



Faculty Guide

YORK UNIVERSITY LIBRARY RESERVES SYSTEM (YULRS) 1.5.2

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Why did YULs change the reserve request form?

The answer is that we wanted to provide an updated service that includes:

- Update emails that acknowledge your request and notify you when items are on reserve or have been removed.
- One stop place to request items to be placed on reserve.
- A database for what has been placed on reserve so you are able to review all past requests once you have started using the request system.
- A web based system that will allow for further development to better serve faculty and students.

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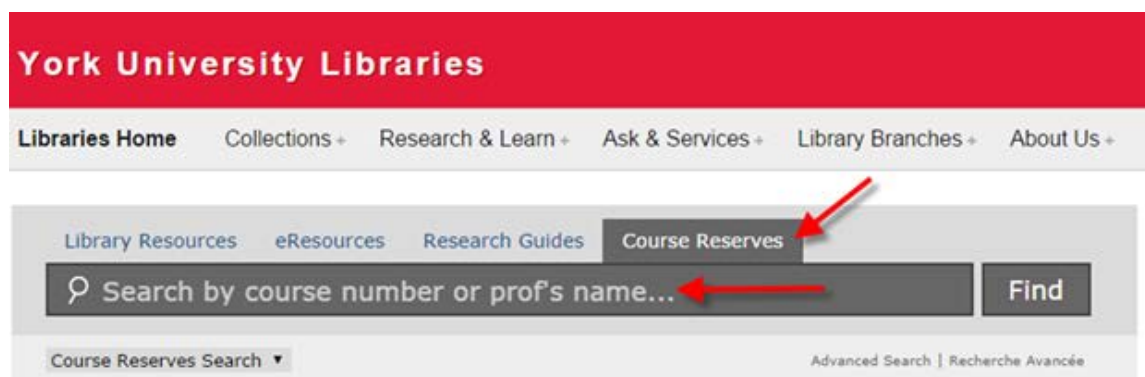
Overview of Reserves

Course reserves are collections of course-related resources selected by instructors to be set aside from general circulation for student use. Reserves are meant to allow instructors to make high demand materials available to as many students as possible.

To ensure equitable access to material, reserve items are loaned for shorter periods than general circulation items. Instructors have the option of making items available for loan periods of 2 hours, 1 day or 3 days.

How to Search Course Reserves

Items available on course reserve can be searched by through the Reserve tab in the library catalogue.



York University Libraries

Libraries Home Collections+ Research & Learn+ Ask & Services+ Library Branches+ About Us+

Library Resources eResources Research Guides **Course Reserves**

Search by course number or prof's name... Find

Course Reserves Search ▾ Advanced Search | Recherche Avancée

What Can I Place on Course Reserve

Items that can be found in the Libraries' physical collections, for example books, ebooks, audio/visual materials, maps and journal volumes.

Course packs that are an original bound copy must be supplied by the course instructor.

Materials for which the instructor holds copyright. (e.g. lecture notes)

Photocopies of course readings can be placed on reserve by submitting the reserve submission form with your request.

Personal copies of books or other items can be placed on reserve.

York University Libraries Reserve Sections

Scott Library: Social sciences, humanities, fine arts, education, and environmental studies

Peter F. Bronfman Library: Business, administrative studies and HRM

Bibliothèque Frost Library: Glendon College courses

Map Library: Maps and cartographic materials for all courses

Sound and Moving Image Library: Audio/visual materials, scores and accompanying reading material

Steacie Science & Engineering Library: Science, engineering and health

What if York University Libraries Does Not Own the Item

If York University does not own the item we will attempt to purchase books needed for course reserve. Please fill out the reserve request. If you wish to place a personal copy of any commercially produced item on reserve we can accept it and return it to you once the term is completed.

