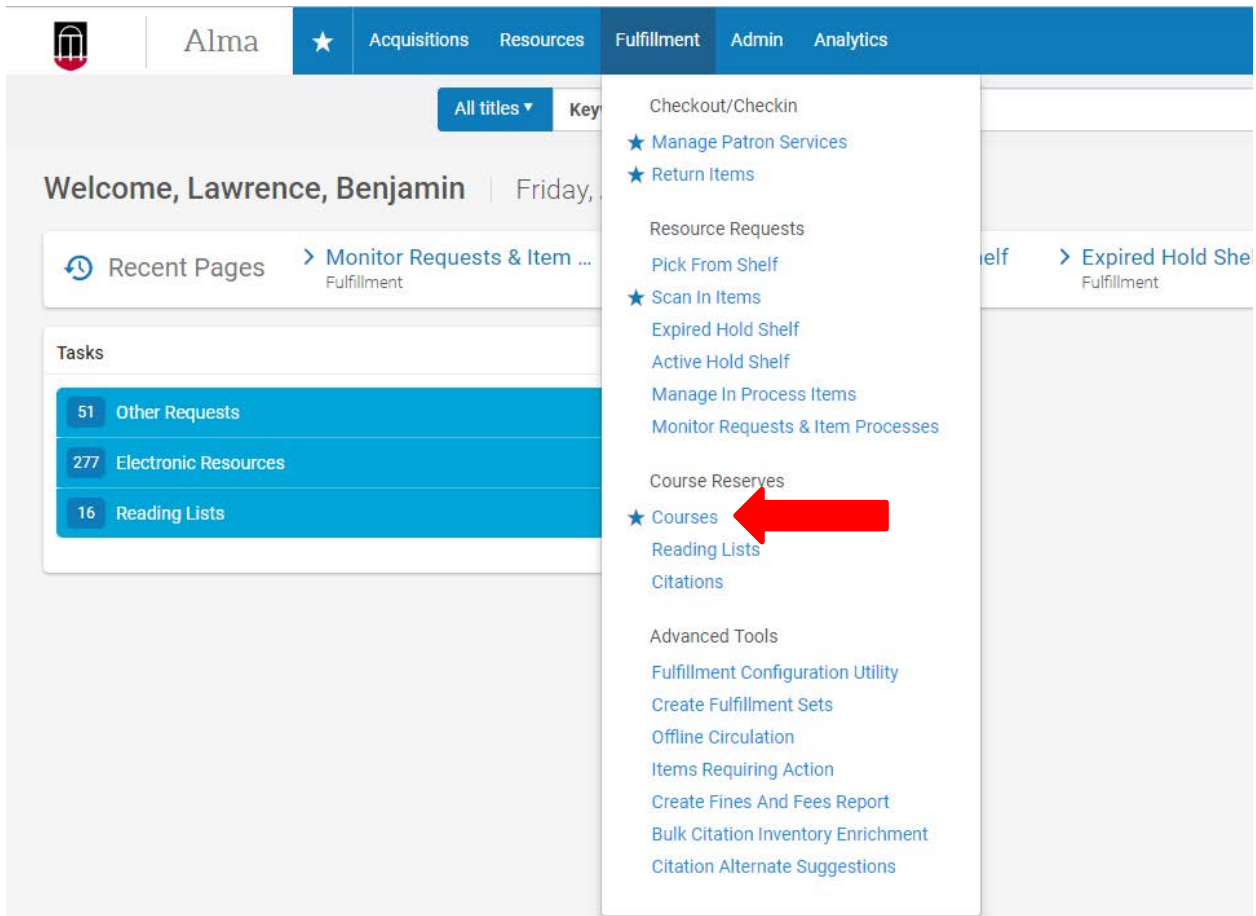


Creating a Course Reserve

1. Under the fulfillment tab, select “Courses”



The screenshot shows the Alma interface with the Fulfillment tab selected. A dropdown menu is open, displaying various options. A red arrow points to the 'Courses' option, which is marked with a star. Other options in the menu include Checkout/Checkin, Manage Patron Services, Return Items, Resource Requests, Pick From Shelf, Scan In Items, Expired Hold Shelf, Active Hold Shelf, Manage In Process Items, Monitor Requests & Item Processes, Course Reserves, Reading Lists, Citations, Advanced Tools, Fulfillment Configuration Utility, Create Fulfillment Sets, Offline Circulation, Items Requiring Action, Create Fines And Fees Report, Bulk Citation Inventory Enrichment, and Citation Alternate Suggestions.

