

# USC ARES: HOW TO ADD A BOOK OR OTHER ITEM ON PHYSICAL RESERVE

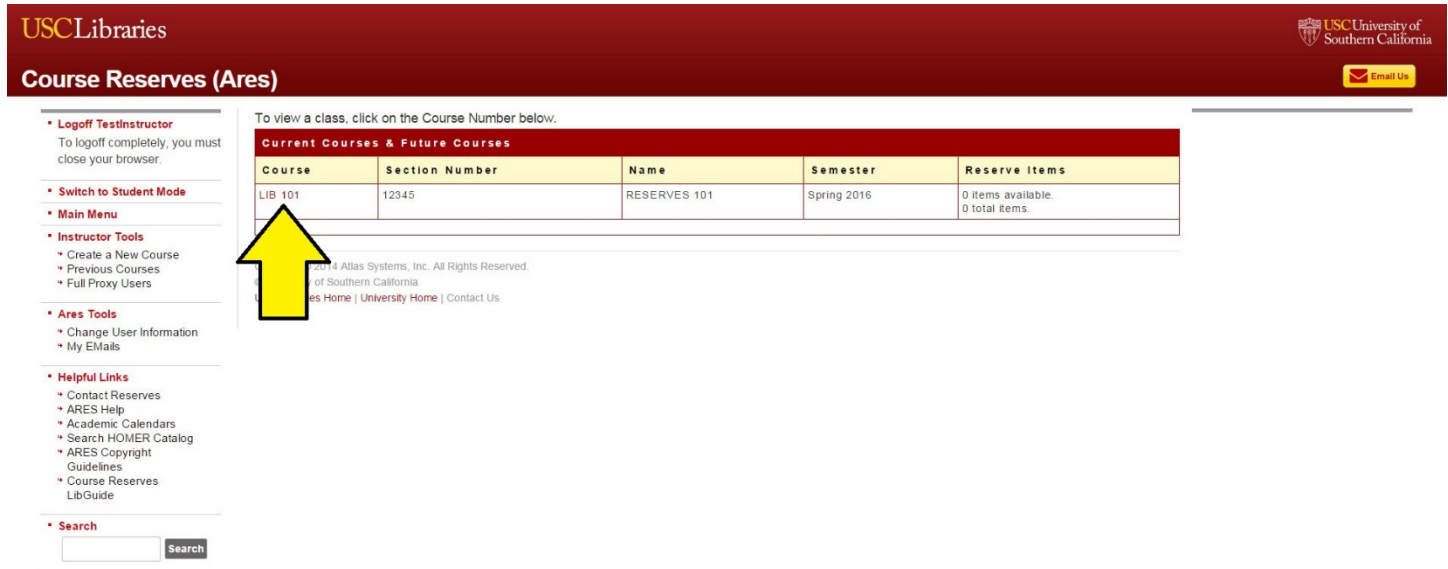
This step-by-step guide will walk you through the process to place a book or other physical item on reserve at a USC Libraries Reserve desk. Although **Leavey Library** is currently our main reserve desk, the following locations and contacts also manage a reserve desk:

<b>Accounting and Business Library</b>	DeCao Huynh dehuynh@usc.edu (213) 740-5027
<b>Architecture &amp; Fine Arts Library</b>	Tony Gonzalez gonzalea@usc.edu (213) 740-1956
<b>Leavey Library</b>	Danny Pacheco reserves@usc.edu (213) 821-2521
<b>Music Library</b>	Scott Spencer music@usc.edu (213) 740-5797
<b>Philosophy Library</b>	Melissa Miller millerm@usc.edu (213) 740-7434
<b>Science &amp; Engineering Library</b>	Reserve Desk sci@usc.edu (213) 740-8507

You will not be able to place an item on reserve in ARES unless you have first created your course. See the **How to create a course** guide for details.

Here are the steps for **adding a book or other physical reserve item** to your ARES class.

Step 1: After logging into ARES, you will see the classes you have created and are currently available. For this example, we will use LIB 101 course. Click on the course link as shown below.



The screenshot displays the 'Course Reserves (Ares)' interface. 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' with the following data:

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

A yellow arrow points to the 'LIB 101' course in the table. Below the table, there is a footer with copyright information and navigation links.

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

USCLibraries

USC University of Southern California

Course Reserves (Ares)

Your item was added to ARES.

**Course Details**

**LIB 101 (12345) RESERVES 101**  
 Spring 2016  
<https://libraries.usc.edu/>  
 INSTRUCTOR, Test  
 Test Course

Email subscriptions allow you to receive an email notification when a new item becomes available in this course.  
 You currently **not** subscribed. [Subscribe Now](#)

Sort By Save Order

ID	Title	Author	Inactive	Status	Tags
119567	<a href="#">ALL ABOUT ARES</a>	SMITH, JOHN	5/12/2016	Awaiting Reserves Processing	

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Logoff TestInstructor  
 To logoff completely, you must close your browser.

Switch to Student Mode

Main Menu

Instructor Course Tools

- Add Reserve Items
  - 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

Below **Course Details**, you will see **Reserve Items** which lists all items that have been added to the course previously along with their current status.