Contact Information for YULs Reserve Desks

Scott Library rsvscott@yorku.ca

Steacie Science and Engineering Library rsvsteac@yorku.ca

Peter F. Bronfman Business Library rsvbg@yorku.ca

Sound and Moving Image Library rsvsmil@yorku.ca

MAP Library gislib@yorku.ca

Leslie Frost Library, Glendon College rsvfrost@yorku.ca

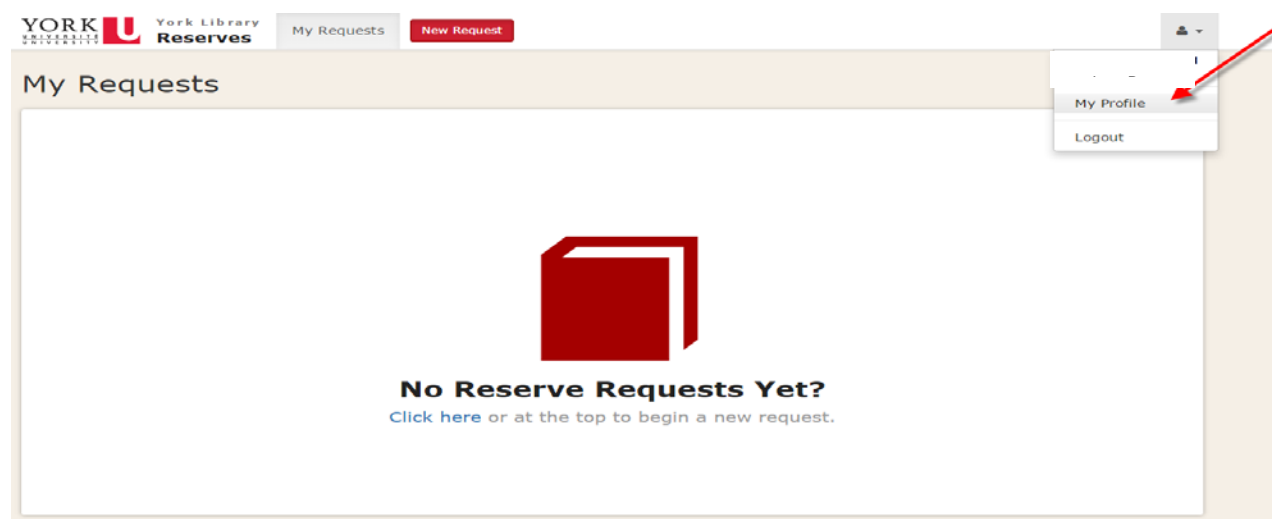
Logging Into the Reserve System

Can be found at reserves.library.yorku.ca and is Passport York protected.

When you log into the reserves system for the first time you will see the screen below

You can either select new request or go to your profile and fill out the remainder of your profile information

Once you select “new request” it will bring you to the new request page



Requestor Details

Requestor details will have filled out some of your information as it has pulled this from your log in. Please note once you create an account you will not have to enter the requestor information each time. You can be requestor on someone's behalf if you have been given permission to do so by the instructor. If you have a request under your name and need to have the request listed under another name please contact the reserve desk you are working with and they will be able to change the names. **(students cannot be the requestor)**



The screenshot shows a web form titled "Requestor Details" with a light green header. The form contains several input fields and labels. The "Name" field is filled with ".Jane Doe". The "Email" field is filled with "fakeemail@yorku.ca". The "Type" field is filled with "STAFF". Below these, there are three mandatory fields marked with an asterisk: "* Phone", "* Office", and "* Faculty/Department". Each of these fields is currently empty. The form has a light yellow border and a light green header bar.

How to Fill Out a Reserves Request Form

When filling out a reserve request please ensure you are in adherence to:

[Fair Dealings Guidelines](#)

[Copyright at York](#)

Fill out all mandatory fields which have a *

Select the location you want to have the reserve located eg. "Scott Library "

Please note start and end dates are determined by your course information

Once completed select "Continue to Step Two"

Course Information

* Course Title

* Year * Faculty * Subject * Course Number * Term * Credits * Section

* Instructor * Enrollment

Request Information

* Reserve location Reserve start date Reserve end date

Where do you want students to pick up your items? Prefilled after term selection.

[Continue to Step Two](#) [Cancel Request](#)

On step 2 you will be able to select what items you want to place on reserve. You will need to fill out this form for all items that you are requesting to be placed on reserve including material provided such as Course Kits and photocopied documents. If you are submitting a reserve request placing photocopied documents on reserve, please be advised that the Copyright options are mandatory.

Submit New Request - Step Two

Proceeding to Step 2.

You're almost done!

- Please add the items you would like to put on reserve. You can add as many as you need.
- Start by clicking on the type of item you would like to add, then fill in the details and click the add button.

+ Add an item: [Book](#) [Ebook](#) [Multimedia](#) [Course kit](#) [Photocopy](#) [Map](#)

No Items Requested Yet!

You must **add** at least one item in order for your request to be open,

Submit New Request - Step Two | Reserves - Google Chrome

reserves.library.yorku.ca/requests/new/step_two/29

YORK U York Library Dashboard My Requests New Request

Submit New Request

Proceeding to Step 3

You're almost done

- Please add at least one item
- Start by clicking "Add an item"

+ Add an item

Adding a Photocopy Item

! Fields in this blue area are mandatory.

Title

Author

Loan period

Copyright options

Other copyright options

Description

Cancel Changes Create Item

You must **add** at least one item in order for your request to be open

- ✓ Fill out the information on the form or look up the book to see if it is in the catalogue by typing the title in "Look up the record in the catalogue".
- ✓ All the areas in blue are mandatory.
- ✓ Once completed select "create item".

Adding a Book Item

Look up the record in the catalogue.

Search a title or author.

Go!

Just type the title of the book
you want to look up

! Fields in this blue area are
mandatory.

Title

Author

Publisher

ISBN

ISBN should be a 13 digit number usually starting with a 9

Loan period

Will you be providing this item?

