Course Reserves Guide for Instructors

The Course Reserves System is a single access point for instructors and students for all library course-related materials. Key features include

➢ Reducing reliance on email communication. Once submitted, the processing status of a request can be tracked within the Course Reserves System
➢ Access all reserve materials (physical and electronic) at one central and secure site
➢ Links to e-journal articles and ebooks are stable and accessible from on and off-campus
➢ Integration with NYU LMS (Brightspace)
➢ Cloning items from previous or current courses.
➢ Adding proxy users who can request reserve items on behalf of an instructor
➢ Easy-to-use and customizable interface when viewing course reserve readings.

Log In to Course Reserves

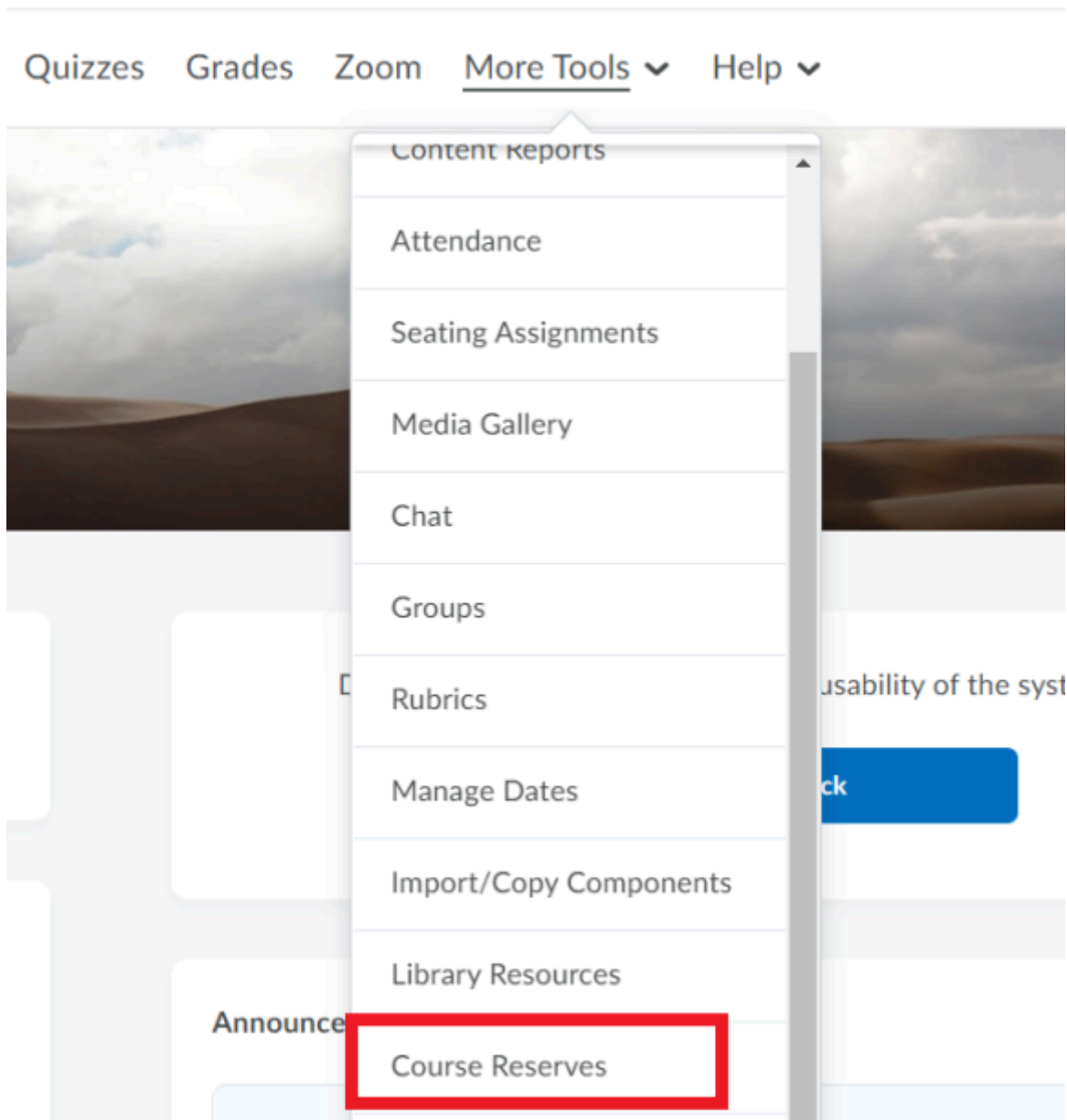1. **Login to Course Reserves directly using your NYU credentials**:
   The Course Reserves system can be accessed by going directly to ares.library.nyu.edu or by clicking the "Course Reserves" tab on the library website. You do not need to have an active NYU LMS (Brightspace) site in order to access the Course Reserves System.

   or

2. **Login to Course Reserves through NYU LMS (Brightspace)**
   The Course Reserves Tool is available in every NYU LMS (Brightspace) course
   ➢ Click on **More Tools**
   ➢ Select **Course Reserves**

Navigate to Course Reserves in NYU LMS (Brightspace)

Clicking on the Course Reserve link, instructors can add reserve items to the course while student users can view the available items for the course without any additional login to the Course Reserves system.

