general access permissions are set to "Restricted" for all files and folders in the CDL project folder (this can be done on the folder level)
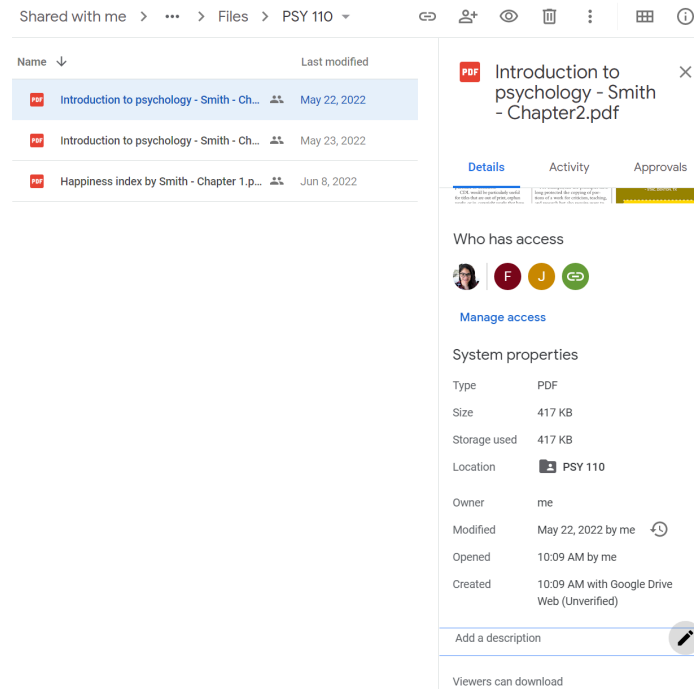   a. Folder names are displayed to the user on the request page under the Course dropdown menu:

   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

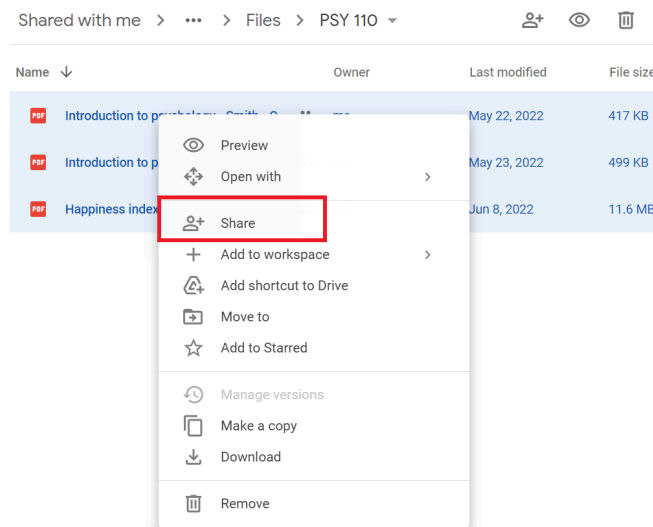2. **Add a unique barcode to the file description for each course reserve**
   Note: Duplicate files in different course folders should use the same barcode
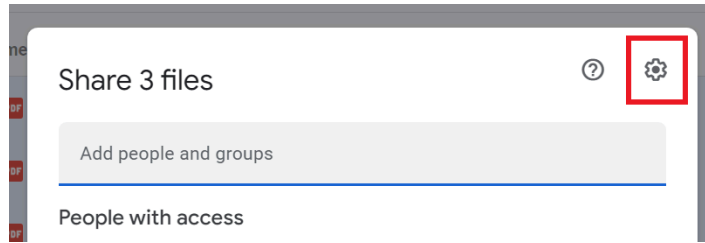   a. Right click file — View details — Add a description – Enter barcode