Yes

No

Publication Date

Call Number

Edition

Format

BOOK

Cancel Changes

Create Item

How to Review Items Requested for Reserve

Once you have created your item you can review it in Step 2

From this page you have four options:

- 1) **Select I am done submit request-** your request will be submitted and you will receive an email confirming your request has been submitted
- 2) **Add another item-** You can continue to add as many items as you require
- 3) **Edit Item-** gives you the opportunity to change the item details
- 4) **Save request for later** -allows you to save your request until you are ready to submit

Submit New Request - Step Two

Proceeding to Step 2. X

You're almost done!

- Please add the items you would like to put on reserve. You can add as many as you need.
- Start by clicking on the type of item you would like to add, then fill in the details and click the add button.

2 Add an item: [Book](#) [Ebook](#) [Course kit](#) [Photocopy](#)

Math : facing an American phobia /		BOOK	✓
Author Burns, Marilyn, 1941-	Publisher Math Solutions Publications,	Item #50	
ISBN 0941355195 (pbk.)	Date Published 1998	Update Item	
Call Number QA 135.5 B839754 1998	Edition Not filled in...	Change Item Details	
	Loan Period 2 hours	Remove item	
	Provided By Reserves Staff		
	Source & ID MANUAL / Not filled in...		

1 Update Request I am done, submit this request

Save this request for later 4

My Requests

My Requests keeps a complete history of all requests and will display what actions have been processed on your request(s). Under each section you be able to perform updates on your request(s) as follows by selecting the course title or Review Details:

INCOMPLETE

- Requestor can select continue and complete request details

OPEN

- Requestor can add/edit items
- Update request details (Requestor details, Course Information and Reserve Information)

IN PROGRESS

- Requestor can add items

COMPLETED

- Requestor can select Re Open which is located at the bottom right hand side of a completed request, which will then enable them to do all functions under Open.
- Requestor can Rollover Request for next term and the button is found on the bottom left of your request.
- Requestors can Archive Request, which instructs staff to remove all items listed for your reserve. The button is beside the Rollover Request on bottom left of the request.

A screenshot of a user interface showing three buttons: 'Rollover Request' (green), 'Archive Request' (light grey), and 'Re Open' (blue). The buttons are arranged horizontally. The 'Rollover Request' and 'Archive Request' buttons are on the left, and the 'Re Open' button is on the right.

CANCELLED

- View only

My Requests

#	When	Course	# of Items	Location	
INCOMPLETE You must complete these requests before admin can process them.					
39	Mar 24, 2015	The Divina Commedia of Dante Alighieri	1	Scott Library	Continue
40	Mar 24, 2015	International Monetary Economics	2	Scott Library	Continue
OPEN					
35	Feb 18, 2015	ABC	1	Sound & Moving Image Library	Review Details
57	Jun 11, 2015	The divina Commedia of Dante Alighieri	1	Scott Library	Review Details
58	Jun 19, 2015	The divina Commedia of Dante Alighieri	1	Scott Library	Review Details
60	Jun 24, 2015	Zoology	3	Leslie Frost Library, Glendon College	Review Details
IN PROGRESS					
5	Nov 04, 2014	Business of Neoliberal globalization	3 [2 ready]	Scott Library	Review Details
7	Nov 04, 2014	The Divina Commedia of Dante Alighieri	1 [0 ready]	Scott Library	Review Details
8	Nov 04, 2014	Post colonial Theory	1 [1 ready]	Scott Library	Review Details
COMPLETED					
42	Mar 25, 2015	International Monetary Economics	2	Scott Library	Review Details
CANCELLED					
11	Nov 04, 2014	The divina Commedia of Dante Alighieri	1	Scott Library	Review Details

Expired Requests

Each reserve request has an expiry date applied to them that reflects the term selected. When your reserve request is set to expire automated notices will be sent to the Requestor and Instructor notifying them the items are going to expire. At that time you will have two options:

1. “Rollover Your Request” which will create a new request with the same details, but set for another term and is editable or
2. “Archive Your Reserve” this action will instruct reserves staff to remove items from reserve.

Request #42 **Completed** Scott Library

Rollover This Request

This action will create a new request with the same details, course and items but set for another term.

Choose a new term 2014/2015 2015/2016 **Rollover Request** or [Review Request](#)

You can also **Archive** this request.

This action will instruct reserve staff to remove these items from reserve.

Help/Assistance

If you require Help/Assistance please go to the top right hand side of the page and you will see a ? icon. Once you select it will display email addresses for each reserve desk and a link to the Faculty Guide.

Previous Reserve Items

If you had items placed on reserve prior to November 2014, you will be asked to enter your reserve request into YULRS so we can maintain an electronic record of your reserve request. This step will be essential to ensure your items are going to be maintained on reserve as the reserve collection has a regular weeding process.