Instructor Web Interface

The Web Interface

- ➢ **Instructor Main Menu page** displays:
  - ○ Current Courses table
  - ○ Awaiting Supply by Instructor table (if the instructor has promised to bring a personal copy to the library)

- ➢ **Instructor Tools Menu**
  - ○ Previous Courses: Instructors can view their past courses and items
  - ○ Current and Upcoming Courses: Displays courses that belong to the current semester, as well as any upcoming semesters that instructors have early access to once course data is loaded in Albert
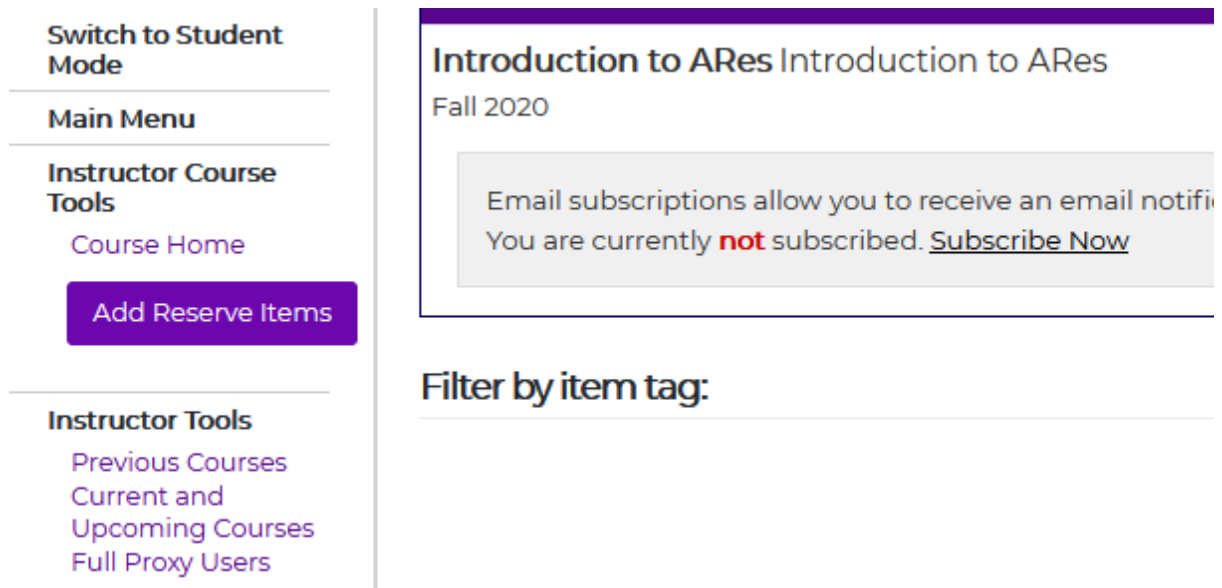 - ○ Full Proxy Users: Can access <u>all</u> courses by a particular instructor and add items

- ➢ **Tools menu**
  - ○ Review User Information: Displays user account information

- ➢ **Switch to Student Mode:** Instructors can also see the student view of the course

- ➢ The **Instructor Course Tools menu** displays when the course details page is accessed

Add Reserve Items

➢ From **Main Menu**
➢ Under **Instructor Tools**, select **Current and Upcoming Courses**
➢ Find the desired course and click on **View course**
➢ Under **"Instructor Course Tools"**
➢ Click on **Add Reserve Items**
➢ Select the appropriate course form: Article, Chapter, Book, E-Book, and Video
The fields indicated on the form with an " * " are required fields. Please fill out as much information as possible.

Switch to Student Mode

Main Menu

Instructor Course Tools

Course Home

Add Reserve Items

Instructor Tools

Previous Courses
Current and Upcoming Courses
Full Proxy Users

Introduction to ARes Introduction to ARes

Fall 2020

Email subscriptions allow you to receive an email notific...
You are currently **not** subscribed. Subscribe Now

Filter by item tag:

Add Reserve Item option

Book (NOTE: NYC Campus Course Reserves pursue a digital-first policy. The Course Reserves team will search for digital access to requested materials. If we cannot fill a request for a required course text digitally, we will place a physical item on reserve at the Circulation & Reserves service point.)

