

Course Reserves How-Tos for Faculty

Attention graduate students teaching classes: To receive Faculty privileges in Ares, you will need to contact the Course Reserves unit directly at 352-273-2520 to have permissions set.

How do I create An Ares account?

1. Go to <http://cms.uflib.ufl.edu/>
2. Click on the Course Reserves Link on the main library page.



4. If you do not have an account in Ares, you will be asked to create an account as a faculty member) (instructor), or student. Please select instructor.



5. On the next screen, fill in your information as follows:

- First name.
- Last name.
- Gatorlink ID- use only the Id, and do not include @ufl.edu

- Email: use ONLY your Gatorlink email. **Account requests using any other email will be denied.**
- Telephone number.
- Campus address (PO Box).
- Department (Choose from pulldown menu).

New Faculty Account * Indicates required field

* First Name

* Last Name

* GatorLink ID For your user name, use your Gatorlink account name. For your email, use ONLY your Gatorlink email address .

* EMail Address

* Daytime Phone Number

* Campus Address

* Department

6. Your request to create an instructor account is verified and approved by the Course Reserve Unit staff. During regular working hours, this should be done within 60 minutes of making the request. If assistance or immediate clearance is needed, contact the Course Reserves unit at 352-273-2520.

How do I create a class in Ares?

Once you have created an account, you may create classes for course reserves materials in Ares. To create a class:

1. Go to <https://ares.uflib.ufl.edu/> , and log in to your account.
2. Once you have successfully logged in, click on the Create a New class link located under the Instructor Tools menu.

- [Logoff 1001-8190](#)
- [Switch to Student Mode](#)
- [Main Menu](#)
- [Instructor Tools](#)
 - ↳ [Create a new class](#)
 - ↳ [Previous Classes](#)
 - ↳ [Upcoming Classes](#)
 - ↳ [Full Proxy Users](#)

Main Menu

Choose an option from the

Current Classes	
Course	Section Number
FLA9999	0001

Also view upcoming classes

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Fill out the form on the next page. All fields marked with an asterisk are required, and must be filled out before you can create a class. At the bottom of the form (Default Pickup Location for Physical Items), choose which library you'd like your hard-copy reserve items to be shelved at. If no library is specified, the form will default to a location of Library West.

Create a Class * Indicates required field

Class Information

* Class Name

* Course Number
e.g. ECO2023

Section Number

Instructor's Username ▼

* Instructor
(Last Name, First Name)

* Department ▼

* Class Semester ▼

Class URL

Class Description

Default Pickup Location for Physical Items ▼

5. When the form is completed, click on the Create Class button at the bottom of the page to complete the process.

Now that I have created a class, how do I add course reserves items to the class?

1. Log into your account, as previously shown.
2. A list of all courses for the current semester will be on the main screen. Click on the course prefix/number under the course column.

- [Logoff 1001-8190](#)
- [Switch to Student Mode](#)
- [Main Menu](#)
- [Instructor Tools](#)
 - ↳ Create a new class
 - ↳ Previous Classes
 - ↳ Upcoming Classes
 - ↳ Full Proxy Users

Main Menu

Choose an option from the choices below.

Current Classes		
Course	Section Number	Semester
FLA9999	0001	Spring 2012
XXX0000		Spring 2012

[Also view upcoming classes](#)

On the next screen, click on the Add reserve Item link, under the Instructor Class Tools menu.

- [Logoff 1001-8190](#)
- [Switch to Student Mode](#)
- [Main Menu](#)
- [Instructor Class Tools](#)
 - ↳ Class Home
 - ↳ Edit class
 - ↳ Cross Listings
 - ↳ Delete Class
 - ↳ Renew Class
 - ↳ Class Proxy Users
 - ↳ Add Reserve Items
 - ↳ Messageboard
 - ↳ Reserve Item Usage

Class Details

XXX0000 Course Reserves
 Spring 2012
 MCDONOUGH, Paul

Email subscriptions allow you to receive an email notification when new items are added to the class.
 You currently **not** subscribed. [Subscribe Now](#)

Reserve Items

There are no items in this class.