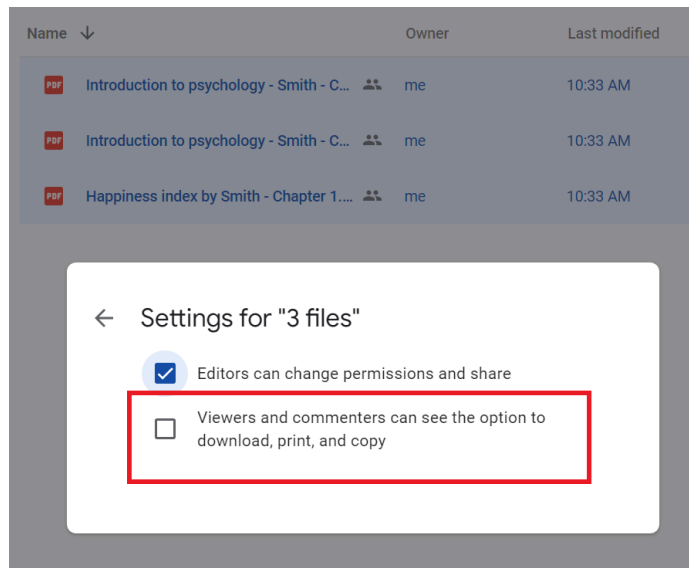3. **Remove download, copy, and print permissions**

    a. Highlight all files in a folder and right click

    b. Share — Settings (wheel icon)
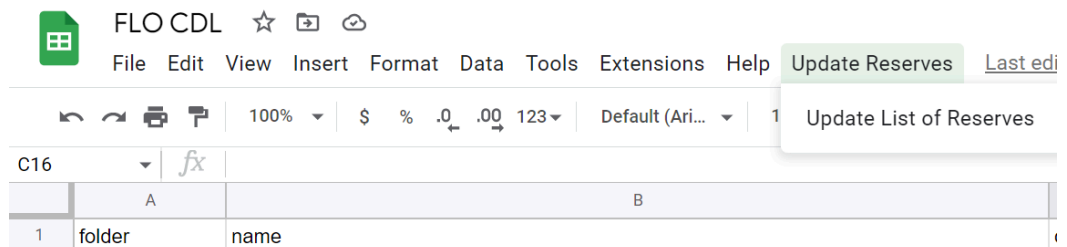
c. Uncheck the "Viewers and commenters can see the option to download, print, and copy" option

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. Update global variables

   a. folderName to folder where scanned documents are located

   b. Create additional files and copy code from
      https://github.com/fenwaylibraryorg/FLO-CDL/tree/main/code_files

        i.   HTML file "DependentSelect"

        ii.   HTML file "css"

        iii.   HTML file LoginNeeded

        iv.   HTML file RequestByBarcode

        v.   HTML file ResponseInUse

        vi.   HTML file ResponseSuccess

        vii. HTML file ReturnEarly

c. Run getfolderid() and update folderOfScans

        i.   allow permissions

d. loanDefault is default loan length if not set by patron input

e. formURL is the deployment URL (obtained when project is first deployed)

f. limitToDomain can be set to direct users logged in to another domain to use their college email address

g. Sheet names (if different than template)

h. HTML file names (if different than template)

i. HTML file ResponseSuccess

j. HTML file ReturnEarly

k. Script file "Menu"

        i.   run script (creates menu in linked Google Sheet)

8. Create File Unshare trigger

a. Triggers — Add Trigger
        i.   FileUnshare
        ii.   Head
        iii.   Time-driven
        iv.   Minutes timer
        v.   Every minute

9. 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

10. Customize message and email text

Customizable Features	Default	
Loan period	2 hours	
Request: Successful request message	Request Complete. Check your email.	
Request: Item in use message	Item in use. Try again later.	
Email: Item Unavailable	The reserve item you requested is currently checked out and will next be available at *date/time*. To re-request this item please return to our e-reserves request form: _____'	
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 *xx hours/minutes*. Please re-request this title if you need more time. To return this item early, please visit: _____	
My Loans: No current loans	No active loans for *email*	
My Loans: Active loans	*Email* has # active loans	
My Loans: Item returned	*Title* returned!	
My Loans: Return failed	*Title* return failed	
Request by Barcode: Barcode not found	The item with *barcode* is not available. Please select the reserve item from the menu below.	