Status definitions include:

- **Awaiting Reserves Processing:** Item has been submitted and is pending processing by staff.
- **Awaiting Supply by Instructor:** Item has been submitted and is pending receipt by ARES staff. For the most part, this status refers to personal items that you would like to be placed on reserves.
- **In Stacks Searching.** Reserves staff are currently pulling the material from the libraries' collection to process.
- **Item Activation Pending:** Item has been submitted, processed, and will be accessible on first day of semester or other date as indicated by the instructor.
- **Item Available at Reserve Desk.** Item is available for your students' use at the specified reserve desk location.

Step 2: To place a physical item on reserve, click on the **Add Reserve Items** link under **Instructor Course tools** at the left-hand side of the screen as shown below.

The screenshot shows the 'Course Reserves (Ares)' interface. On the left sidebar, under 'Instructor Course Tools', the 'Add Reserve Items' link is highlighted with a yellow arrow. The main content area shows a confirmation message: 'Your item was added to ARES.' Below this is a 'Course Details' section for 'LIB 101 (12345) RESERVES 101' in Spring 2016. A 'Reserve Items' table is visible below, with one item listed: ID 119567, Title 'ALL ABOUT ARES', Author 'SMITH, JOHN', Inactive date '5/12/2016', and Status 'Awaiting Reserves Processing'. The table has columns for ID, Title, Author, Inactive, Status, and Tags.

Step 3: On the following screen, you will see the various material types that can be added to ARES. To place a book on reserve, click on the **Book** icon as shown below.

The screenshot shows the 'What would you like to place on Reserves?' screen. At the top, there are icons for Article, Chapter, Book, E-Book (if available), File Upload, Audio (Physical), Video (Physical), and Streaming Video (if available). The 'Book' icon is highlighted with a yellow arrow. Below this is a section titled 'Or would you like to import from a current or previously taught course?' which contains a table with columns for Semester, Course, Section Number, Name, and Reserve Items. The table shows one entry for Spring 2016, LIB 101, Section Number 12345, Name RESERVES 101, and Reserve Items: 0 items available, 1 total items.

**Note:** Click the **Audio (Physical)** and/or **Video (Physical)** icon if you are placing either of these formats on reserve. Audio includes LP, cassette, compact disc, and other audio formats. Video includes VHS tape, DVD, and other visual formats. For this step by step guide we will be using the **Book** example. The **Audio (Physical)** and **Video (Physical)** forms have the same layout as the **Book** form but the fields correspond to the citation information for audio and video.

The **E-Book (if available)** icon corresponds to e-book titles you would like to place on reserve. **Please note:** Access to e-books not owned by USC is based on availability through our e-book vendors. If a title is not available as an e-book, we will notify you and suggest other options.

Step 4: On the following screen, you will see the **Reserve Item: Book** form to enter all the bibliographic information for the item to be placed on reserve.

The screenshot shows the 'Reserve Item: Book' form within the USC Libraries Course Reserves (Ares) interface. The form is titled 'Reserve Item: Book' and includes a legend indicating that an asterisk (\*) denotes a required field. The form fields are as follows:

- Title:** A text input field with a required field asterisk. Below it is the instruction: 'Please do not abbreviate unless your citation is abbreviated.'
- Authors/Editors:** A text input field with a required field asterisk. Below it is the instruction: '(Last Name, First Name)'
- Publisher:** A text input field.
- Place of Publication:** A text input field.
- Year of Publication:** A text input field.
- Edition:** A text input field.
- ISBN (International Standard Book Number):** A text input field with a required field asterisk. Below it is the instruction: 'If given will speed request processing.'
- Call Number:** A text input field.
- Reserve Location:** A dropdown menu with 'Leavey Library' selected.
- Loan Period:** A dropdown menu with '2HOUR' selected. Below it is the instruction: 'Physical items may be checked out from the reserve desk (above) for the time period you select here. Loan Period does not apply to electronic reserves.'
- Notes:** A text input field with a required field asterisk. Below it is the instruction: 'Put any information here that may help us find the item, as well as any other pertinent information.'
- How will this item be supplied?:** A section with four radio button options:
  - I will bring the material to the library
  - Please consider this item for purchase
  - The item should link to a website
  - Please have library staff pull the material off the shelves

On the left side of the form, there is a navigation menu with the following items:

- Logoff TestInstructor (To logoff completely, you must close your browser.)
- Switch to Student Mode
- Main Menu
- Instructor Course Tools
  - Add Reserve Items
    - 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 fields indicated on this form with an “ \* ” are required fields. Please fill out as much information as possible.