➢ Make sure a pickup location is selected
➢ Add notes, tag as needed
➢ Enter N/A if not sure

Filling out the required information

➢ Please specify whether an alternate edition is acceptable and which edition(s), if needed.
➢ Select how the item will be supplied, two options:
  ○ **I will bring a personal copy to the library**: the material will be provided by you. Note: Bobst Library is currently not accepting personal hard copy materials. NYU Libraries will continue to accept uploaded digital materials/scans for staff review.
  ○ **Please have library staff provide the material**: the library will process owned material or purchase the material if not owned.
➢ When finished, click "Submit Item".

Submitting Item to be placed on reserve

Chapter / Article

- ➢ Choose **Article** if the request is a journal/newspaper article
- ➢ Choose **Chapter if** the request is a book chapter
- ➢ Follow the above steps to fill out the information for the book chapter/article item
- ➢ Add notes, Tags as needed
- ➢ Select how the item will be supplied
    - ○ **I will upload a file**: please be advised the material must be lawfully obtained and adhere to applicable copyright laws. Materials borrowed from Interlibrary Loan should not be placed on E-Reserve without copyright clearance
    - ○ **I will bring a personal copy**: the material will be provided by you
    - ○ **Please have library staff provide the material**: the library will process owned material
    - ○ **The item should link to a website:** you will provide a URL

Notes Put any information here that may help us find the item, as well as any other pertinent information.	
Tags Comma separated list of tags to be assigned to this Item	
Where did you find this citation?	
How will this item be supplied?	○ I will upload a file ○ I will bring a personal copy to the library ○ Please have library staff provide the material ○ The item should link to a website
If you chose the item should link to a website above, please enter the URL	

Options for how an article will be supplied

Importing Items from Another Course

➢ From **Main Menu**
➢ Click on **View course**
➢ Under **"Course Tools"**
➢ Click on **Add Reserve Items**
➢ Instead of selecting an item form request, select a course from the table labeled "**Or would you like to import from another course?**"
➢ Click on the "**Import Items**" link next to the course that you want to import from.
➢ On the next screen, select the items you want to import and then click on the "**Import Items**" button.
➢ The website will bring you back to the course details page and confirm the import.

Cloning item(s) in a course

Assign Proxy Users

Instructors can designate users as full proxy users for all of their courses. A full proxy user has access to all of the instructor's privileges in the Course Reserves system such as adding reserve items on the instructor's behalf.

To authorize a user as a Full Proxy user by instructor:

➢ Click on Full Proxy Users under the **Instructor Tools** menu. The Full Proxy Users form opens

➢ Input the NetID of the person to designate as a Full Proxy User and click **Add Proxy User**

➢ A message appears notifying the instructor that the user has been added as a proxy user.

➢ Note: if you would prefer to add a Proxy User to a specific course, please contact the Course Reserves team at lib-bobst-reserve@nyu.edu.


Adding full proxy user(s)

View, Edit & Organize

View Items

If you see "**View Item**", that means the item is available electronically via a link or a scanned pdf document. An item can be edited before reserve staff starts working on it.

Viewing and editing items

If "View Item" option does not appear after reserve staff finish processing, it is likely the item is only available in print in our reserve collection. Click on "**Show Details**" to find the call number and its real-time availability by clicking on "**The Item is on Reserve at WS**".

Viewing item details

Tagging

Instructors and students can add tags to Items on the Course Reserves web pages so they can categorize them for easy viewing and organizing. There are two different kinds of tags:

Instructor Tags are visible to all instructors, proxies, and students in a course.
Personal Tags are for personal use and are not visible to anyone else.

> ➢ On the course reserves web pages, open a **Course Details** page.
> ➢ Click **Show Details** on a reserve Item you want to add a Tag to.
> ➢ The Reserve Item page will open. It contains fields for entering Instructor and Personal tags.
> ➢ Enter any desired Instructor or Personal Tags. ***The words and phrases used as Tags need to be separated by a comma.***

➢ Click **Modify Tags** to save the list of tags.

Filter Items with Tags

Instructors and students can filter their list of reserve Items by tag on a Course Details page:
➢ Click on a tag from the list above the Reserve Items grid
➢ Click on a **tag** link in the Tags column in the grid
➢ Clicking on a **tag** will filter the view for that tag and show only Reserve Items containing that tag.

