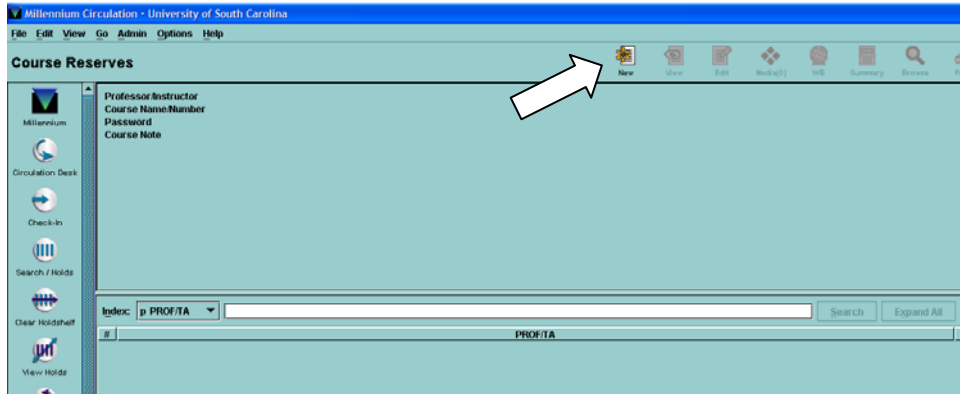
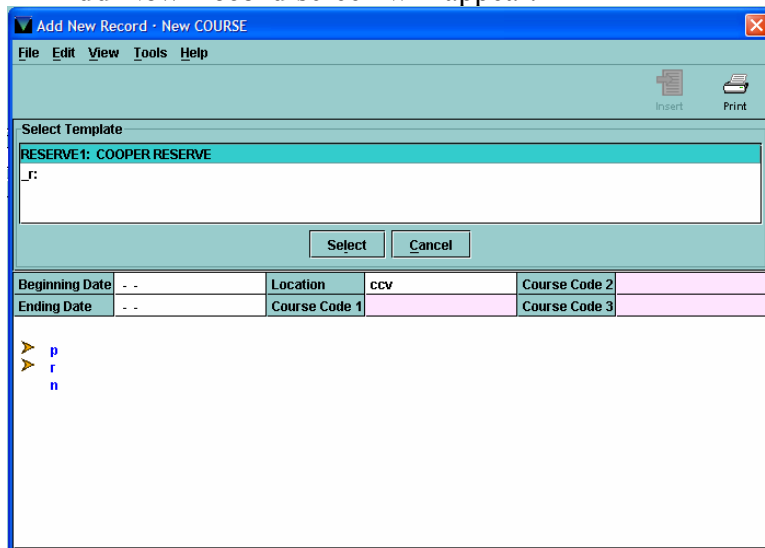


COURSE RESERVES

CREATING A COURSE



1. Select **New** from the toolbar across the top of the screen.
2. An **Add New Record** screen will appear.

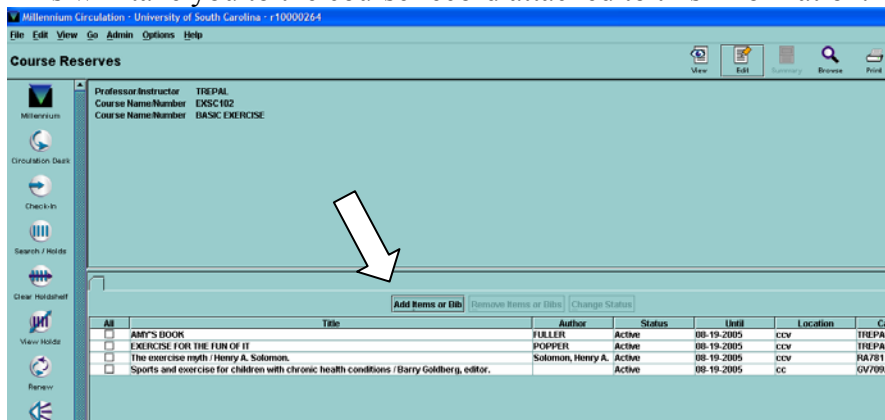


3. Type in the course beginning date, if it is today type "t" and today's date will appear
4. Double clicking in the location box will bring up a list of possible locations for you to select from, choose your corresponding location.
5. Click in the ending date box and type the end date of the course. You will notice that you only have to type the last two digits of the year.
6. Course Code 3 is used when you would like a course record suppressed because the class is not in session.

