PROCEDURE

CIRCULATION:
RESERVES --
CREATING A BRIEF BIBLIOGRAPHIC RECORD & RESERVE LIST

To Place Materials On Reserve:
• Instructors:
  ➢ Fill out (in detail) the “Reserve Instructions” slip that must accompany ALL materials
• Circulation Staff:
  ➢ Include “Reserve Instructions” slip with reserve material
  ➢ Place slip and reserve material in blue box at back Circ. Counter

To Create A Brief Bibliographic Record For Non-Cataloged Materials:
• From the tool bar, select the Item icon
• At Search By Item Barcode, select Cancel. Right click mouse
• Select Add Bib/Item from menu
• At Add Bib/Item, open the template’s drop down menu and highlight choice:
  Book, Journal, or Other
• Complete the Bib, Holdings and Item tab fields as follows:
  □ BIB:
  ● Book: (Tab through fields)
    ➢ Date (Copyright year)
    ➢ Author (Last name, first name)
    ➢ Title and subtitle (If title begins with A, An, The, disregard)
    ➢ Edition (For example, 3rd ed.)
    ➢ Place (In this field, type if item is “Reserve” or “ILL”)
    ➢ Publisher
    ➢ Review Holdings and Item fields > OK (or Enter)
  ● Journal:
    ➢ Title
    ➢ Publisher
    ➢ Place (In this field, type if item is “Reserve” or “ILL”)
  ● Other:
    ➢ Date (Copyright year)
    ➢ Format (Make selection from field’s drop down menu)
    ➢ Place (From field’s drop down menu, highlight United States)
    ➢ Title (If title begins with A, An, The, disregard)
    ➢ Author (Last name, First name)
    ➢ Edition
    ➢ Publisher
    ➢ Place (In this field, type if item is “Reserve” or “ILL”)
    ➢ Series (for example, Foothills Poetry or Studium Generale)
HOLDING:
- Location
  - Or make choice in the 10 Reserve categories
- Call No. Type (Other)
- Call No. (Instructor’s last name, for ex., RES GANZHORN, RES LIB, RES FOOTHILLS, RES STUDIUM)
- Enumeration (Volume #)
- Chronology

ITEM:
- Temp. Loc. -- Select Reserve Book, Reserve Video, etc.
- Copy # (review Bib, Holding and Item selections)
- At Item Barcode, wand barcode and item is automatically entered

To Add A Copy or Volume To Existing Brief Bib Via Circulation:
- Do a title search
- From the pull down menu bar, select Item
- At “Link item to existing holdings?” select Yes
- At Holdings/Item tab, if it applies add Enumeration or Chronological information
- At Item tab:
  - Perm Loc. -- Leave blank
  - Temp. Loc. -- Select Reserve book (or Reserve video, etc.)
  - Copy -- #
  - Review selections in tabs before entering barcode
  - Wand barcode

To Delete A Brief Bib Item In Circulation:
- Select Reserve icon
- Search for the list by Name or Instructor
- Highlight title and close out ("x") of list
- Select Item icon
- The title is highlighted in top section and the location information is at mid-screen
- Select Item icon > Delete Item > Yes

To Modify An Error In The Brief Bib. (title, author, Call #, etc.)
- Notify Technical Processing

To Delete Bib./Holding Records:
- Notify Technical Processing (Bib./Holding records cannot be deleted via Circ module.)
To Place Library Materials On Reserve:

Create A New Reserve List:

- Select Reserve Icon > Select Cancel > Right click in Reserve field
- Select Create New List:
  - **List Name.** Type name of class (for example, Biology, English, etc.)
  - **Effective.** Type Starting and Ending dates or right click for calendar for dates
  - **Reserve Location.** Select Reserve
  - **Reserve Item Type.** Select 2 Hour, 1 Day, 3 Day, or 1 Week. The choice affects the check out time for the entire list. If an instructor requests class reserves have two or more check-out times, create a list for each time period, as needed

Link Courses:

- At the bottom section of the list, right click mouse and select “Link Courses”
- At “Link Reserve List to Courses” select and fill in the following (use ellipses to make selections and OK to save):
  - + = To add information
  - e = To edit existing entries
  - - = To delete entries
  - **Department:**
    - Dept. Name spell out the dept. (Anthropology or English)
    - Dept. Code abbreviate dept. (ANTHRO or ENG)
  - **Course:**
    - Course Name, spell out course (Anthropology or English
    - Course No., abbreviate course number (for example 112)
    - Begins and Ends, dates click on ellipse (or right click mouse)
  - **Instructor:**
    - Last Name, type instructor’s last name
    - First Name, type instructor’s first name
    - Title, type Dr. (or leave blank)
  - **Section:** (Disregard)
- Link

To Add A Library Item To A Reserve List And To Put The Item On Reserve:

- Select Reserve Icon (Book stacks)
- At Reserve List Search, access list via “List name” (Economics, Nursing, etc.) or “Instructor”
- Place cursor in Title/Author/Barcode field > Right click
  - At the drop down menu, select “Add By Barcode” > Wand the barcode > Click OK (Item is now on list)
- Again place cursor in Title/Author/Barcode field > Right click
  - At the drop down menu, select “On Reserve”

To Edit A Reserve List’s Title:

- Right click in top field and edit

To Search For A Reserve List:

- Select Reserve Icon and search for the list by List Name, Instructor, etc.
To Print A Reserve List:
  • From the menu bar, select Reserve > Print Picks List

To Take An Item Off Reserve or to Remove An Item From Reserve:
  • In the reserve list, activate the left arrow column to highlight item
  • Place cursor in list > Right click > At the drop down menu, select:
    ➢ “Off Reserve” (item remains on list, but is not on reserve) or,
    ➢ “Remove” (to take item out of reserve and off the list)
  • Notify Technical Processing to remove Bibliographic and Holding records

To Delete A Reserve List:
  • At Menu, select Reserve > From the drop down menu, select Delete List