

## Ares Faculty Guide: How to add Materials

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**Please note that the Fordham University Libraries reserve the right to refuse to accept a copying or reproduction order if, in its judgment, fulfillment of the order would involve violation of copyright law.**

- 1) Once you are logged into your account, to add/request a reserve item, select **Add Reserve Items** located under **Instructor Course Tools** (left-hand side of the page).



2) Select the type of item you would like to add.

What would you like to place on Reserves?

 Article    
  Book Chapter    
  Hard Copy Reserve    
  Course Documents (Syllabus/Handouts)    
  Course Announcements    
  Audio Clips    
  Video Clips

**a**      **b**      **c**      **d**      **e**      **f**      **g**

Or would you like to import from a current or previously taught course?

Current and Previous Courses			
Semester Term	Course Number	Course Name	Reserve Items
Spring 2015	PHIL3000	Philosophical Ethics	0 items available. 2 total items.

- a) Choose **Article** if the request/addition is a journal/newspaper article.
- b) Choose **Book Chapter** if the request/addition is a book chapter.
- c) Choose **Hard Copy Reserve** if the request is to place a book on physical reserve at the library.
- d) Choose **Course Documents** if the request/addition is a syllabus, class notes, etc.
- e) Choose **Course Announcements** to post information for your students. (Example:Mid-term Review will be held on Thursday.)
- f) Choose **Audio Clips** if the request is a small audiofile/link.
- g) Choose **Video Clips** if the request is a short video file/link.

If you are reusing an item from a previous course, select the course in which the item had been used (courses are listed under **Current and Previous Courses**), and then select the reading(s) you wish to reuse.

▪ Main Menu

▪ Instructor Course Tools

- Add Reserve Items
- Course Home
- Edit Course
- Cross Listings
- Course Proxy Users (Teaching/Graduate Assistants)
- Authorized Users (Students Enrolled)
- Reserve Item Statistics
- Export Course Info
- Clone Course

▪ Instructor Tools

- Create a New Course
- Current & Future Courses
- Archived Courses

▪ Ares Tools

- Edit Profile Information
- Change Password
- My Ares E-mails

▪ Switch to Student Mode

▪ Logoff facultytest

What would you like to place on Reserves?



Article



Book Chapter



Hard Copy Reserve



Course Documents (Syllabus/Handouts)



Course Announcements



Audio Clips



Video Clips

Or would you like to import from a current or previously taught course?

Current and Previous Courses			
Semester Term	Course Number	Course Name	Reserve Items
Fall 2015	PHIL3001	Philosophical Ethics	2 items available. 2 total items.
Fall 2014	PHIL3001	Philosophical Ethics	0 items available. 1 total items.
Spring 2014	PHIL3000	Philosophical Ethics	0 items available. 1 total items.
Fall 2013	PHIL3001	Philosophical Ethics	0 items available. 2 total items.



Choose the course you would like to add item(s) from.

Import From	Import To
PHIL3000 Philosophical Ethics Spring 2014 Guide, Faculty	PHIL3001 Philosophical Ethics Fall 2015 Guide, Faculty

Choose reserve items you wish to import:

Uncheck All | Check All

Reserve Materials to Import				
	Title	Author	Start Date	Stop Date
<input checked="" type="checkbox"/>	Great Dialogues of Plato	Rouse, W.H.D.	8/3/2015	12/31/2015
<input type="checkbox"/>	Of Myth, Life, and War in Plato's Republic	Baracchi, Claudia	8/3/2015	12/31/2015
<input type="checkbox"/>	The Possibility of Knowledge According to Plato	Gerson, Lloyd P.	8/3/2015	12/31/2015
<input checked="" type="checkbox"/>	Understanding Plato	Melling, David	8/3/2015	12/31/2015
<input type="checkbox"/>	Journal of Philosophy Having Value and Being Worth Valuing	Svavarsdóttir, Sigrún	8/3/2015	12/31/2015

Import Items

Uncheck any item(s) you do not want to add, and click "Import Items" when done.

3) Complete the required information for each citation, and all other information you can supply.

### A note on Tagging:

Items can be organized by creating **Tags**. For instance, if you have a set of readings assigned for Week 2 of the class, you can tag them with “Week 2.” This is optional, though it can be a helpful tool for students.

To add a tag, fill out the tag field when first submitting a request:

**Reserve Item: Article** \* Indicates required field

**Item Information**

\* **Journal Title**   
Please do not abbreviate

\* **Journal Volume**

\* **Journal Issue/Month**   
Issue number or month

\* **Journal Year**

\* **Article Title**

\* **Article Author**   
(Last Name, First Name)

\* **Inclusive Pages**

**Call Number**   
If periodical is held in Fordham's print collection, please provide call number: Search library catalog

**ISSN**

**DOI**

**OCLC Record Number**

**Notes**   
Put any information here that may help us find the item, as well as any other pertinent information.

**Tags**   
Comma separated list of tags to be assigned to this item

**Where did you find this citation?**

\* **How will this item be supplied?**

I will upload a file

I will bring the material to the library

4) Select how the item will be supplied. Options include:

- uploading a file (this will expedite reserve processing, as Reserve Staff will not need to pre- process these files to make them ready for access by your students).
- dropping the material off at the library.
- providing a URL to link to a website.
- requesting that library staff pull the material from the shelves if it is something the library owns.

