

# Course Reserves Guide for Instructors

1. [Introduction](#)
2. [Log In to Course Reserves](#)
3. [Instructor Web Interface](#)
4. [Add Reserves Items](#)
5. [Clone Items From Another Course](#)
6. [Assign Proxy Users](#)
7. [View, Edit and Organize](#)
8. [Check Processing Status](#)
9. [Get Help](#)

**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 into NYU Classes
- 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:**  
<https://ares.library.nyu.edu> OR
2. **Login to Course Reserves through NYU Classes**  
Course reserves link can be added to any NYU Classes course so that the **Course Reserves** link appears within the NYU Classes **course**.
  - Click on **Settings**
  - Select **Add/Edit Tools**
  - Check the box next to **Course Reserves**
  - Click **Continue** at the bottom of the screen, then click **Finish** at the confirmation screen

The screenshot shows the NYU Classes interface. At the top is a purple header with the 'NYUClasses' logo. Below the header is a navigation bar with 'Home' and 'Introduction to ARes'. A sidebar on the left contains various icons and labels: Overview, Announcements, Calendar, Syllabus, Forums, Messages, Assignments, Gradebook, Resources, NYU Libraries, **Settings** (highlighted with a red box), Statistics, Course Reserves, and Help. The main content area is titled 'SETTINGS' and 'Course Site Tools'. It includes a section 'Choose tools to include on your site...' and a 'General' tab. Under the 'General' tab, several options are listed with checkboxes: Overview (checked), Announcements (checked), Assignments (checked), Attendance (unchecked), Blogs (unchecked), Calendar (checked), Chat Room (unchecked), and **Course Reserves** (checked and highlighted with a red box). Each option has a brief description of its function.

### **Adding Course Reserves option to NYU classes**

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.

# NYUClasses

Home

Introduction to ARes

Overview

Announcements

Calendar

Syllabus

Forums

Messages

Assignments

Gradebook

Resources

NYU Libraries

Settings

Statistics

Course Reserves

Help

Site Information

Introduction to ARes

***Course Reserves option added and accessible in NYU classes***

# Instructor Web Interface

[Logoff](#)  
[Switch to Student Mode](#)  
[Main Menu](#)  
**Instructor Tools**  
[Previous Courses](#)  
[Current and Upcoming Courses](#)  
[Full Proxy Users](#)  
**Need help?**  
[Contact staff](#)  
**Ares Tools**  
[Review User Information](#)  
**Alerts**

## Main Menu

Choose an option from the choices below.

### Current Courses

	Course	Course Code	Name	Semester	Reserve Items
	<input type="text" value="Search Course"/>	<input type="text" value="Search Course Code"/>	<input type="text" value="Search Name"/>	<input type="text" value="Search Semester"/>	<input type="text" value="Search Reserve Items"/>
<a href="#">View Course</a>	Traning Semester	1	Ares	Fall 2018	1 items available. 23 total items.
<a href="#">View Course</a>	Training Semester	1	Ares	Fall 2018	0 items available. 15 total items.

[Also view upcoming courses](#)


Copyright © 2018 Atlas Systems, Inc. All Rights Reserved.  
 NYU Libraries Homepage

## 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 all 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.



Logoff

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

Need help?


Contact staff


Tools


Review User Information


Alerts


What would you like to place on Reserves?

  
[Article](#)

  
[Chapter](#)

  
[Book](#)

  
[E-Book](#)  
(Use Book Form for Shanghai Campus)

  
[Video/Audio](#)

Or would you like to import from another course?

Current and Previous Courses

	Semester	Course	C
	<input type="text" value="Search Semester"/>	<input type="text" value="Search Course"/>	
<a href="#">Import Items</a>	Summer 2019	Introduction to ARes	
<a href="#">View Course</a>			

Copyright © 2018 [Atlas Systems, Inc.](#) All Rights Reserved.  
[NYU Libraries Homepage](#)

### Add Reserve Item option

#### Book

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

☐ Keyword
 ☒ Tags

Logoff  
 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  
 Need help?  
   Contact staff  
 Ares Tools  
   Review User Information  
 Alerts

Reserve Item: Book

\* Indicates required field

Item Information

Pickup Location for Physical Items
 

Shanghai Library

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

\*Authors/Editors  
(Last Name, First Name)

\*Publisher  
If unknown, use N/A

Place of Publication

\*Date of Publication  
If unknown, use N/A

\*Edition  
If unknown, use N/A

\*ISBN  
If unknown, use N/A

Call Number

Notes

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

Date Needed By

Tags

Comma separated list of tags to be assigned to this Item

### 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.
  - **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”.

If Yes, Specify Alternate Edition

How will this item be supplied?