2. On the Courses main page, click on “Add Course.” This will open a course creator page.

Courses

1 - 20 of 190

Course Code

+ Add Course


Processing Department : All

Status : All

Term : All

Code	Section	Name	Academic Department	Processing Department	Instructor	Status	Start Date	End Date	Term		
1	EXLIBRIS_D...	EXLIBRIS_DEFA...	No Course Assigned	-	-	Inactive	02/01/1970	02/01/1970	-	...	
2	SOCI3140	-	Social Control of Crime	Sociology	Main Reserves Unit	Klopach, Eric	Inactive	06/01/2017	08/07/2017	Summer	...

3. On the course creator page, the first tab is labeled “Course information.” This tab will let you add course information.
- First, enter the course code (i.e., ENGL1101 or MATH2305) in the field labeled “code.” The prefix should be in all caps. Do not put a space between the prefix and the numerical code.
 - Do not enter anything in the “section” field. Instead, move straight to “Name” and enter the course name provided by the professor.
 - From the “Academic Department” drop down menu, select the course’s department. This will typically correspond to the course code prefix. (i.e., for BUSI classes, the department is Business.)
 - In the processing department field, enter Main Reserves Unit
 - Select the term that corresponds to the semester in which the course will be taught. For permanent reserves, select “yearly.”
 - The “Start date” will automatically set to today’s date. Set the “End date” field to one week after the graduation date for the semester. (This date can be found by googling UGA Academic Calendar.)
 - If the course is cross-listed, for instance ANTH4200/ANTH6200, enter the second course code in the “searchable IDs” field. Use the same naming conventions as above.



Course Information Instructors

A Code * TEST2187 Section

B Name * Test Course for Reserves Instructions

C Academic Department Main Library **D** Processing Department * Main Reserves Unit

E Terms list
Fall
Spring
Summer
Yearly

Status ☐ Active ☒ Inactive

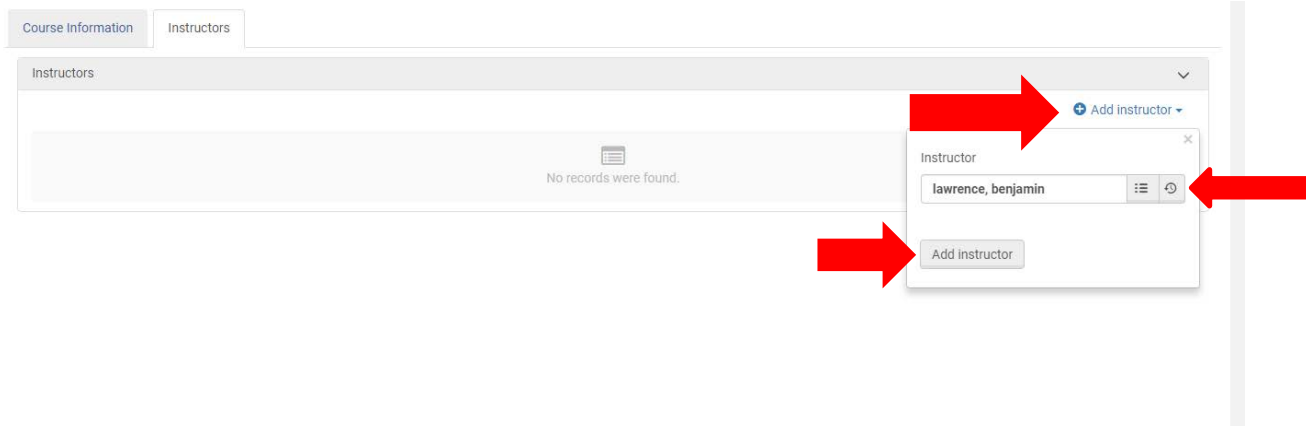
Start date 04/13/2018 **F** End date 07/04/2025

