

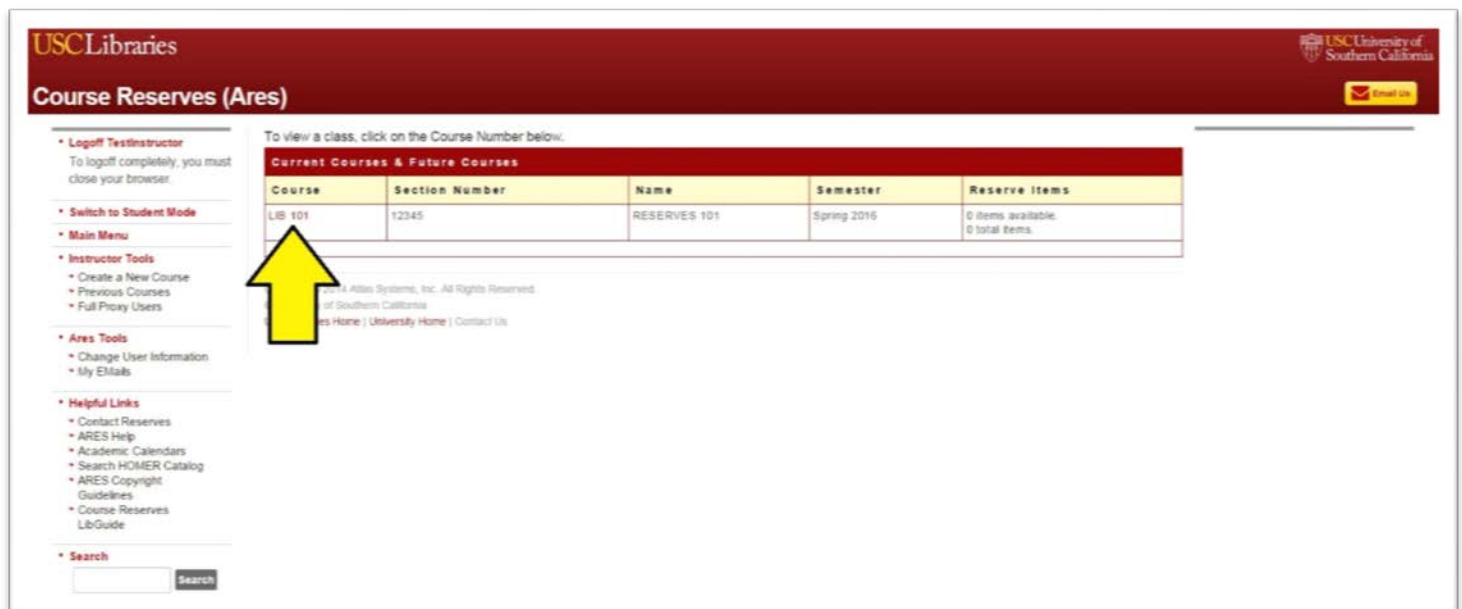
USC ARES: HOW TO ADD AN ARTICLE/ CHAPTER

This step-by-step document will guide you through the process of adding an article or book chapter to your reserves course in ARES. In ARES, an “article” or “chapter” is defined as anything that can be scanned, converted to PDF, and posted in the course for student access. Typically, instructors post articles/chapters from a journal, periodical, book, or other academic material pertinent to their course*. There are several methods to post articles in ARES which will be outlined below. Please note that you will not be able to add an article/chapter unless you have first created the course in ARES. See **How to Create a Course on ARES** guide for instructions.

***Note:** Articles/Chapters posted must adhere to **Copyright Guidelines**. Please see <http://libguides.usc.edu/reserves/ares-copyright> for more information.

Here are the steps for **adding an article/chapter** to your ARES class.

Step 1: After logging into ARES, you will see the course(s) you have created available to add reserve items. For this example, we will use a course called LIB 101. To view the course details, click on the course link as shown below.



The screenshot displays the USC Libraries Course Reserves (Ares) interface. The page title is "Course Reserves (Ares)". On the left, there is a navigation menu with sections: "Logoff TestInstructor", "Switch to Student Mode", "Main Menu", "Instructor Tools", "Ares Tools", "Helpful Links", and "Search". The main content area shows a table titled "Current Courses & Future Courses". The table has columns for "Course", "Section Number", "Name", "Semester", and "Reserve Items". A yellow arrow points to the "LIB 101" course entry in the table.