7. Select **Insert** from the toolbar. Professor/Instructor will appear, type in the name of the professor then click ok.
8. Select **Insert** again and click on the down arrow and choose Course name/number and type in the course number (ex. ENGL102) and click ok.
9. You can do this again and type the name of the course and/or a course note in also if you would like.
10. Select **Save** from the toolbar across the top and then **Close**.

ADDING BIB RECORDS/ ITEMS TO A COURSE

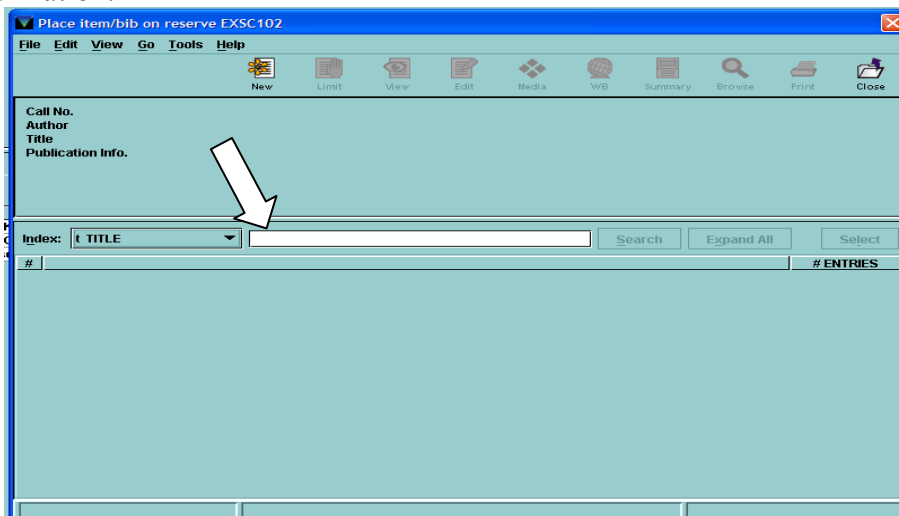
1. From the Course Reserve screen select either PROF/TA and type the professor's name or COURSE and type in the course number (ex. ENGL102).
2. This will take you to the course record attached to this information.



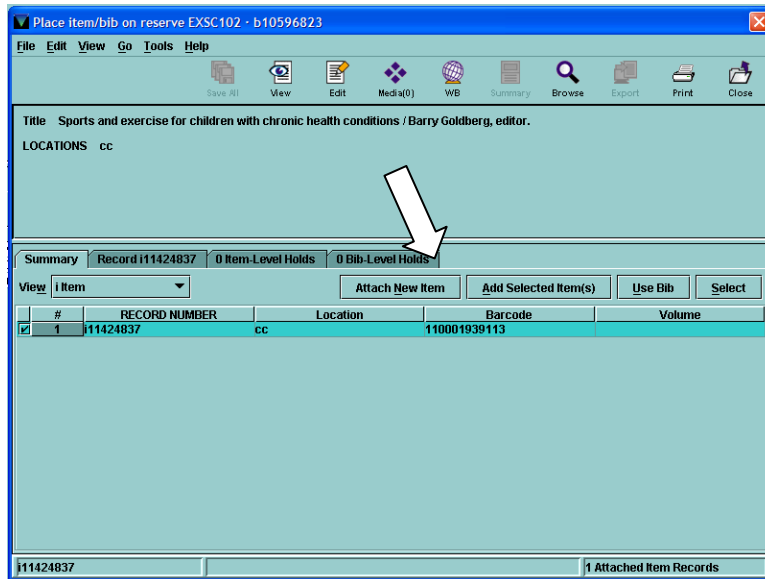
3. From this screen select **Add Items or Bib** in the middle of the screen.