On the next screen, you can choose the format of the item you wish to place on reserve. For this example, we will demonstrate how to place a book on reserve. Click on the icon for the material.

What would you like to place on Reserves?



On the next page, there will be a form to fill out. All of the form fields with an asterisk are indicate information required to process the request; all of this information should be available in the library catalog for library-owned items. Going through the form field by field:

- Reserve Location: Use this field to specify at which library materials should be made available for checkout. If no library is chosen, the default location of Library West will be used.
- Loan Period for Hard Copy Items: Use the pull down menu to specify how long items should be made available for checkout. The default choice is 2 Hours, Library Use Only.
- Authors/Editors/Directors: Fill out as fully as possible (First/last name, editor's name, etc.).
- Publisher: Supply whenever possible, especially in cases where there might be multiple titles/publishers, and a specific edition is requested for course use.
- Edition: if more than one edition of a book is available, please specify the preferred edition for course use.
- ISBN: specify, if available, particularly in cases where a book is being requested for purchase.
- Call number: Available in the library catalog, for library owned items. Supplying this information speeds the reserves process up.
- OCLC number: Available through the OCLC database; this is only necessary in the case of items requested for Interlibrary Loan processing.
- Tags: This area can be used by instructors to organize readings, by week, date, subject, etc.
- Note: This field can be used to specify information on books for purchase for course reserves use, or special handling/processing instructions of any sort for Course Reserves staff.

- How this material will be supplied: If the book is a library-owned item; Course Reserves staff will locate the item on the shelf, process it, and make it available for course reserves use. If a personal copy of the book is going to be placed on reserve, place mark in the appropriate box. If a specific item is being requested for purchase to be placed on course reserve, place a mark in the appropriate box.

When finished filling out the form completely as possible, click on the Submit Item button at the bottom of the page to submit the request.

How do I place an article on reserve for course use?

The process is similar to the initial steps for placing a book on reserve. Follow the instructions above, but click on the journal icon. The fields in this case are:

- Journal Title: This field is required. Give the full title of the journal.
- Journal Volume: a required field.
- Journal Issue: Required field; include the issue number whenever possible.
- Journal Month: Not required, but include this information when possible.
- Journal Year: Required field.
- Article Title: Required Field. Include subtitle, if listed.
- Journal Author: Required field; include first name or first initial if it is available.
- Inclusive pages: Not required; include only if only part of an article is needed.
- ISSN: Include this information especially when requesting an article in a journal not held by UF, or when requesting an Interlibrary Loan article.
- OCLC Record Number: Including this helps speed up the process when requesting an Interlibrary Loan article.
- Tags: This area can be used by instructors to organize readings, by week, date, subject, etc.
- Notes: Include any special instructions for the Course Reserves Staff.
- How Will This Item Be Supplied? Instructors may upload PDF files, or request that the Course Reserves Unit can locate and scan articles. If a requested or uploaded article is available as a full text resource via any database subscribed to by the UF Libraries, we are required to supply a link to the full-text resource; no exceptions can be made to this rule. All uploaded files are reviewed by the Course Reserve unit.

Reserve Item: Article * Indicates required field

Item Information

* **Journal Title**
Please do not abbreviate title.

* **Journal Volume**

* **Journal Issue**

Journal Month

* **Journal Year**

* **Article Title**

* **Article Author**
(Last Name, First Name)

* **Inclusive Pages**

ISSN

OCLC Record Number
If given will speed request processing

Tags
Tags can be used to organize your readings. For example, you may tag an item as: Week 1 or March 3rd. If you wish to use multiple tags for the same item, please separate them with commas. (ie: Week 1, Week 7, Faulkner Readings)

Notes
Put any information here that may help us find the item, as well as any other pertinent information.