Number of participants 0 Weekly hours 0

Year

G Searchable IDs TK421

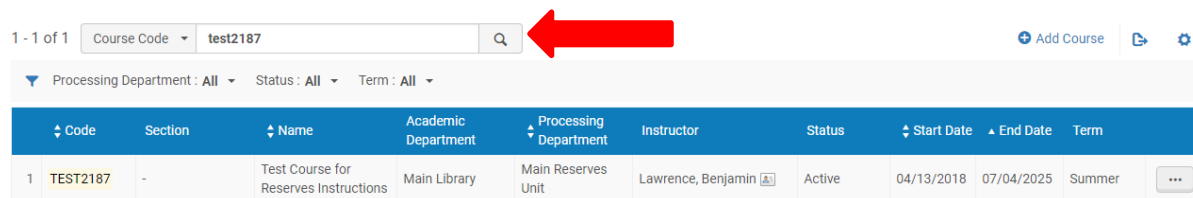
4. Click on the “Instructors” tab at the top of the page. Select “Add Instructor” on the left side of the page. Using the format “last name, first name” search for the instructor of the course. Their library patron record will show up when the systems find them. Click on their name, then on “add instructor.”



5. The instructor you selected will now show up under “instructors.” If the course is being taught by multiple instructors, you can repeat step 4 to add additional instructors. Once you have added all relevant instructors, click “save” in the top right of the page.



6. Saving your course will take you back to the full list of course available in Alma. To return to the course you are working on, enter the course code in the search field at the top of the list and press enter. This will bring up only the list you are working on.



7. On the far right, click the ellipses for the course. Select “reading list” from the drop down menu.

Processing Department : All Status : All Term : All

Code	Section	Name	Academic Department	Processing Department	Instructor	Status	Start Date	End Date	Term	
1 TEST2187	-	Test Course for Reserves Instructions	Main Library	Main Reserves Unit	Lawrence, Benjamin	Active	04/13/2018	07/04/2025	Summer	...

Edit

Reading List

Copy Reading List

Duplicate

Delete

View hidden

8. You are now on the course reading list page. However, a reading list must be created on this page. Click the “add reading list” button on the right side of the screen. This will open a reading list creation dialog box.

Test Course for Reserves Instructions

Course Code: TEST2187

Course Name: Test Course for Reserves Instr...

Instructors: Lawrence, Benjamin;