BOOKS IN THE SYSTEM

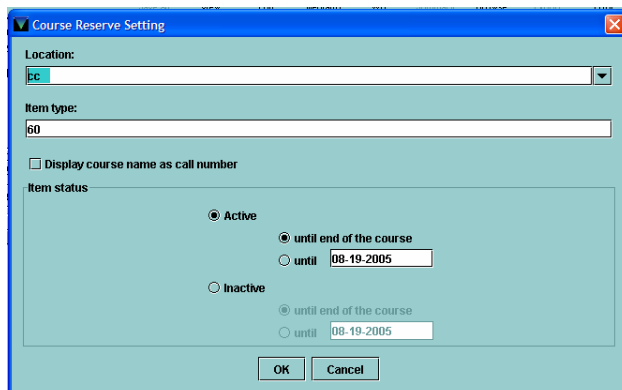
Choose from the index title, author, or LC Call number and type in the corresponding information.



1. A list will appear that goes along with what you asked for, select **EXPAND ALL** which is located to the right of the search button.
2. Highlight the specific item you are looking for by clicking on it and clicking **SELECT**. The book information will appear at the top of the screen. Make sure you pick an item that is located at your library.
3. If you selected the wrong item the **BROWSE** button at the top of the screen will take you back to the list.
4. Once you've selected a book a screen will appear that shows the record number, location of the book, and barcode. Choose **ADD SELECTED ITEMS**.



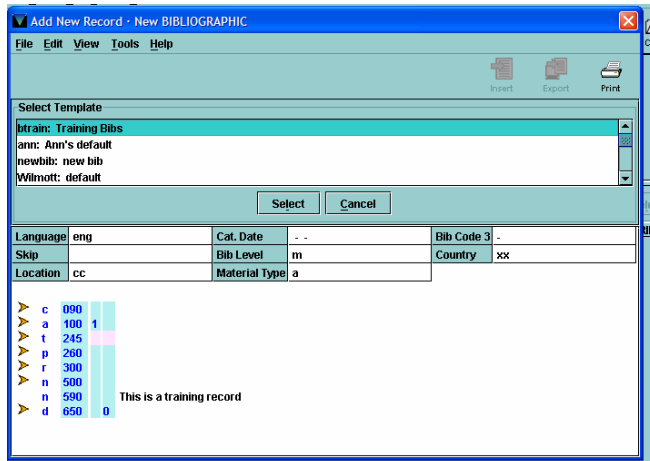
5. Course Reserve Setting Screen will appear. You can double click in the location box to get choices or type in the letters for your location.



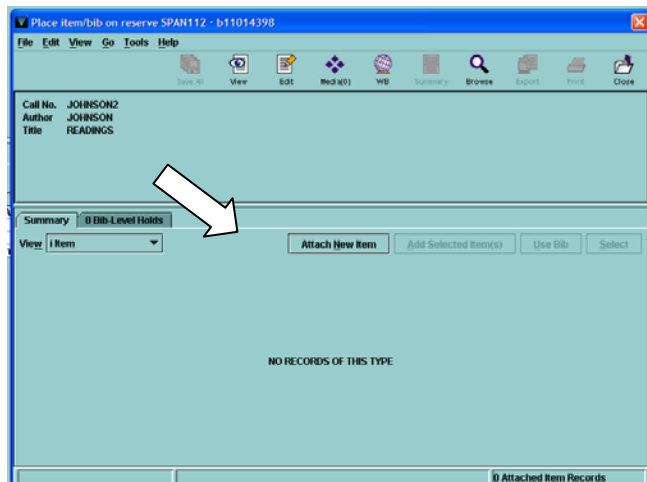
6. Double click in the item type. This will give you choices for loan codes. COLA-Resv points to the ones we are used to using in NOTIS. From this screen you can choose to have the course name displayed as the call #, if you want the item to be active or inactive.
7. Click **OK**, book is now added to Course Reserve list for the class.

BOOKS/ PHOTOCOPIES/ MEDIA NOT IN SYSTEM

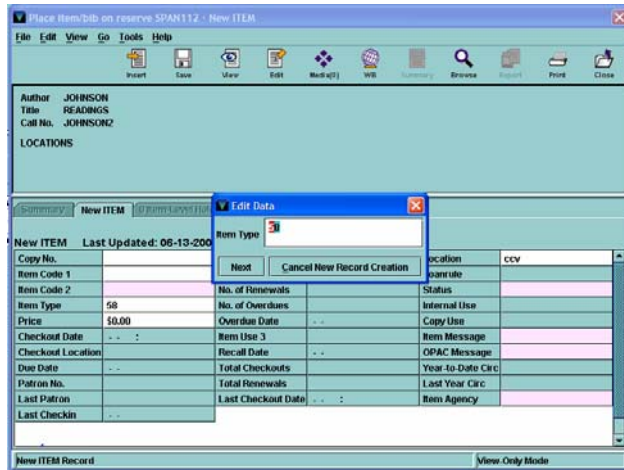
1. Click on **ADD ITEMS OR BIBS**
2. Click on **NEW** in top toolbar
3. Template select will appear, choose the one you want and click **SELECT**