**Items, whether physical or electronic, will be reviewed by Reserve Staff before they can be accessed in Ares to ensure they meet copyright guidelines and contain full bibliographic information.**

\*How will this item be supplied?

I will upload a file

I will bring the material to the library

Please have library staff pull the material off the shelves  
*(Please note: This option may add 2-3 business days to the processing time.)*

The item should link to a website

If the item should link to a website, please enter the URL here:



Reserve Restrictions			
Course Number	Name	Start Date	Stop Date
PHIL3001	Philosophical Ethics	8/3/2015 <input type="text"/>	12/31/2015 <input type="text"/>

## Reserve Restrictions

You also have the option of limiting access to an item by choosing a date range under **Reserve Restrictions**. The dates the item is available defaults to the duration of the semester. **Reserve Restrictions** allow you to narrow the range even further for items you would like to have short visibility duration, such as exam notes, or to make items invisible until a specific date.

## Status of requests:

As a request proceeds from submission to completion, its status will be updated in Ares by Reserve Staff. Instructors can check the status of a request by logging into Ares, clicking on their course, and viewing the far-right column under **Status**. This column provides the current status of an item request.

Reserve Items					
ID	Title	Author	Inactive	Status	Tags
141315	 <b>Journal of Philosophy</b> Having Value and Being Worth Valuing	Svavarsdóttir, Sigrún	5/29/2015	Item Available on Electronic Reserves	
141316	 <b>Plato and the Stoics</b>	Long, Alex	5/29/2015	Awaiting Reserves Processing	

Note: For a step-by-step status history of an item, click on the item title and scroll to the bottom of the page.

Statuses include:

- **Awaiting Reserves Processing:** The request has been submitted and is pending review by staff.
- **Awaiting Supply by Instructor:** The request has been submitted and is pending receipt by Reserves Staff. This refers to physical items supplied by the instructor; paper copies, books, etc.
- **Awaiting Scanning:** The request has been submitted and is in the process of being scanned.
- **Item Available on Electronic Reserves:** The request has been processed, and the item is accessible to your students on Ares.
- **Awaiting Acquisitions Fulfillment:** This status refers to items not owned by Fordham Libraries and has been sent to the Acquisition Department for review.
- **Awaiting Recall Processing:** The request is in use by another patron and has been recalled by Reserve Staff.
- **In Stacks Searching:** Item is being searched in the stacks.
- **Item Available at Reserve Desk:** The hardcopy book request has been processed, and the item is available at the assigned library.


## To cancel/edit an item:

To make a change to or cancel a request:

1. Click on the title of the item you wish to cancel/edit

**Course Details**  
PHIL3000 Philosophical Ethics  
Spring 2015  
Guide, Faculty  
  
Email subscriptions allow you to receive an email notification when a new item becomes available in this course.  
You are currently **not** subscribed. [Subscribe Now](#)

Sort By ▼ Save Order

ID	Title	Author	Inactive	Status	Tags
141315	 <b>Journal of Philosophy</b> Having Value and Being Worth Valuing	Svavarsdóttir, Sigrún	5/29/2015	Awaiting Reserves Processing	
141316	 <b>Plato and the Stoics</b>	Long, Alex	5/29/2015	Awaiting Reserves Processing	

2. Select **Edit this item** or **Delete this item**.

Back to Philosophical Ethics

**Reserve Item**  
 [Edit this item](#) | [Delete this item](#) | [Export Citation](#)  
Awaiting Reserves Processing  
**Plato and the Stoics**  
Long, Alex

## Organizing the items listed on your page:

If you do not want to tag items as previously shown in this guide, but would prefer to re-order the items listed on a course page, you can do so within the Course Details screen. You can re-order the list by:

- clicking on the **Sort By** drop-down to sort the items by four designations: default, title, author, or available until.
- simply drag and-drop items to re-order them.

**Please note: You must click “Save Order” after moving each item to its new position in the list.**

Once you have the items in the order you like, click the **Save Order** button next to the **Sort By** drop-down menu.

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**ARES Electronic Reserves**

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Your item was added to Ares.

**Course Details**

**PHIL3000 Philosophical Ethics**

Spring 2015  
Guide, Faculty

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

Sort By ▾ Save Order

**Reserve Items**

ID	Title	Author	Inactive	Status	Tags
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