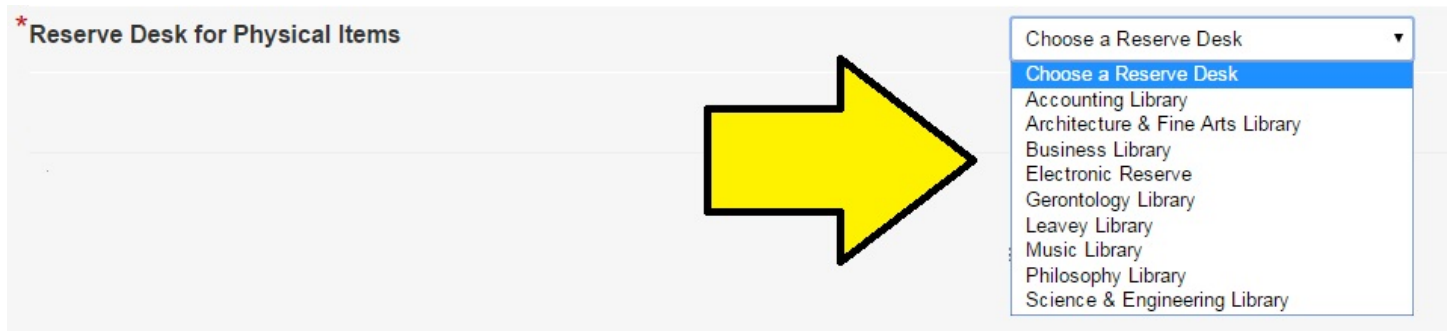
Optional but helpful information includes:

**ISBN:** International Standard Book Number which is a unique number assigned to identify books.

**CALL NUMBER:** A call number is a library classification code assigned to organize materials in the collection. If the item to be placed on reserve is owned by USC, you can obtain the call number from our online catalog HOMER: <https://library.usc.edu/uhtbin/webcat>

In the **Reserve Location** drop-down menu, select the library location you wish this item to be placed on reserves. Please note that **Leavey Library** is the default library reserve desk.

\* Reserve Desk for Physical Items



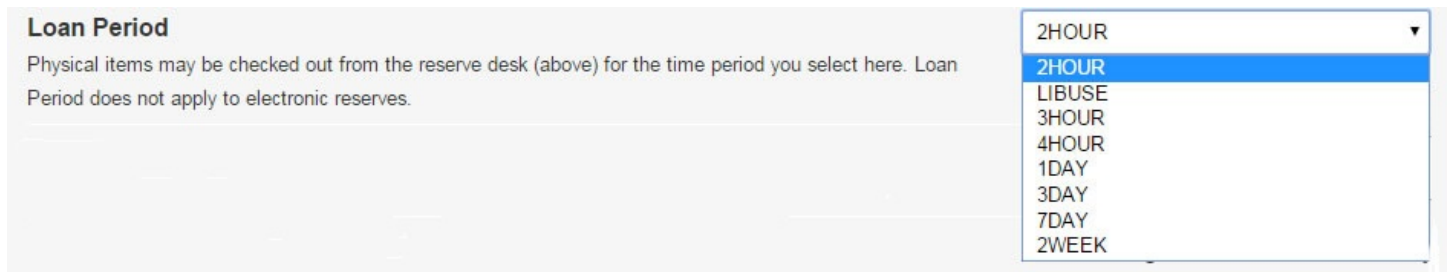
Choose a Reserve Desk

- Choose a Reserve Desk
- Accounting Library
- Architecture & Fine Arts Library
- Business Library
- Electronic Reserve
- Gerontology Library
- Leavey Library
- Music Library
- Philosophy Library
- Science & Engineering Library

In the **Loan Period** drop-down menu, select the length of time your students will be able to use the reserve item before returning to the reserve desk.

**Loan Period**

Physical items may be checked out from the reserve desk (above) for the time period you select here. Loan Period does not apply to electronic reserves.



2HOUR

- 2HOUR
- LIBUSE
- 3HOUR
- 4HOUR
- 1DAY
- 3DAY
- 7DAY
- 2WEEK

**Note:** LIBUSE means that the item's use is restricted to within the library for two hours only.

In the **Notes** field, you may enter any information you feel is pertinent in regards to the item.

Next, select how the item will be supplied as shown below.

How will this item be supplied?

I will bring the material to the library

Please consider this item for purchase

The item should link to a website

Please have library staff pull the material off the shelves

If you chose the item should link to a website above, please enter the URL

Options include:

**I will bring the material to the library:** This option allows you to drop-off personal or other hardcopies of material to be placed at the library reserve desk selected.

**Note:** When submitting a **personal copy** to be placed on reserve, please keep in mind that personal books/DVDs are used by your students and normal wear and tear may occur.

**USC Libraries assumes no liability for damage to personal items placed on reserve.**

**Please consider this item for purchase:** This option allows you to submit a request for items **not owned by USC** to be purchased. These requests require extra time to process, in some cases as long as four to six weeks. It is important to note that these requests must first be reviewed by a librarian. **Please note: requests to purchase an item for reserves can be cancelled at USC Libraries' discretion.**

**Please have library staff pull the material off the shelves:** This option allows you to route this request to reserves staff members who we will pull the item from our USC Libraries' shelves and process. **Important note: items obtained via interlibrary loan cannot be placed on reserve.**

**If you choose the item should link to a website above, please enter the URL:** This option is for reports found online such as UN (United Nations), UNICEF, RAND corporation reports, etc.

Step 5: To complete the placing a book or other physical item on reserve 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.