Course	Section Number	Name	Semester	Reserve Items
LIB 101	12345	RESERVES 101	Spring 2016	0 items available. 0 total items.

On the following page, you will see the **Course Details** screen with all the relevant information about your course displayed as shown below.

The screenshot displays the USC Libraries Course Reserves (Ares) interface. At the top, it says "Your item was added to ARES." Below this is the "Course Details" section for "LIB 101 (12345) RESERVES 101", including the semester (Spring 2016), URL, instructor (Test), and course name (Test Course). A notification box indicates that email subscriptions are available for this course, and the user is currently not subscribed. Below the course details is a "Reserve Items" table with the following data:

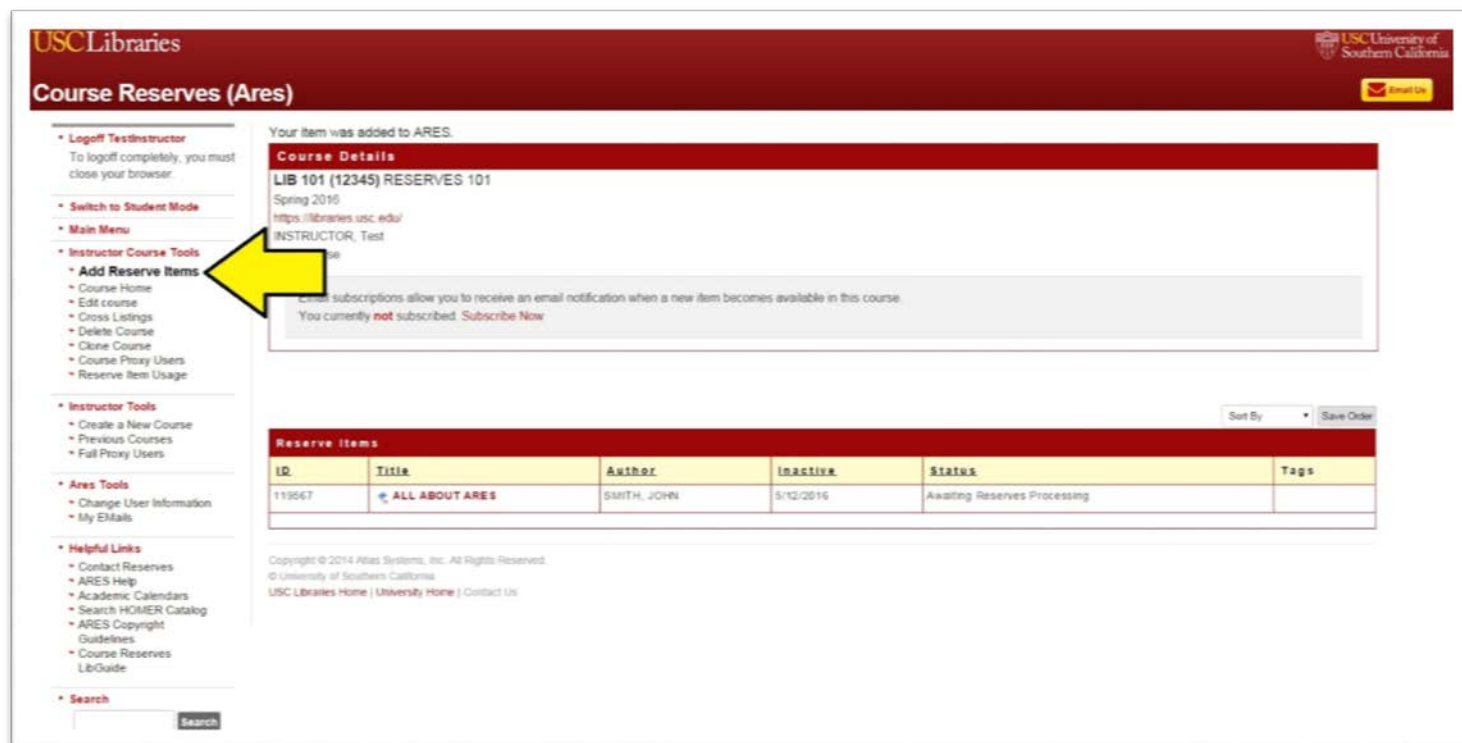
ID	Title	Author	Inactive	Status	Tags
119567	ALL ABOUT ARES	SMITH, JOHN	5/12/2016	Awaiting Reserves Processing	

At the bottom of the page, there is a copyright notice: "Copyright © 2014 Atlas Systems, Inc. All Rights Reserved. © University of Southern California. USC Libraries Home | University Home | Contact Us".