How will this item be supplied?

The item should link to a website

Please have library staff pull the material off the shelves

I will upload a file

The library does not own please request through ILL

I will bring the material to the library

Personal items must be picked up at the end of each semester unless renewed

When the form is complete, click on the Submit Item button at the bottom of the page.

How Do I Renew a Class I Taught in Previous Semesters?

1. When logged into Ares, click on the Previous Classes link, under the Instructor Tools Menu.

The screenshot shows the Ares system interface. At the top is the University of Florida Libraries logo and the text "ares automating reserves". Below this is a navigation menu with the following items:

- Logoff 1001-8190
- Switch to Student Mode
- Main Menu
- Instructor Tools
 - Create a new class
 - Previous Classes
 - Upcoming Classes
 - Full Proxy Users
- Ares Tools

To the right of the menu is a "Main Menu" section with the text "Choose an option from the" and a table titled "Current Classes":

Course	Section Nu
FLA9999	0001
XXX0000	

Below the table is a link: "Also view upcoming classes".

2. On the next screen, a list of all previous classes taught will be shown. Under the Semester column (see below) click on the class to be renewed.

off 1001-8190

ch to Student
e

Menu

Previous Classes

Semester	Course
Summer 2010	FLA9999

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3. On the next screen, the course and a list all items previously on reserve for the course will be shown. To renew the class, click on the Renew Class link, under the Instructor Tools menu on the left hand side of the screen.

- Mode
- Main Menu
- Instructor Class Tools
 - Class Home
 - Edit class
 - Cross Listings
 - Delete Class
 - Renew Class
 - Class Proxy Users
 - Add Reserve Items
 - Messageboard
 - Reserve Item Usage
- Instructor Tools
 - Create a new class
 - Previous Classes
 - Upcoming Classes
 - Full Proxy Users
- Ares Tools
 - Change User Information
 - My EMails

Summer 2010



Kahler, Janice

This course was created as a training tool to test the ARES system features and processes. Floral Art FLA99 items are real.

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1: Article sample - includes audio file for full text(1) 11: Copyright free printable designs (Chapter or Selection)(1) 2: Chapter or Selected Writing Programs' award series in poetry, Associated Writing Programs(1) 3: Chapter of book(1) 9: Upload File(1) a national organization's headquarters at George Mason University(1) Mail Stop 1E3(1) Tallwood House(1) Va. 22030(1)

Reserve Items

ID	Title	Author	Inactive	Status	Tags
82269	 (online microfilm) Annotations upon the book of Psalms : wherein the Hebrew words and sentences are compared with, and explained by the ancient Greek and Chaldee versions: but chiefly by conference with the holy Scriptures. By Henry Ainsworth.	Ainsworth, Henry	8/9/2010	Item Removed From Reserves	
82270	 A Bibliography of Floral Design Books for	Rittner,	8/9/2010	Item	9: Up

4. On the Review Class screen, fill in the following fields:

- Class Name (Required Field): the course name as listed in the course catalog.
- Course Number: The prefix and number of the class.
- Section number: As listed in the course catalog.
- Instructor: complete name.
- Department: choose the appropriate department from the pulldown menu.
- Class Semester: choose from the pulldown menu.
- Class URL: include a link to the class site or Sakai site (optional).
- Class Description: a brief description of the class aims (optional).
- Default Pickup Location for Physical Items: Choose the appropriate library from the pulldown menu.
- Clone Item Tags: checking this box will duplicate any previous item tags.

- Reserve Items to Import: a checkmark is next to each item. Leave the checkmark in place if the item is to be requested for the new semester. Please be aware that all renewals are subject to copyright fair-use guidelines. See [THIS LINK](#) for more information. If new items are going to be added, those may be added in the regular way once the class is renewed.
- Click on the Renew Class button at the bottom of the page to finalize the request.