USC ARES: HOW TO ADD A BOOK OR OTHER ITEM ON PHYSICAL RESERVE
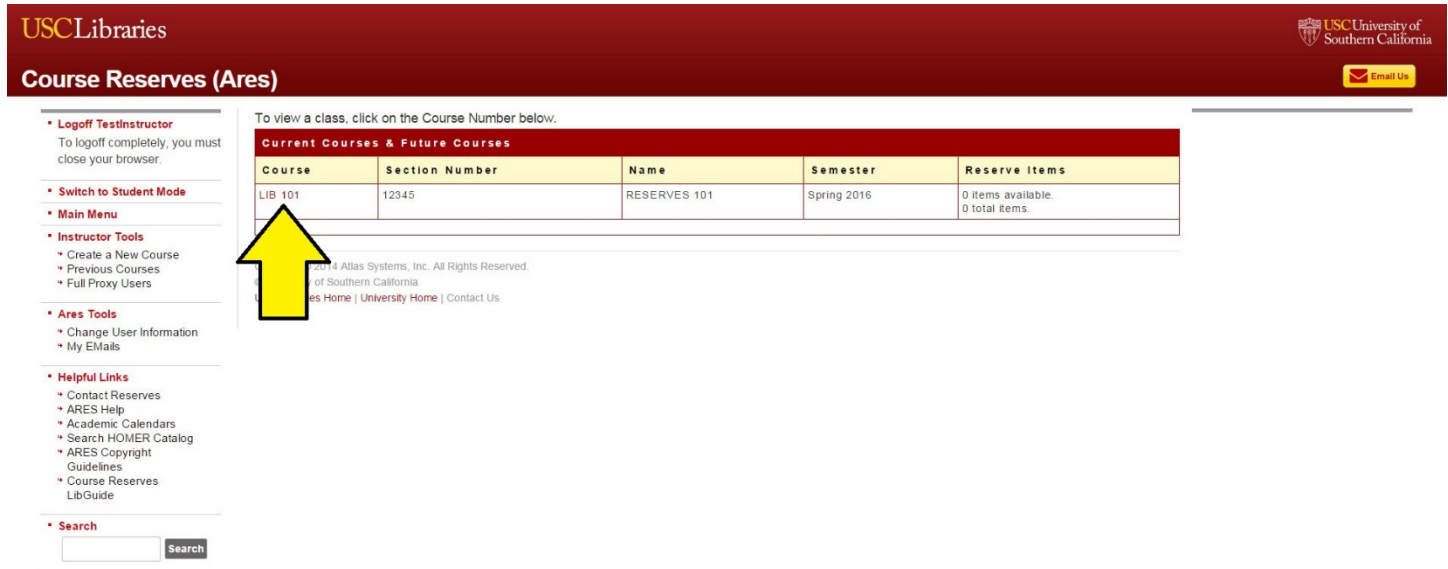
This step-by-step guide will walk you through the process to place a book or other physical item on reserve at a USC Libraries Reserve desk. Although **Leavey Library** is currently our main reserve desk, the following locations and contacts also manage a reserve desk:

Accounting and Business Library   DeCao Huynh
                                             dehuynh@usc.edu
                                             (213) 740-5027

Architecture & Fine Arts Library   Tony Gonzalez
                                             gonzalea@usc.edu
                                             (213) 740-1956

Leavey Library   Danny Pacheco
                                             reserves@usc.edu
                                             (213) 821-2521

Music Library   Scott Spencer
                                             music@usc.edu
                                             (213) 740-5797

Philosophy Library   Melissa Miller
                                             millerm@usc.edu
                                             (213) 740-7434

Science & Engineering Library   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 usLIB 101 course. Click on the course link as shown below.

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

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.

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.

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 lay out 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 fields indicated on this form with an " * " are required fields. Please fill out as much information as possible.
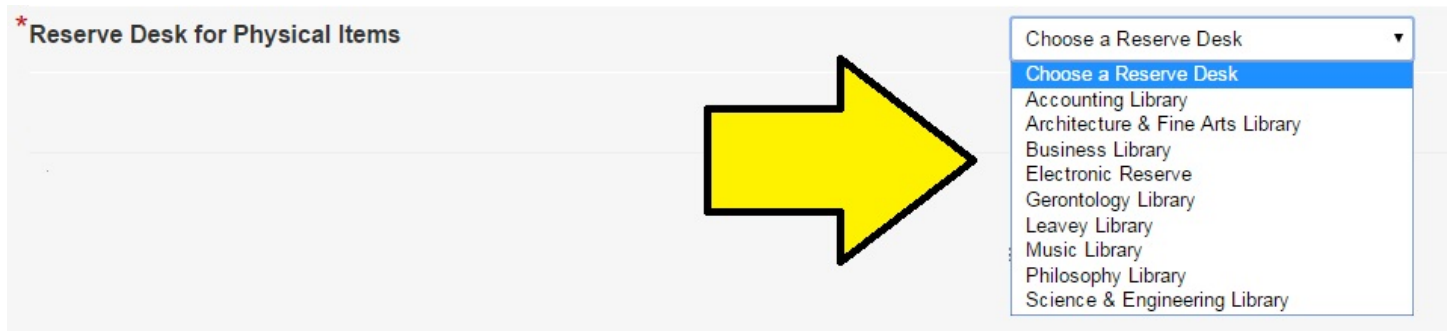
Optional but helpful information includes:

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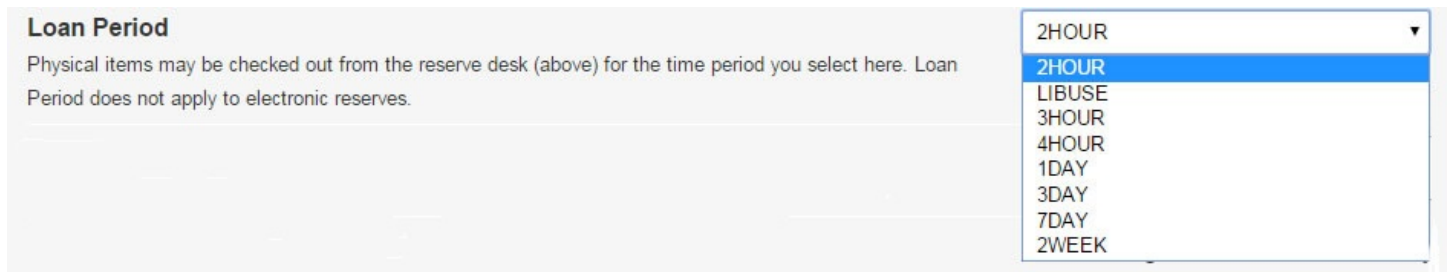
In the **Loan Period** drop-down menu, select the length of time your students will be able to use the reserve item before returning to the reserve desk.

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.

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.