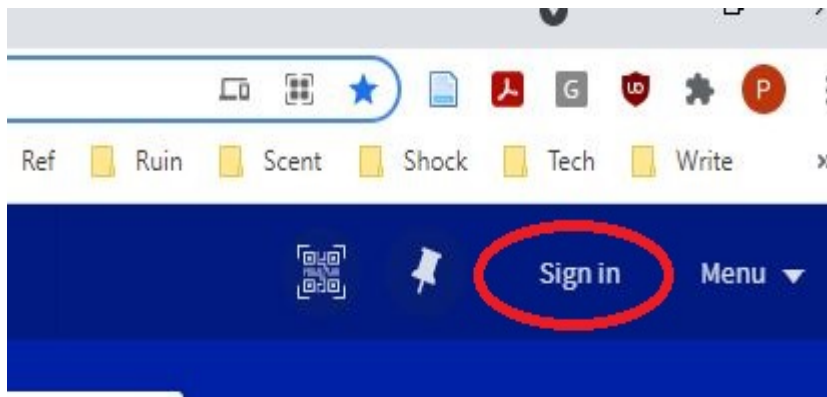


## How-To Guide

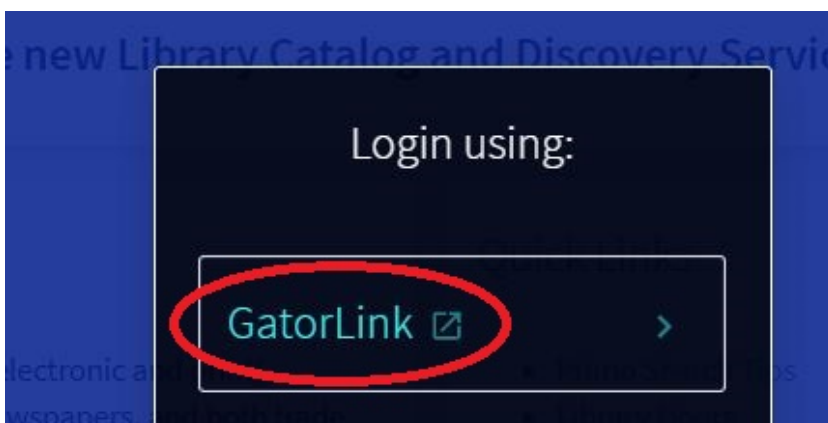
Using links in the library catalog, instructors can now more easily search for materials, and add materials to their Ares course reserve listings. There are two prerequisites for using the OpenURL link to add items to courser reserves listings:

- 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](mailto: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 semester to add items to before using this tool.

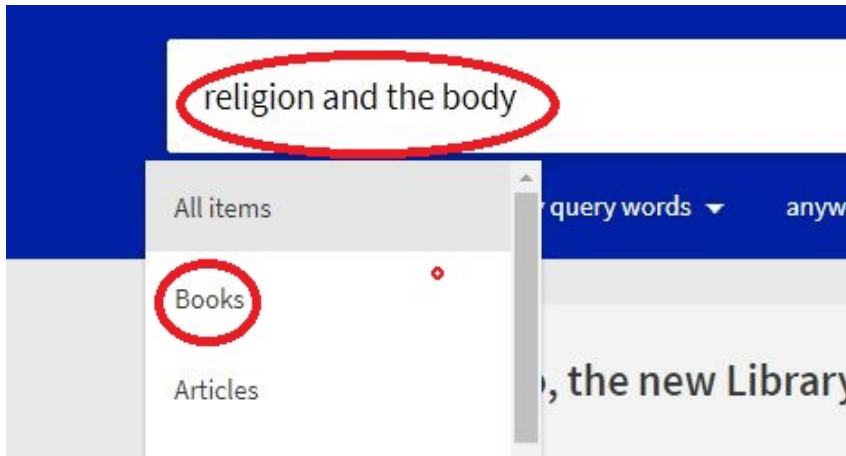
1. Navigate to the main catalog search page at [https://ufl-flvc.primo.exlibrisgroup.com/discovery/search?vid=01FALSC\\_UFL:UFL](https://ufl-flvc.primo.exlibrisgroup.com/discovery/search?vid=01FALSC_UFL:UFL)
2. Click on the Sign in link



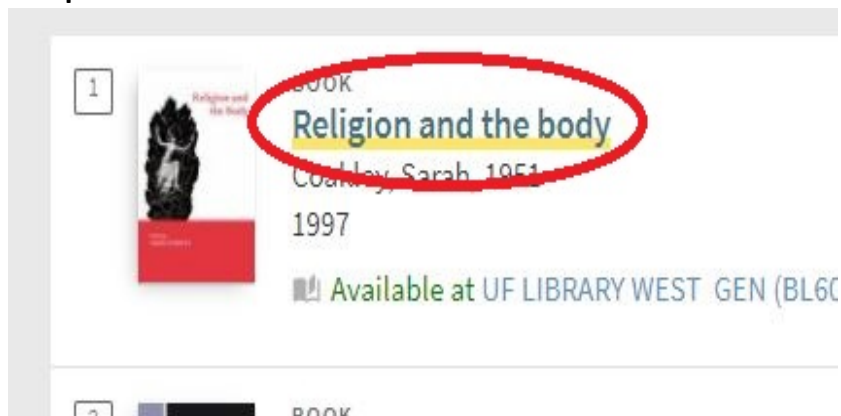
3. Log in using your Gatorlink account information



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.

**Reserve Item: Book** \* Inc

\* Author/Editors

\* Title   
Please do not abbreviate unless your citation is abbreviated

Chapter Title

**Inclusive Pages**

Publisher

Place of Publication

Date of Publication

Edition

ISBN (International Standard Book Number)   
If given will speed request processing

Call Number

OCLC or Docline UI Number

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

**Where did you learn about this item?**

Where did you find this item cited?   
Examples are Dissertation Abstracts, Dialog (specify which database), or a specific journal or book.

Reserve Restrictions				
	Course Number	Name	Start Date	Stop Date
<input type="checkbox"/>	Course Reserves	Course Reserves	<input type="text" value="8/15/2021"/>	<input type="text" value="12/22/2021"/>
<input type="checkbox"/>	DDD 1234	Test	<input type="text" value="11/30/2010"/>	<input type="text" value="12/20/2030"/>
<input checked="" type="checkbox"/>	DDD 6666	DDD 6666 Patron Reference Material	<input type="text" value="11/30/2010"/>	<input type="text" value="12/20/2030"/>
<input type="checkbox"/>	MAN7934	MAN7934: Organizational Research Methods (DBA24)	<input type="text" value="7/30/2021"/>	<input type="text" value="12/22/2021"/>

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](mailto:eres@uflib.ufl.edu).

