Physical Reserves

- Accepting reserve requests at service desks
- Removing/returning personal copies at instructor request
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Accepting reserve requests at service desks

- Have instructor fill out blue reserve form
- Verify that all fields have been completed (i.e., instructor name, course name and number, semester, reserve, item title(s), loan period(s)
- Place form and any instructor provided materials on red truck next to Angela’s office or mail to Angela’s office

Removing/returning personal copies at instructor request

- Determine course(s)/book titles instructor wants removed and locate call numbers in catalog
- Retrieve items for instructor
- List all items being returned to instructor on pink form (include barcode numbers) and have patron complete top half of form
- Place form on red truck next to Angela’s office

Extending loan periods for instructors

- Determine whether item is on course reserve or permanent reserve
  - If item is on permanent reserve we would extend the loan period for any faculty member
  - If item is on course reserve we would only extend the loan period for the instructor of that course
- Due dates can be extended by clicking ‘Change Due Date’ on patron’s loan screen
  - Override if necessary
- Click ‘Done’ so that patrons receive email with new due dates

Non-faculty patrons cannot be granted reserve extensions.

Using ALMA reserves interface

- This is where reserve courses are created and maintained and items are added to reserves
- When logged in in ALMA select ‘Fulfillment’ ‘Courses’
- Courses are listed by Code, Name, Department, Instructor, Term, and other important information
- Courses can be ordered by any of the categories
- Courses can be displayed by ‘Facets’, listed on the left of the page
- Course information can be edited by clicking on a ‘Course Code’
- Courses can be added by clicking the ‘Add Course’ button at the top of the course list

Searching ALMA (and how to determine which course item is on reserve)

- When logged into a library, change the search category to ‘Courses’
  - See Searching ALMA
- Courses can be searched by ‘Course Code’, ‘Instructor Name’, ‘Year’, etc
  - Titles can also be searched by selecting the ‘All’ option
- If the item is on reserve, it will provide the course number, name, and instructor

Searching PRIMO (and how to determine the status of a course item)

- When logged into PRIMO, Course Reserves can be searched like regular loan books
  - See Searching PRIMO - Regular Loan and Reserves
- To determine if a course reserve is checked out, click on the course title card and check the availability
• The availability will state when the item is due back