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

Reserve Restrictions		
Course Number	Name	S
Introduction to ARes	Introduction to ARes	5

Submit Item

Clear

### Submitting Item to be placed on reserve

- 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

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

***Options for how an article will be supplied***

## Clone 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.

☐ Keyword
 ☐ Tags

[Logoff](#)
[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](#)

[Need help?](#)
[Contact staff](#)

[Tools](#)
[Review User Information](#)

[Alerts](#)

Import From	Import To
Introduction to ARes Summer 2019	Introduction to ARes Summer 2019
	Pisciotta, Rachel

Choose reserve items you wish to import

[Uncheck All](#) | [Check All](#)

Reserve Materials to Import				
	Title	Author	Start Date	Stop Date
<input checked="" type="checkbox"/>	A Walk in the Woods	Bryson, B.	<input type="text" value="5/27/2019"/>	<input type="text" value="8/19/2019"/>
<input checked="" type="checkbox"/>	An Oak Tree	Catherine Love	<input type="text" value="5/27/2019"/>	<input type="text" value="8/19/2019"/>
<input checked="" type="checkbox"/>	green grass tango		<input type="text" value="5/27/2019"/>	<input type="text" value="8/19/2019"/>
<input checked="" type="checkbox"/>	Ol' Blue Eyes	Mustazza	<input type="text" value="5/27/2019"/>	<input type="text" value="8/19/2019"/>
<input checked="" type="checkbox"/>	test weblink test weblink	test weblink	<input type="text" value="5/27/2019"/>	<input type="text" value="8/19/2019"/>

### 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.






The screenshot shows the NYU Libraries website header with the logo and a search bar. On the left is a navigation menu with categories: Logoff, Switch to Student Mode, Main Menu, Instructor Tools (with sub-items: Previous Courses, Current and Upcoming Courses, Full Proxy Users), Need help? (with sub-item: Contact staff), Tools (with sub-items: Review User Information), and Alerts. The main content area is titled 'Full Proxy Users' and contains a text box for entering a username, a red rectangular highlight around the text box and the 'Add Proxy User' button, and a message box titled 'Proxy Users' stating 'You currently have no full proxy users assigned.' At the bottom of the main content area is a copyright notice: 'Copyright © 2018 Atlas Systems, Inc. All Rights Reserved. NYU Libraries Homepage'.

***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.

<a href="#">Show Details</a> <a href="#">View Item</a> <a href="#">Edit</a>	1412	 Improvising Medicine: An African Oncology Ward in an Emerging Cancer Epidemic Chapter 5: Pain and Laughter
<a href="#">Show Details</a> <a href="#">View Item</a> <a href="#">Edit</a>	1223	 Journal of Current Chinese Affairs Healthcare-Seeking Practices of African and Rural-to-Urban Migrants in Guangzhou
<a href="#">Show Details</a> <a href="#">Edit</a>	1214	 Kinship and Marriage Among the Nuer
<a href="#">Show Details</a> <a href="#">View Item</a> <a href="#">Edit</a>	1209	 Kwakiutl Ethnography The Potlatch
<a href="#">Show Details</a> <a href="#">View Item</a> <a href="#">Edit</a>	1232	 Last Train Home

### 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**".

### Reserve Item Details: Item 5580

 [View this item](#) | [Edit this item](#) | [Delete this item](#) | [Export Citation](#)  
Purchase Order Submitted  
**A Walk in the Woods**  
Bryson, B.  
[This Item is on Reserve at WS](#)  
F106 .B92 1998

### Viewing item details

### Tagging

Instructors and students can add tags to Items on the Cour 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 \(2\)](#)

Reserve Items						
	ID	Title	Author	Inactive	Status	Tags
	<input type="text" value="Search ID"/>	<input type="text" value="Search Title"/>	<input type="text" value="Search Author"/>	<input type="text" value="Search Inactive"/>	<input type="text" value="Search Status"/>	<input type="text" value="Search Tags"/>
<a href="#">Show Details</a> <a href="#">View Item</a> <a href="#">Edit</a>	532	 American Anthropologist	Miner, Horace	12/14/2018	Item Available Online	<a href="#">Week 1</a>
<a href="#">Show Details</a> <a href="#">View Item</a> <a href="#">Edit</a>	541	 American Anthropologist	Boas, Franz.	12/14/2018	Item Available Online	<a href="#">Week 2</a>