Section: -

Processing Department: Main Reserves Unit

Number of participants: 0

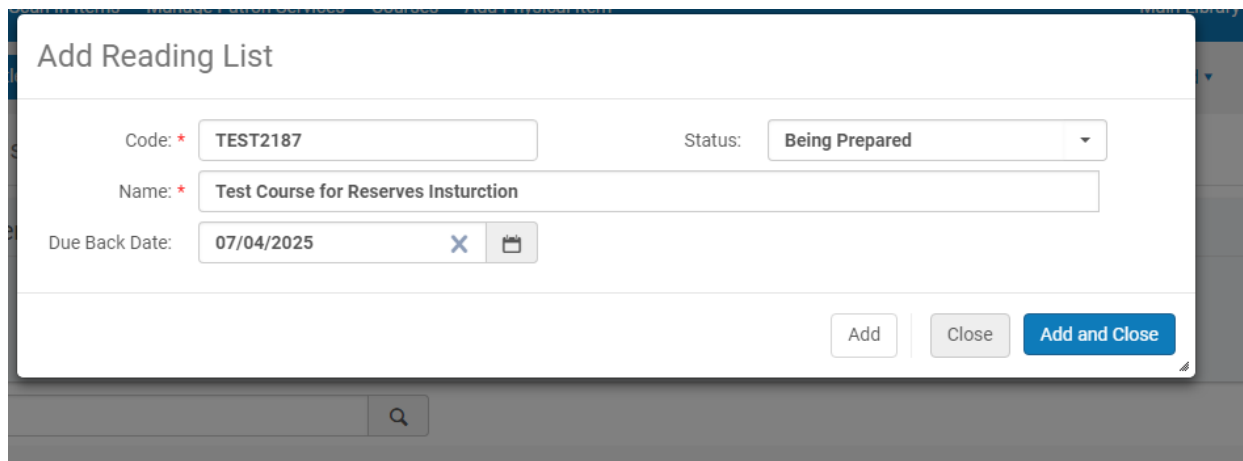
All

+ Add Reading List

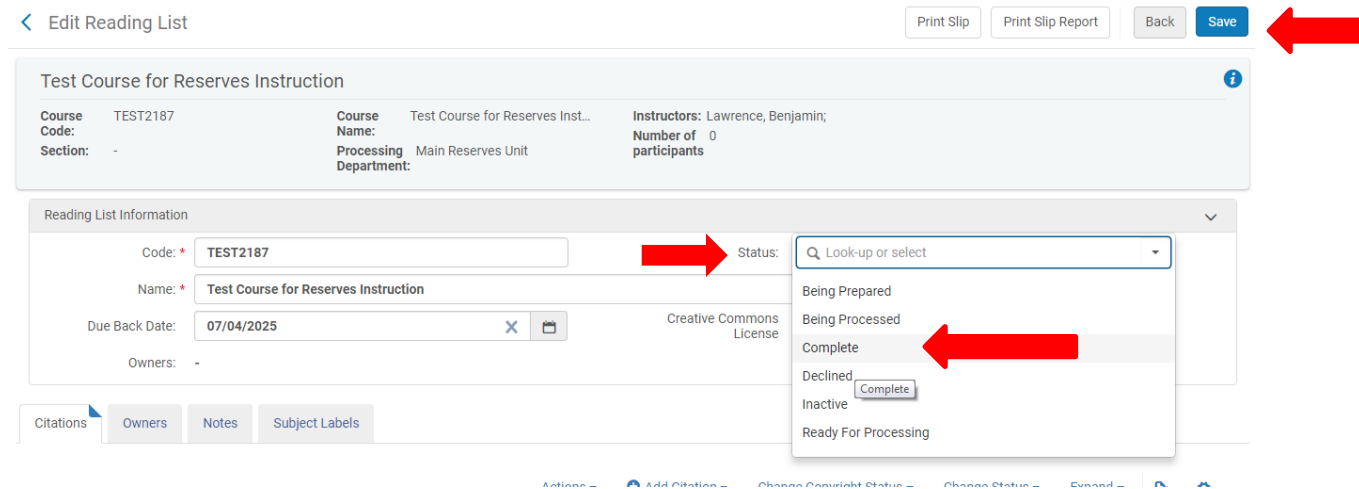
Status : All

No records were found.

9. In the reading list creation dialog box, enter the course code and course name as they were entered in the course information. Leave the reading list status as “being prepared.” Alma should autopopulate the due back date to the date set in the course information. When you have entered the pertinent information, click “Add and Close.” Your course is now fully created.

