Course Reserves: adding an item using the library catalogue

This video will demonstrate how to place a Course Reserves request using the library catalogue. Requests can be placed for books, book chapters, e-books, articles (including newspaper articles and dissertations), videos and audio resources.

Rather than manually typing item information into a reserve request form, why not let the catalogue do that for you?

To use this request method, you must have already created a course.

Let’s look at the process for putting an electronic journal article on reserve using the library catalogue.

On the library’s homepage, we can search for an article in the catalogue by clicking on the Article tab, entering our search term and clicking on the search button.

When you have found the article you are looking for in your search results, click on the DETAILS tab.

Then click the ACTIONS drop-down menu to see the reserve request options that are available.

Click on the “Reserves – Article” option.
You will be prompted to log in to Course Reserves to select the course(s) you want to add the article to and complete the request.

The article request form will open and be populated with bibliographic information from the catalogue record.
If you want to give reserves staff additional information about this request, enter it in the Notes/Instructions box on the form.

You can also tag the item. This is optional.

Before submitting the request, select one of the three options for how the article will be supplied. In this example, we will be linking to the article in a library e-journal.

Finally, select the course or courses that you want to add the article to.

Then click the Submit Item button at the bottom of the form.

The article will be added to your “Reserve Items” list to be processed by reserves staff.

To add additional items to your course(s) from the library catalogue, repeat this process. Requests can also be made for books, book chapters, e-books, videos and audio material. The appropriate reserve request form will open for the resource type you have selected.

Thank you for watching.