### 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 <input type="text" value="Search ID"/>	Title <input type="text" value="Search Title"/>	Author <input type="text" value="Search Author"/>	Inactive <input type="text" value="Search Inactive"/>	Status <input type="text" value="Search Status"/>	Tags
<a href="#">Show Details</a> <a href="#">View Item</a> <a href="#">Edit</a>	515	 Metaphor and Metonymy in Comparison and Contrast Chapter 1	RENE DIRVEN/RALF PORINGS MOUTON DE GRUYTER	12/14/2018	Item Available Online	
<a href="#">Show Details</a> <a href="#">Edit</a>	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	

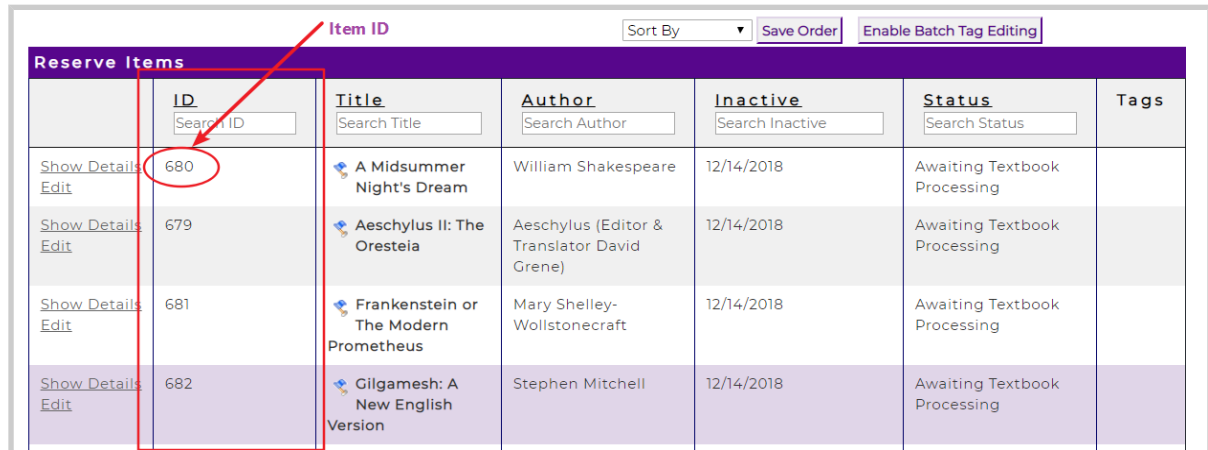
**Item status, with the common ones explained below**

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](mailto: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.



The screenshot shows a web interface for managing course reserves. At the top, there's a header bar with 'Reserve Items' on the left, a 'Sort By' dropdown, and 'Save Order' and 'Enable Batch Tag Editing' buttons. Below this is a table with columns: ID, Title, Author, Inactive, Status, and Tags. Each column has a search input field. The 'ID' column is highlighted with a red box, and a red arrow points to the value '680' in the first row. The table contains four rows of data, each with a 'Show Details' and 'Edit' link in the first column.

	ID	Title	Author	Inactive	Status	Tags
	<input type="text" value="Search ID"/>	<input type="text" value="Search Title"/>	<input type="text" value="Search Author"/>	<input type="text" value="Search Inactive"/>	<input type="text" value="Search Status"/>	
<a href="#">Show Details</a> <a href="#">Edit</a>	680	A Midsummer Night's Dream	William Shakespeare	12/14/2018	Awaiting Textbook Processing	
<a href="#">Show Details</a> <a href="#">Edit</a>	679	Aeschylus II: The Oresteia	Aeschylus (Editor & Translator David Grene)	12/14/2018	Awaiting Textbook Processing	
<a href="#">Show Details</a> <a href="#">Edit</a>	681	Frankenstein or The Modern Prometheus	Mary Shelley-Wollstonecraft	12/14/2018	Awaiting Textbook Processing	
<a href="#">Show Details</a> <a href="#">Edit</a>	682	Gilgamesh: A New English Version	Stephen Mitchell	12/14/2018	Awaiting Textbook Processing	

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

- Email library staff at [lib-bobst-reserve@nyu.edu](mailto:lib-bobst-reserve@nyu.edu) or
- Within the Course Reserves system, click on **Contact Staff** under “Need Help?”