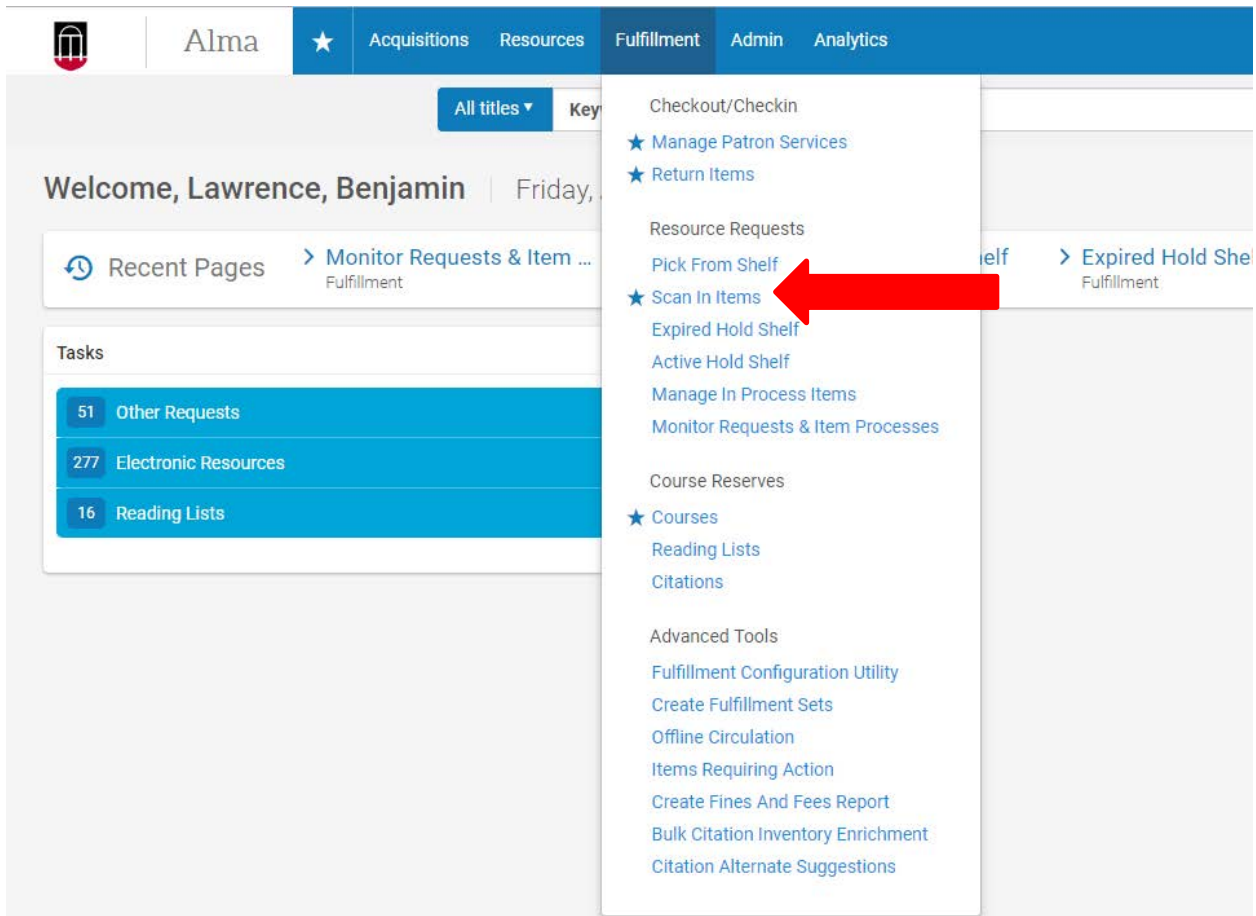


10. When you have added all materials to your list (see instructions below), open the course reading list. Under reading list information, select the dropdown menu for the “Status” field and select “Complete.” Click “Save” in the top right corner.



Adding Physical Items to Course Reserves

1. Under the Fulfillment drop down menu, select “Scan In Items”



2. On the main “Scan In Items” page, select the second tab, labeled “Change Item Information.”

Scan In Items

Scan in Items **Change Item Information**

Automatically print slip ☒ Yes ☐ No

Register in-house use ☒

Item from another institution ☐

Work Order Type

Scan item barcode *

Scan request ID

[Create Item](#)

3. Before scanning an item, several changes must be made to various fields on the Change Item Information page
- Using the drop-down menu, set “Change Type” to “temporary.”
 - Do not enter anything in the “Due Back” field**
 - Using the drop-down menu, set “Location” to “2Reserves Main.”
 - Using the drop-down menu, select the item policy requested by the instructor. For instance, “2 Hour Course Reserves.”
 - In the “Reading List” field, type the name of the course’s reading list. The course’s reading list will show up as you type it. Click the reading list. You may also select the reading list by searching through the complete list of reading lists by clicking the list icon next to the search field. However, this takes a much longer time than just typing the reading list name.
 - Leave all other fields blank (Due Back, Call Number Type, Call Number, New Barcode). Make sure the “Check Requests” box is checked.

