

Faculty Self Service

Summary: This document outlines how to use the Faculty Self Service to update lists details.

Overview

By default, once a new list is created, the start and end dates cannot be adjusted.

With the Faculty Self Service feature enabled, both faculty and librarians are able to easily change a list's name as well as the list start and end dates. Updating the list dates will automatically be applied to requests on the list.

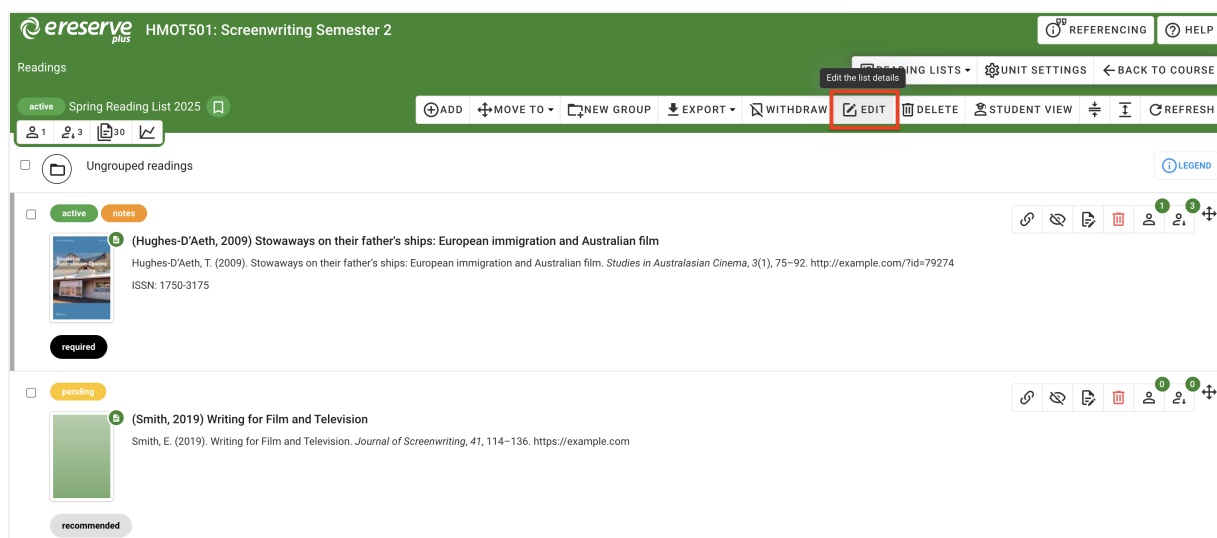


Figure 1 : Faculty view - The Edit button in the list toolbar

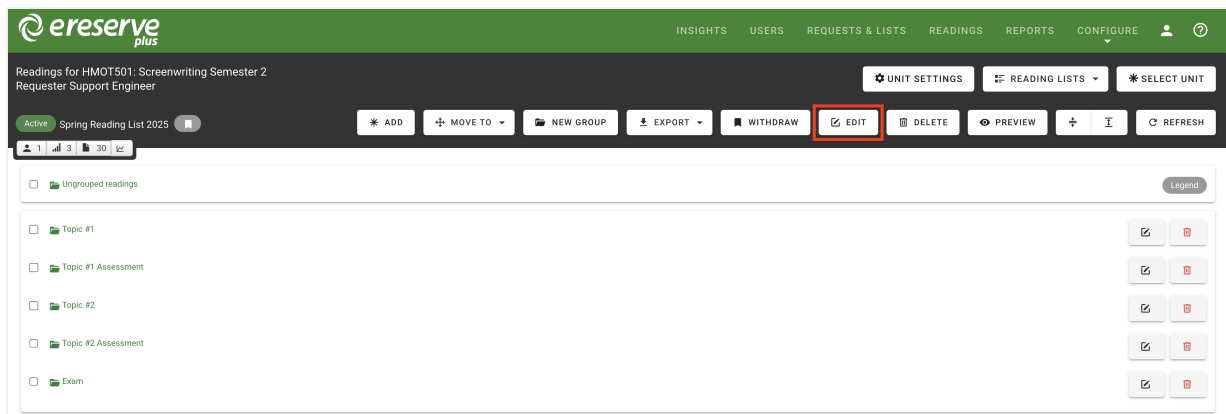


Figure 2 : Library view - The Edit button in the list toolbar

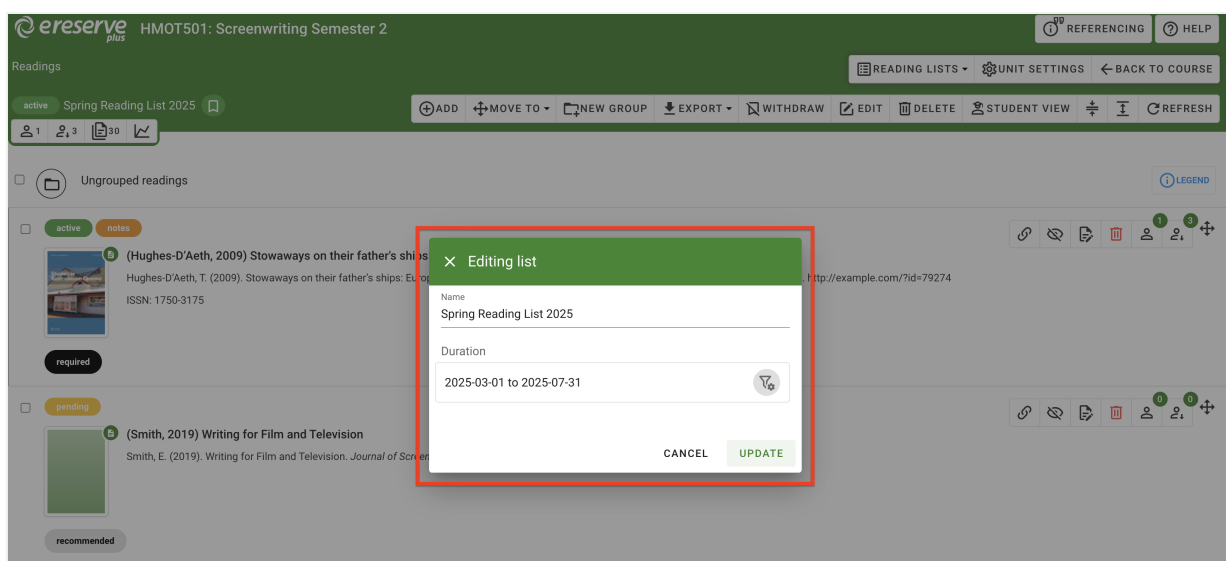


Figure 3 : The Editing List menu in the Faculty view

Note that any requests that have already been approved with different start or end dates from the list's start and end dates will be excluded from the bulk duration updates and may require manual review by a librarian to process.

Please navigate to the [Edit List](#) help page for more details on how to use this feature.