4. Fill in the prompted fields with the information
5. Click **SAVE**
6. Note appears that bib has no items attached, click **OK** then **CLOSE**
7. From Course Reserve List click **ADD ITEM OR BIB** and type in the title of the bib just created
8. Click on the title and **SELECT**
9. Screen says no records of this type click on view **ITEM** on left and **ATTACH NEW ITEM** in center



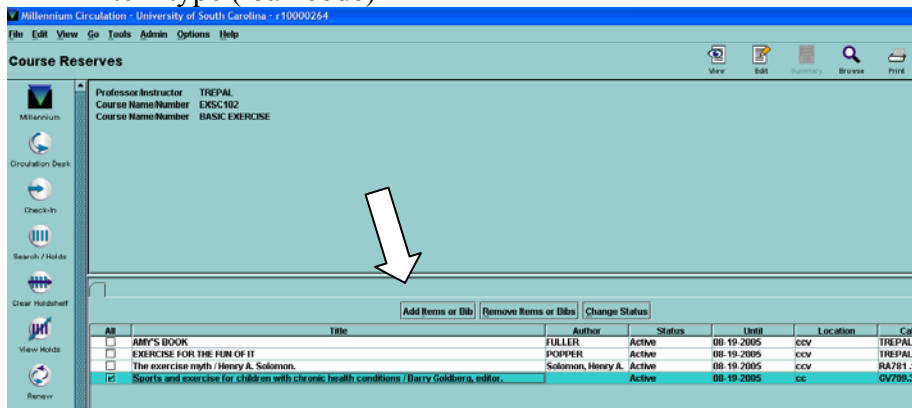
10. Already single item is selected and click **OK**
11. Asked to pick an item template
12. Fill in the prompted fields with information



13. Click **SAVE** in the top toolbar
14. Click **ADD ITEM** in middle of screen
15. Course Reserve Setting Screen appears, should be the same as before so just click **OK**
16. Item is added to Course Reserve list

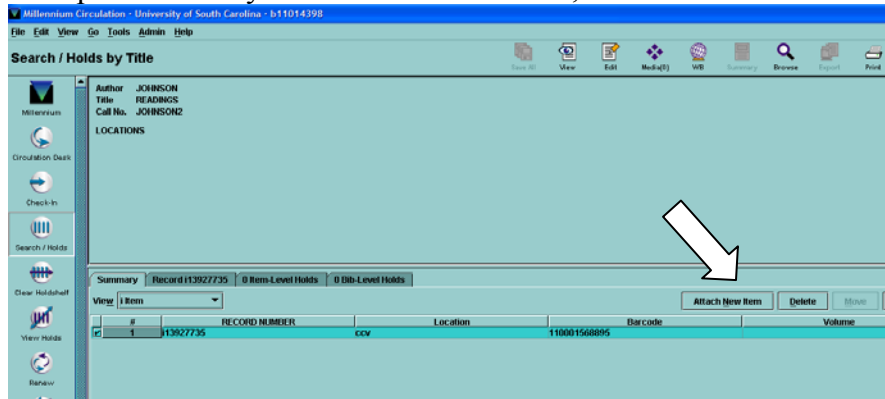
REMOVING ITEMS FROM RESERVE

1. If item is to be taken off reserve before the date that was set go to class record, highlight the item you wish to remove and click **REMOVE ITEMS OR BIBS.**
 - This will remove book from Course Reserves and return it to it's previous item type (loan code)



DELETING AN ITEM RECORD

1. Remove item from course reserve list
2. Search for item by barcode and click on **SELECT**
3. On summary screen choose **ITEM** from the view dropdown box
4. Once the item is highlighted click on **DELETE** (right hand side of screen)
5. Prompt will ask if you want to delete record, choose **YES**

