

How to Add Reserve Items – Library Course Reserves

Step 1: Log on to your Library Course Reserves Account by entering your username and password at: <http://www.wmich.edu/library/reserves/>

The screenshot shows the login interface for the Library Course Reserves system. At the top left is the Western Michigan University Libraries logo. The main heading is "Library Course Reserves". Below this is a "Please logon." section with a "Sign in" button and a link for "Trouble signing in?". Two input fields are provided for "Bronco NetID or Legacy Login Name" and "Bronco NetID or Legacy Password", both marked with an asterisk to indicate they are required. A "Sign in" button is positioned below the password field. To the right, a "Need help?" section provides contact information for the Resource Sharing Dept. (269) 387-5172, available Monday-Friday from 8:00 a.m. to 5:00 p.m. The footer contains copyright information for Atlas Systems, Inc. (2004-2007) and links to the University Library Home and WMU Home.

Step 2: Click on the class to expand your Main Menu to include **Instructor Class Tools.**

The screenshot displays the main menu for a class in the Library Course Reserves system. The top navigation bar includes the Western Michigan University Libraries logo and a search box. The main heading is "Library Course Reserves". On the left, a sidebar menu lists various options: "Logoff b4bronco", "Switch to Student Mode", "Main Menu", "Instructor Class Tools" (which is expanded to show "Class Home", "Edit class", "Cross Listings", "Delete Class", "Clone Class", "Class Proxy Users", "Add Reserve Items", "Chat", "Messageboard", and "Reserve Item Usage"), "Instructor Tools" (with options "Create a new class", "Previous Classes", "Upcoming Classes", and "Full Proxy Users"), and "Ares Tools" (with options "Change User Information", "Change Password", and "My EMails"). The main content area shows "Class Details" for "HPER 9999 Introduction to Becoming a Mascot" in Fall 2007, taught by BRONCO, Buster. A notification box indicates that email subscriptions are available but the user is currently not subscribed. Below this is a "Reserve Items" section stating "There are no items in this class." The footer contains copyright information for Atlas Systems, Inc. (2004-2007) and links to the University Library Home and WMU Home.

Step 3: Click on “Add Reserve Items” under **Instructor Class Tools.**

Library Course Reserves

- **Logoff b4bronco**
- **Switch to Student Mode**
- **Main Menu**
- **Instructor Class Tools**
 - * Class Home
 - * Edit class
 - * Cross Listings
 - * Delete Class
 - * Clone Class
 - * Class Proxy Users
 - * Add Reserve Items
 - * Chat
 - * Messageboard
 - * Reserve Item Usage
- **Instructor Tools**
 - * Create a new class
 - * Previous Classes
 - * Upcoming Classes
 - * Full Proxy Users
- **Ares Tools**
 - * Change User Information
 - * Change Password
 - * My E-mails

What would you like to place on Reserves?



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 University Library Home | WMU Home

Step 4: Choose the type of reserve item you would like to add to your class.

Library Course Reserves

- **Logoff b4bronco**
- **Switch to Student Mode**
- **Main Menu**
- **Instructor Class Tools**
 - * Class Home
 - * Edit class
 - * Cross Listings
 - * Delete Class
 - * Clone Class
 - * Class Proxy Users
 - * Add Reserve Items
 - * Chat
 - * Messageboard
 - * Reserve Item Usage
- **Instructor Tools**
 - * Create a new class
 - * Previous Classes
 - * Upcoming Classes
 - * Full Proxy Users
- **Ares Tools**
 - * Change User Information
 - * Change Password
 - * My E-mails

Reserve Item: Article * Indicates required field

Item Information

* Journal Title

Journal Volume

Journal Issue

* Journal Year

* Article Title

* Article Author
(Last Name, First Name)

* Pages

ISSN

How will this item be supplied?

- I will upload a file
- I will bring the material to the library
- The item should link to a Web site
- Please have library staff pull the material off the shelves

If you chose the item should link to a Web site above, please enter the URL

Reserve Restrictions

Course Number	Name	Start Date	Stop Date
HPER 9999	Introduction to Becoming a Mascot	8/8/2007 <input type="text"/>	12/15/2007 <input type="text"/>

Step 5: Fill out as much information as possible, the * indicates the field is required.

