Using links in the library catalog, instructors can now more easily search for materials, and add materials to their Ares course reserve listings. There are two prerequisites for using the OpenURL link to add items to course reserve listings:

- Instructors must have an active account in Ares, WITH INSTRUCTOR privileges. If you have classes listed for a current or previous semester, this is not a problem. If you are a new faculty member, or a graduate student teaching a class, contact the Course Reserves department at eres@uflib.ufl.edu, or 352-273-2520 to verify your instructor status.
- Instructors must have one or more courses in Ares for the current or upcoming semesters to add items to before using this tool.


2. Click on the Sign in link

3. Log in using your Gatorlink account information
4. Search for materials in the library catalog. For this example, we will search for a book by its title, as shown.

5. On the search results page, click on the title of the item to be placed on reserve for the complete record.

6. Click on the Faculty Request for Course Reserves link.

7. If prompted, log into Ares with your Gatorlink information.
8. Check the form information, add any pertinent notes to the Notes field, and select the relevant class for which the item is being requested by placing a check mark in the box, as shown. Click on the Submit Item button to send the request to staff for processing.

The example shown in this guide demonstrates how to add a request for a book to be placed on course reserve. To request scanning of selected pages from a book, add the pages to be scanned to the Inclusive Pages or Notes field; to add a journal article, search for the item by article title, subject, etc. If you have any questions or require further assistance, please feel free to contact the Course reserves unit at eres@uflib.ufl.edu.