If you have previously added items to this class, you will see a table called **Reserve Items** which lists your items with their current status. Status definitions include:

- **Awaiting Reserves Processing:** Item has been submitted and is pending processing by staff.
- **Awaiting Review by Staff:** Item has been submitted and is pending approval by staff.
- **Awaiting Supply by Instructor:** Item has been submitted and is pending receipt by ARES staff. This refers to requests that will be scanned from paper copies supplied by the instructor.
- **Awaiting ILLiad Fulfillment:** Item has been processed and is being pulled from the library shelves or processed through interlibrary loan.
- **Awaiting Scanning:** Item is in the process of being scanned.
- **Item Activation Pending:** Item has been submitted, processed, and will be accessible on first day of semester.
- **Item Available on Electronic Reserves:** Item has been posted and is accessible.

Step 2: To add an article, click on the **Add Reserve Items** link under **Instructor Class tools** at the left-hand side of the screen as shown below.



The screenshot displays the USC Libraries Course Reserves (Ares) interface. The left-hand navigation menu includes the following sections:

- Logoff TestInstructor
- Switch to Student Mode
- Main Menu
- Instructor Course Tools
 - Add Reserve Items** (highlighted with a yellow arrow)
 - Course Home
 - Edit course
 - Cross Listings
 - Delete Course
 - Clone Course
 - Course Proxy Users
 - Reserve Item Usage
- Instructor Tools
 - Create a New Course
 - Previous Courses
 - Full Proxy Users
- Ares Tools
 - Change User Information
 - My Emails
- Helpful Links
 - Contact Reserves
 - ARES Help
 - Academic Calendars
 - Search HOMER Catalog
 - ARES Copyright Guidelines
 - Course Reserves LibGuide
- Search

The main content area shows a message: "Your item was added to ARES." Below this is the **Course Details** section for "LIB 101 (12345) RESERVES 101", including the semester "Spring 2016" and the instructor "INSTRUCTOR, Test". A notification box indicates that email subscriptions are available for new items.

The **Reserve Items** table is displayed below, with columns for ID, Title, Author, Inactive, Status, and Tags. The table contains one item:

ID	Title	Author	Inactive	Status	Tags
119567	ALL ABOUT ARES	SMITH, JOHN	5/12/2016	Awaiting Reserves Processing	

At the bottom of the page, there is a copyright notice: "Copyright © 2014 Atlas Systems, Inc. All Rights Reserved. © University of Southern California. USC Libraries Home | University Home | Contact Us".

Step 3: On the following screen, you will see the various material types that can be added to ARES. To add an article, click on the **Article** icon as shown below.

USCLibraries Course Reserves (Ares)

What would you like to place on Reserves?

Article Chapter Book E-Book (if available) File Upload Audio (Physical) Video (Physical) Streaming Video (if available)

You like to import from a current or previously taught course?

Term	Course	Section Number	Name	Reserve Items
Spring 2015	LIB 101	12345	RESERVES 101	0 items available 1 total items

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Please Note: Click the **Chapter** icon if you are adding a book chapter. For this step by step guide we will be using the **Article** example. The **Chapter** form has the same layout as the **Article** form but the fields correspond to the citation information required for a book chapter.

Step 4: On the following screen, you will see the **Article** form to enter all the citation information for the article to be posted.

The screenshot shows the USC Libraries Course Reserves (Ares) interface. The main heading is "Reserve Item: Article". The form is divided into two main sections: a sidebar on the left and a main content area on the right. The sidebar contains several menu items, including "Logoff TestInstructor", "Switch to Student Mode", "Main Menu", "Instructor Course Tools", "Add Reserve Items", "Instructor Tools", "Ares Tools", and "Helpful Links". The main content area is titled "Reserve Item: Article" and contains a form with the following fields:

- Journal Title** (required): Please do not abbreviate unless your citation is abbreviated.
- Journal Volume** (required)
- Journal Issue** (required)
- Journal Month** (required)
- Journal Year** (required)
- Article Title** (required)
- Article Author** (Last Name, First Name) (required)
- Inclusive Pages** (required)
- ISSN** (optional): If given, will speed request processing.
- DOI** (optional): If given, will speed request processing.
- OCLC Record Number** (optional): If given, will speed request processing.