Filter by item tag:

Week 1 (3) Week 10 (2) Week 11 (1) week 13 (2) week 14 (1) week 15 (1) Week 2 (2) Week 3 (2) Week 4 (1) week 5 (2) Week 6 (2) Week 7 (2) Week 8 (1) Week 9 (2)

Sort By [▼] [Save Order] [Enable Batch Tag Editing]

Reserve Items

	ID Search ID	Title Search Title	Author Search Author	Inactive Search Inactive	Status Search Status	Tags Search Tags
Show Details View Item Edit	532	American Anthropologist	Miner, Horace	12/14/2018	Item Available Online	Week 1
Show Details View Item Edit	541	American Anthropologist	Boas, Franz.	12/14/2018	Item Available Online	Week 2

Use Tags to sort items

Check Processing Status

Instructors can check the status of a request by logging into the Course Reserves system, clicking on the course, and viewing the far-right column under "Status":

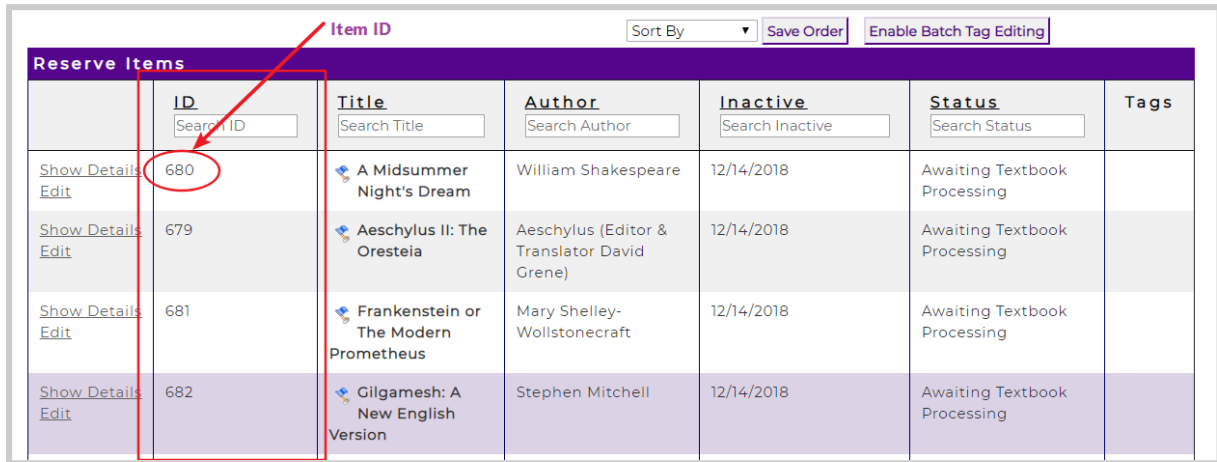| Reserve Items						
	ID Search ID	**Title** Search Title	**Author** Search Author	**Inactive** Search Inactive	**Status** Search Status	**Tags**
Show Details View Item Edit	515	Metaphor and Metonymy in Comparison and Contrast Chapter 1	RENE DIRVEN/RALF PORINGS MOUTON DE GRUYTER	12/14/2018	Item Available Online	
Show Details Edit	514	What is Literature? CHAPTERS 1, 2 AND 3 WHAT LITERATURE; WHY WRITE; FOR WHOM DOES ONE WRITE?	Jean-Paul Sartre	12/14/2018	Awaiting Scanning	

Item status, with the common ones explained below

Here is a list of some typical statuses you might see:

➢ "**Awaiting Reserves Processing**" - Request has been submitted and is pending review by Library staff.

➢ "**Item Available Online**" - Item has been posted and is accessible. If the link to an item is not working, please contact lib-bobst-reserve@nyu.edu as soon as possible.

➢ "**Item in Reserve Collection**" - Physical item has been processed and is available at the Bobst Library Reserve Collection at the Circulation Desk.

➢ "**Item Activation Pending**" - Item has been submitted, processed, and will be available on the class start date. If the students need access prior to the course start date, please contact the library.

➢ "**Awaiting Supply by Instructor**" - Item has been submitted. This refers to such requests 1) that need more information from the instructor, or 2) that personal copies need to be received by the Library from the instructor so that they can be made available on Reserve.

➢ "**Item Cancelled by Staff**" - A requested reserve item may be cancelled by Library staff. Reasons may include not available for purchase.

Get Help

You may not be able to edit an item when it's under processing. When you contact us for a specific title in Course Reserves, it's best to provide the **ID number** of that item. No citation is necessary.

Item ID makes it easy to spot an item and check related problems

> ➢ Email library staff at lib-bobst-reserve@nyu.edu or
> ➢ Within the Course Reserves system, click on **Contact Staff** under "Need Help?"