Scan In Items

Exit

Scan In Items

Change Item Information

A Change Type

Temporary

C Location

2Reserves Main

Call Number Type

E Reading List

Test Course for Reserves Insturction

X

≡

↺

New Barcode

Scan item barcode *

≡

OK

F Check Requests

☒

B Due Back

📅

D Item Policy

2 hour Course Reserves

Call Number

4. Scan the item. Its information will show up below the scan in options. Make sure that the Location filed reads “2Reserves Main.” Make sure the Item Policy field displays the correct reserves loan period. The book is now ready to be banded and interfiled in the reserves stacks. You did it!

Scan in Items

Change Item Information

Change Type

Temporary

Location

2Reserves Main

Call Number Type

Reading List

Test Course for Reserves Instrution

New Barcode

Scan Item barcode *

Check Requests

☒

Due Back

Item Policy

2 hour Course Reserves

Call Number

Change Type	Title	Destination	Barcode	Location	Call Number Type	Call Number	Item Policy	Due Back
1 Temporary	A fatal grace /	Reshelve	32108043795932	2Reserves Main		-	2 hour Course Reserves	07/11/2025

Adding E-Readings to Course Reserves

1. Go the “Courses” page under fulfillment and open the course you are working on by searching its course code. (See the instructions for Creating a Course Reserve if you are unsure how to do this.) From the ellipses dropdown menu, select “Reading Lists”. This will you to a list of the reading lists for the course. There will almost always just be one reading list for a course. Click the ellipses on the right side of the screen and select “Work On” from the drop down menu.

[Course's Reading List](#) [Back](#)

Test Course for Reserves Instructions

Course Code: TEST2187

Section: -

Course Name: Test Course for Reserves Instr...

Processing Department: Main Reserves Unit

Instructors: Lawrence, Benjamin;

Number of participants 0

1 - 1 of 1

All

Q

+ Add Reading List

📄

⚙️

Status : All

Code	Name	Status	Assignee	Owner/s	Due Back Date	
1 TEST2187	Test Course for Reserves Instruction	Being Prepared	Lawrence, Benjamin	-	07/04/2025	⋮

View

Work On

Release Assign

Reassign

Duplicate

Delete

Associate this list with a course

Remove associated course

View hidden

2. You are now on the course reading list page. Here you will see any physical items that have already been added to the course. Between the reading list information and the list of items on the list, there is a series of buttons beginning with “Actions.” Click the second of these buttons, “Add Citation.”

< Edit Reading List Print Slip Print Slip Report Back Save

Test Course for Reserves Instruction i

Course Code: TEST2187	Course Name: Test Course for Reserves Inst...	Instructors: Lawrence, Benjamin;
Section: -	Processing Department: Main Reserves Unit	Number of participants: 0

Reading List Information

Code: * TEST2187 Status: Being Prepared

Name: * Test Course for Reserves Instruction

Due Back Date: 07/04/2025 X Creative Commons License

Owners: -

Citations Owners Notes Subject Labels

Actions + Add Citation Change Status Expand

Select All Alerts: All Citation Status: All Resource Locate: All Material Type: All Tags: All Copyright Status: All

Citation Last Modification Date

1 ☐ **A fatal grace /** Edit Set Complete ...

Book By Penny, Louise. (St Martin's Minotaur 2007.)

ISBN: 9780312352561

Subject: Gamache, Armand (Fictitious character)—Fiction. — Police—Québec (Province)—Fiction. — Murder—Investigation—Fiction. and others

Request Status: Complete

Resource Locate Status: Resource Located

Copyright Status: Not Determined

Created By: Lawrence, Benjamin 04/13/2018 09:18:29 AM EDT

Modified By: Lawrence, Benjamin 04/13/2018 09:18:29 AM EDT

Physical (2) Electronic Digital Other Citation Details Alerts More Info

3. From the dropdown menu, select “Add Brief.” This will open a dialogue window.

Citations Owners Notes Subject Labels

Actions + Add Citation Change Copyright Status Change Status Expand

Select All Alerts: All Citation Status: All Resource Locate: All Mat Add Brief Add Repository Citation Add Non-Repository Citation Copyright Status: All

Citation Last Modification Date

1 ☐ **A fatal grace /** Edit Set Complete ...