A red asterisk (*) indicates required fields. The USC University of Southern California logo is visible in the top right corner.

The fields indicated on this form with an “ * ” are required fields. Please fill out as much information as possible.

Optional but helpful information includes:

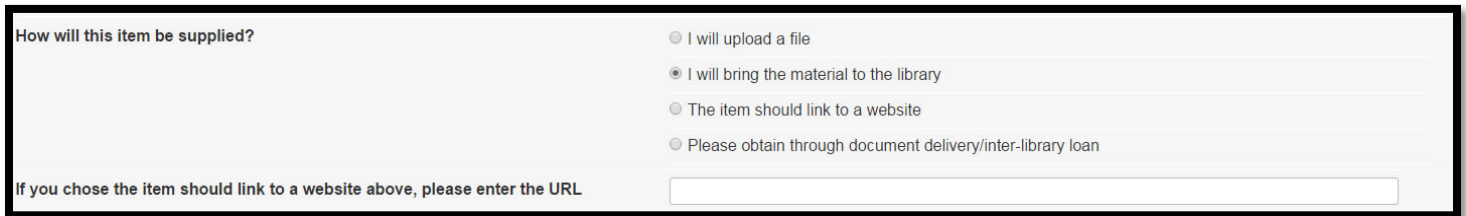
ISSN: International Standard Serial Number which identifies print or electronic publications.

DOI: Digital Object Identifier which is a number that identifies electronic documents.

OCLC Record Number: Also known as an Accession or WorldCat Accession Number, the OCLC number identifies serials (journals, periodicals, etc.), books, and other materials cataloged in the WorldCat online database.

In the **Where did you find this citation?** field, you may enter any information regarding this citation (book title, author, location, URL, etc.). This field is also optional.

Below the **Where did you find this citation?** field, select how the item will be supplied.



The screenshot shows a form titled "How will this item be supplied?". It contains four radio button options: "I will upload a file", "I will bring the material to the library" (which is selected), "The item should link to a website", and "Please obtain through document delivery/inter-library loan". Below these options is a text input field with the label "If you chose the item should link to a website above, please enter the URL".

Options include:

I will upload a file: This option allows you to upload a PDF file from your computer or other location. When you select this option, you will be prompted to select the file to be uploaded to ARES.



Note: To add other file types such as Word documents or graphics files, please use the **File Upload** form on the **Add Reserve Items** screen.

I will bring the material to the library: This option allows you to drop-off hardcopies or photocopies of material to be posted. Please drop-off these photocopies to the reserve desk at Leavey Library front desk.

The item should link to a website: This option allows you to enter a URL in the field below. This URL can be a website or link to the file to be added.

Please obtain through document delivery/inter-library loan: This option allows you to route the request to the Libraries' interlibrary loan and document delivery service. If the Libraries own the material requested, we will pull and scan from our collection. If we do not own, we will process through interlibrary loan. Reserves staff will then post the material upon receipt.

Below the section outlined above, you will see the **Reserves Restrictions** section as shown below.

Reserve Restrictions				
	Course Number	Name	Start Date	Stop Date
<input checked="" type="checkbox"/>	LIB 101	RESERVES 101	1/11/2016 	5/12/2016 
<input type="button" value="Submit Item"/> <input type="button" value="Clear"/>				

These fields allow you to select a specific period of time within the pre-set semester dates in which the item can be accessed by your students in ARES*. Simply click on the calendar icon under **Start Date** to select the start date when students can access this file and do the same for **Stop Date** when the item should be removed. The start and end dates of the selected semester display by default.

***Important Note:** Setting a start date **before/after** the beginning/end of the semester for an individual reserve item will not enable access to the item. Please contact **IDD** at idd@usc.edu or **(213) 740-4020** if you need your entire course to be accessible before the start/end of the pre-set semester dates. To view the academic calendar pre-set dates, please visit <http://academics.usc.edu/calendar/>.

Step 5: To complete the adding an article process, click on the **Submit Item** button. To start over, click on the **Clear** button.

Reserves staff will then review the request and process the item for your ARES course.