Faculty Guide

YORK UNIVERSITY LIBRARY RESERVES SYSTEM (YULRS) 1.6

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Revised August 8, 2016
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.
Contents

Contents ......................................................................................................................................................... 3
Overview of Reserves ..................................................................................................................................... 4
How to Search Course Reserves .................................................................................................................. 4
What Can I Place on Course Reserve .......................................................................................................... 4
York University Libraries Reserve Sections .................................................................................................. 5
What if York University Libraries Does Not Own the Item ........................................................................ 5
Contact Information for YULs Reserve Desks ............................................................................................ 5
Logging Into the Reserve System .................................................................................................................. 6
Requestor Details ........................................................................................................................................... 7
How to Fill Out a Reserves Request Form .................................................................................................... 7
How to Review Items Requested for Reserve ............................................................................................... 10
My Requests .................................................................................................................................................. 11
Expired Requests ......................................................................................................................................... 13
Overview of Reserves
Reserves are library 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.

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 completed some of your information as it has retrieved this information from your log in. Please note once you create an account this information will be available when you submit further requests. You can be a requestor on someone’s behalf if given permission 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)*

![Requestor Details](image)

**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”
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.
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](image-url)
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
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 Keep Item(s) for next term and the button is found on the bottom left of your request.
- Requestors can Remove Item(s), which instructs staff to remove all items listed for your reserve.

[Keep Item(s) On Reserve] [Remove Item(s) From Reserve]

**CANCELLED**

- View only
## My Requests

<table>
<thead>
<tr>
<th>#</th>
<th>When</th>
<th>Course</th>
<th># of Items</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>INCOMPLETE</strong> You must complete these requests before admin can process them.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>Mar 24, 2015</td>
<td>The Divina Commedia of Dante Alighieri</td>
<td>1</td>
<td>Scott Library</td>
</tr>
<tr>
<td>40</td>
<td>Mar 24, 2015</td>
<td>International Monetary Economics</td>
<td>2</td>
<td>Scott Library</td>
</tr>
</tbody>
</table>

**OPEN**

<table>
<thead>
<tr>
<th>#</th>
<th>When</th>
<th>Course</th>
<th># of Items</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
<td>Feb 16, 2015</td>
<td>ABC</td>
<td>1</td>
<td>Sound &amp; Moving Image Library</td>
</tr>
<tr>
<td>57</td>
<td>Jun 11, 2015</td>
<td>The divina Commedia of Dante Aligheri</td>
<td>1</td>
<td>Scott Library</td>
</tr>
<tr>
<td>58</td>
<td>Jun 15, 2015</td>
<td>The divina Commedia of Dante Aligheri</td>
<td>1</td>
<td>Scott Library</td>
</tr>
<tr>
<td>60</td>
<td>Jun 24, 2015</td>
<td>Zoology</td>
<td>3</td>
<td>Leslie Frost Library, Glendon College</td>
</tr>
</tbody>
</table>

**IN PROGRESS**

<table>
<thead>
<tr>
<th>#</th>
<th>When</th>
<th>Course</th>
<th># of Items</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Nov 04, 2014</td>
<td>The Divina Commedia of Dante Alighieri</td>
<td>1 [0 ready]</td>
<td>Scott Library</td>
</tr>
<tr>
<td>8</td>
<td>Nov 04, 2014</td>
<td>Post colonial Theory</td>
<td>1 [1 ready]</td>
<td>Scott Library</td>
</tr>
</tbody>
</table>

**COMPLETED**

<table>
<thead>
<tr>
<th>#</th>
<th>When</th>
<th>Course</th>
<th># of Items</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>42</td>
<td>Mar 25, 2015</td>
<td>International Monetary Economics</td>
<td>2</td>
<td>Scott Library</td>
</tr>
</tbody>
</table>

**CANCELLED**

<table>
<thead>
<tr>
<th>#</th>
<th>When</th>
<th>Course</th>
<th># of Items</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Nov 04, 2014</td>
<td>The divina Commedia of Dante Aligheri</td>
<td>1</td>
<td>Scott Library</td>
</tr>
</tbody>
</table>
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. “Keep item(s) On Reserve” which will create a new request with the same details, but set for another term and is editable or

2. “Remove Item(s) From Reserve” this action will instruct reserves staff to remove 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.