Book By Penny, Louise. (St Martin's Minotaur 2007.)

Request Status: Complete

Created By: Lawrence, Benjamin 04/13/2018 09:18:29 AM EDT

5. The dialog box will ask you to select one of four citation types. For e-reserves, select “Electronic Article” then click “Choose.” This will take you to the brief record Quick Cataloging page.



The image shows a web application interface with a dark blue header bar containing links: "Search Items", "Manage Patron Services", "Courses", "Add Physical Item", and "Main Library". A white dialog box is centered on the screen. Inside the dialog, the text "Citation Type" is followed by four radio button options: "Physical Book", "Physical Article", "Electronic Book", and "Electronic Article". The "Electronic Article" option is selected, indicated by a blue dot. A red arrow points from the right towards the "Electronic Article" text. At the bottom right of the dialog are two buttons: a grey "Cancel" button and a blue "Choose" button. A second red arrow points from the right towards the "Choose" button.

6. On the Quick Cataloging page, you will enter the bibliographic information for the e-reading.
 - a. **For “placement of new record,” select institution.**
 - b. Enter the reading’s title in “Article\Chapter title.”
 - c. If it has been provided, enter the reading’s source title in “Journal\Book title.” (For instance, if you were creating a record for an article entitled “Raccoon Crushed to Death by Garbage Truck Hits Jackpot With Reincarnation” from the publication *The Onion*, you would enter The Onion as the Journal\Book title.)
 - d. Enter the reading’s author(s) in the “Author” field. No other fields (Volume, Issue, ISSN, etc.) need to be filled.
 - e. **Check the box by “Course Restricted.” Make sure the box by “Suppress from Discovery” is not checked.**
 - f. Using the dropdown menu, set the “Copyright Status” to “Approved.”
 - g. Using the dropdown menu, set “Material Type” to “Electronic Article.”
 - h. Enter “Main Library” in the “Library” field.
 - i. Enter the reading’s URL in the “Portfolio URL” field.
 - i. Use the document entitled “http” in the Reserves-Docs drive to begin the URL. Then add information as follows [\(insert course folder name here\)/\(insert PDF file name here\)](http://www.libs.uga.edu/reserves/docs/main-current/(insert course folder name here)/(insert PDF file name here))
 - ii. Be sure there are no spaces in your file or folder name, as Alma will automatically take these out of the URL.
 - j. Click “Save” in the top right corner of the window.

Quick Cataloging
Cancel
Save

Placement of new record

A Placement of new record
☐ Network
☒ Institution

Resource Information

B Article\Chapter title *

C Journal\Book title

D Author

Volume

Issue

ISSN

Place of publication

Additional person name

Note

Chapter

Pages

Year

E Course Restricted
☒

Suppress from Discovery
☐

Citation Parameters

F Copyright Status

G Material Type

H Library *

I Portfolio URL *

7. The reading will now display on the course's Reading List. Find the reading in the list, and click "Set Complete" in the top right corner of the item record. You did it!

Reading List Information

Code: *

TEST2187

Status:

Being Prepared

Name: *

Test Course for Reserves Instruction

Due Back Date:

07/04/2025

Creative Commons License

Owners: -

Citations

Owners

Notes

Subject Labels

Actions

Add Citation

Change Copyright Status

Change Status

Expand

☐ Select All

Alerts : All

Citation Status : All

Resource Locate : All

Material Type : All

Tags : All

Copyright Status : All

Citation Last Modification Date

1

☐

A fatal grace /

Book By Penny, Louise. (St Martin's Minotaur 2007.)
ISBN: 9780312352561
Subject: Gamache, Armand (Fictitious character)--Fiction. -- Police--Québec (Province)--Fiction. -- Murder--Investigation--Fiction. and others

Physical (2)

Electronic

Digital

Other

Citation Details

Alerts

More Info

Request Status: Complete

Resource Locate Status: Resource Located

Copyright Status: Not Determined

Created By: Lawrence, Benjamin
04/13/2018 09:18:29 AM EDT

Modified By: Lawrence, Benjamin
04/13/2018 09:18:29 AM EDT

Edit

Set Complete

2

☐

Test PDF

Electronic Article By Marx, Kariton

Physical

Electronic (1)