WESTERN MICHIGAN UNIVERSITY LIBRARIES
Search

Library Course Reserves

- [Logoff b4bronco](#)
- [Switch to Student Mode](#)
- [Main Menu](#)
- [Instructor Class Tools](#)
 - ↳ [Class Home](#)
 - ↳ [Edit class](#)
 - ↳ [Cross Listings](#)
 - ↳ [Delete Class](#)
 - ↳ [Clone Class](#)
 - ↳ [Class Proxy Users](#)
 - ↳ [Add Reserve Items](#)
 - ↳ [Chat](#)
 - ↳ [Messageboard](#)
 - ↳ [Reserve Item Usage](#)
- [Instructor Tools](#)
 - ↳ [Create a new class](#)
 - ↳ [Previous Classes](#)
 - ↳ [Upcoming Classes](#)
 - ↳ [Full Proxy Users](#)
- [Ares Tools](#)
 - ↳ [Change User Information](#)
 - ↳ [Change Password](#)
 - ↳ [My EMails](#)

Reserve Item: Article * Indicates required field

Item Information

* Journal Title

Journal Volume

Journal Issue

* Journal Year

* Article Title

* Article Author
(Last Name, First Name)

* Pages

ISSN

How will this item be supplied?

I will upload a file

I will bring the material to the library

The item should link to a Web site

Please have library staff pull the material off the shelves

If you chose the item should link to a Web site above, please enter the URL

Reserve Restrictions			
Course Number	Name	Start Date	Stop Date
HPER 9999	Introduction to Becoming a Mascot	8/8/2007 <input type="text"/>	12/15/2007 <input type="text"/>

Step 6: Select the option of how the item will be supplied. You can upload the file, drop the material off at the library, provide the url to link to a Web site or request the library staff to pull the material off the shelves.

How will this item be supplied?

I will upload a file

I will bring the material to the library

The item should link to a Web site

Please have library staff pull the material off the shelves

If you chose the item should link to a Web site above, please enter the URL

Step 7: Click on  to add the reserve item to your class.

WESTERN MICHIGAN UNIVERSITY LIBRARIES

Library Course Reserves

- **Logoff b4bronco**
- **Switch to Student Mode**
- **Main Menu**
- **Instructor Class Tools**
 - ✦ Class Home
 - ✦ Edit class
 - ✦ Cross Listings
 - ✦ Delete Class
 - ✦ Clone Class
 - ✦ Class Proxy Users
 - ✦ Add Reserve Items
 - ✦ Chat
 - ✦ Messageboard
 - ✦ Reserve Item Usage
- **Instructor Tools**
 - ✦ Create a new class
 - ✦ Previous Classes
 - ✦ Upcoming Classes
 - ✦ Full Proxy Users
- **Ares Tools**
 - ✦ Change User Information
 - ✦ Change Password
 - ✦ My EMails

Class Details

HPER 9999 Introduction to Becoming a Mascot
 Fall 2007
 BRONCO, Buster

Email subscriptions allow you to receive an email notification when a new item becomes available in this course.
 You currently **not** subscribed. [Subscribe Now](#)

Reserve Items

Title	Author	Inactive	Status	UserViewed
Journal of HPER Teaching in the Classroom	Bronco, Buster	12/15/2007	Awaiting Supply by Instructor	NEW

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Step 8: If you choose to supply the material to the library, it will be indicated on your main menu.

WESTERN MICHIGAN UNIVERSITY LIBRARIES

Library Course Reserves

- **Logoff b4bronco**
- **Switch to Student Mode**
- **Main Menu**
- **Instructor Tools**
 - ✦ Create a new class
 - ✦ Previous Classes
 - ✦ Upcoming Classes
 - ✦ Full Proxy Users
- **Ares Tools**
 - ✦ Change User Information
 - ✦ Change Password
 - ✦ My EMails

Main Menu

Choose an option from the choices below.

Current Classes

Department	Course	Name	Reserve Items
HPER	HPER 9999	Introduction to Becoming a Mascot	0 items available. 1 total items.

Also view upcoming classes

Awaiting Supply By Instructor

Title	Author	Department	Course
Journal of HPER Teaching in the Classroom	Bronco, Buster	HPER	HPER 9999

Welcome to the new WMU Library Course Reserve system.

Delete
 Your WMU Library Course Reserve account is now ready.

You can use many file types for your reserve items, provided that copyright guidelines are followed. The Free-Text option allows you to create your own reserve item through a word document.

Please contact lib-rsc@wmich.edu if you have any questions.