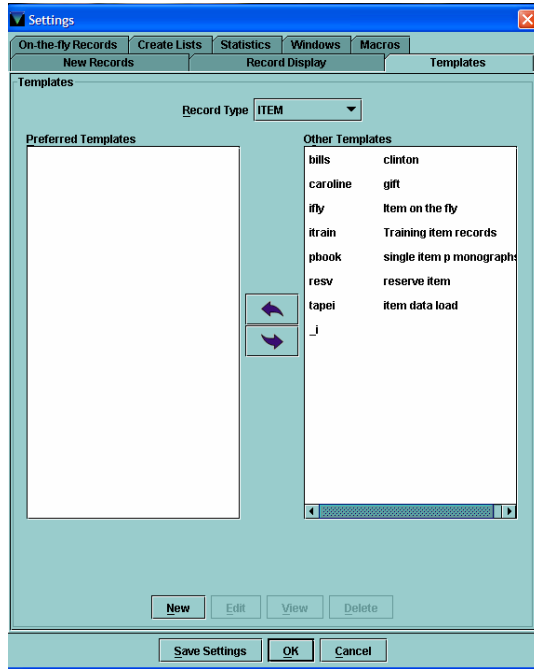


ITEM TYPE SCREEN (LOAN CODES)



TEMPLATES

1. Go to Admin in the top left toolbar
2. Click on **SETTINGS**
3. Choose the **TEMPLATES** tab



4. Click on the **RECORD TYPE** pull down and choose (Bibliographic, Item, or Course)
5. Click on **NEW**
6. Fill in **CODE** and **DESCRIPTION**

BIBLIOGRAPHIC TEMPLATE

Language		Cat. Date	- -	Bib Code 3	
Skip		Bib Level		Country	
Location		Material Type			

1. Double click in **LANG** and choices will appear (eng is English)
2. Click **INSERT** in the top right tool bar and choose what you feel is important to have in your bib record (ex title, author)
3. If you click on the **PROMPT** button in the tool bar after you have inserted a field the person using this template will be prompted to enter this information.
4. Click on **SAVE** and then **CLOSE**

ITEM TEMPLATE

Copy No.		Inventory Date	- -	Location	
Item Code 1		Checkin Location		Loanrule	
Item Code 2		No. of Renewals		Status	
Item Type		No. of Overdues		Internal Use	
Price	\$0.00	Overdue Date	- -	Copy Use	
Checkout Date	- - :	Item Use 3		Item Message	
Checkout Location		Recall Date	- -	OPAC Message	
Due Date	- -	Total Checkouts		Year-to-Date Circ	
Patron No.		Total Renewals		Last Year Circ	
Last Patron		Last Checkout Date	- - :	Item Agency	
Last Checkin	- -				

1. Double Click in the **LOCATION** field and choose your library. If this field is not filled in you will be **unable** to delete the record.
2. Click **INSERT** at the top and choose the fields that you feel are important to have in your Item record (ex barcode, call number).
3. Click on the **PROMPT** button to make sure that these are brought to the user's attention and they get filled in.
4. Click **SAVE** and **CLOSE**

COURSE TEMPLATE

The screenshot shows a window titled "COURSE template: reserve3: reserve training". It has a menu bar with "File", "Edit", "View", "Tools", and "Help". Below the menu bar is a toolbar with icons for "Insert", "Save", "Print", "Prompt", and "Close". The main area contains a "Fixed-length field prompts" section with a large empty text box and "Move Up" and "Move Down" buttons. Below this is a table with the following structure:

Beginning Date	-	Location		Course Code 2	
Ending Date	- -	Course Code 1		Course Code 3	

At the bottom right of the window, there is a status bar that says "Edit Mode (OVR)".

1. Double click in **LOCATION** and choose your library
2. Click **INSERT** and choose the fields that you want in your course records (ex Prof/Instructor, Course Number/ Name)
3. Click **PROMPT** if you want these answered every time
4. Click **SAVE** and **CLOSE**

It is possible to make it so that these templates are always the ones used with a specific sign-on. This would take out you having to choose which template to use every time you went to make a new reserve course, bib, or item record. This way you also know that everything that needs to be in the record is.

1. On the Settings screen there is a place for New Record Templates at the bottom.
2. The different records are listed.
3. Click on the pull down for each one and the choices for that record type are listed, pick the one you want as your default template.