Digital

Other

Citation Details

Alerts

More Info

Request Status: Being Prepared

Resource Locate Status: Resource Located

Copyright Status: Approved

Created By: Lawrence, Benjamin
04/13/2018 09:32:37 AM EDT

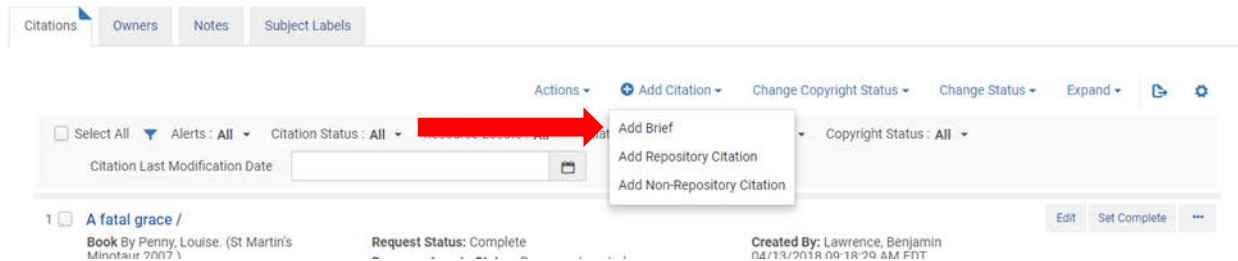
Modified By: Lawrence, Benjamin
04/13/2018 09:32:37 AM EDT

Edit

Set Complete

Creating a Personal Copy

1. On the course reading list, click “Add Citation.” From the dropdown menu, select “Add Brief.” This will open a dialogue window.



2. The dialog box will ask you to select one of four citation types. For personal copies, select “Physical Book.” Then, click “Choose.” This will take you to the brief citation Quick Cataloging page.



3. On the quick cataloging page, you will enter the bibliographic information for the personal copy
 - a. **For “Placement of new record,” select “Institution.”**
 - b. In the “Title” field, enter the item’s title followed by “ – FOR RESERVES”
 - c. In the “Author” field, enter the authors name like this “Last name, First name”
 - d. In the “Barcode” field, scan the barcode you are using for the item.
 - e. In the “Call number” field, enter the item’s call number using the Cutter System.
 - f. **Check the box by “Course Restricted.” Make sure that the box by “Suppress from Discovery” is not checked.**

< Quick Cataloging
 Cancel Save

Placement of new record

A Placement of new record
 ☐ Network
 ☒ Institution

Resource Information

B Title *
 Title - FOR RESERVES

C Author
 Liddle, P.D.
 Author initials

Edition

 ISBN

LCCN

 System Control Number

Other standard ID

D Barcode
 11384212187

Remote record ID

 Publisher

Publication date

 Place of publication

Additional person name

 Source

Series title number

E Call number
 PCL145 a

Note

 Volume

Part

 Chapter number

Pages

 Start Page

End Page

 Chapter author

Chapter title

 Editor

F Course Restricted ☒
 Suppress from Discovery ☐

4. At the bottom of the quick cataloging page, enter the citation parameters and item information.
- Using the dropdown menu, set the “Copyright Status” field to “Not Required.”
 - Using the dropdown menu, set the “Material Type” field to “Book”
 - Using the dropdown menu, set the “Location” field to “Main Library: 2Reserves Main”
 - Using the dropdown menu, set the “Material Type” field to “Book”
 - Using the dropdown menu, set the “Item Policy” field to the appropriate reserves loan period.
 - After you have done filled in everything else, scan the item’s barcode in the “Barcode” field under “Item Information.” This will automatically take you back to the course reading list.**

Citation Parameters	
A Copyright Status	Not Required
B Material Type	Book

Item Information	
C Location *	Main Library: 2Reserves Main
D Material Type	Book
E Item policy	2 hour Course Reserves
F Barcode	11384212187
Public note	

5. The personal copy will now display on the course’s reading list. Locate the item record in the reading list and click “Set Complete” in the top right corner of the record. You did it!