



**NYU SHANGHAI** | LIBRARY

# For Instructors

# **ARes Guide**



NYU Classes

COURSE



RESERVES



**ares**  
automating reserves

[shanghai.reserves@nyu.edu](mailto:shanghai.reserves@nyu.edu)

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## Introduction

### 1.1 What's in a name?

ARes stands for **A**utomated **R**eserves. It is a single access point for instructors and students for all course-related materials.

ARes allows instructors to put materials on reserve for their courses, either in print or electronically. That is then available to students enrolled in the courses. It can even be integrated with NYU Classes.

This Guide will navigate instructors through ARes web interface. For the impatient, you may directly go to [Chapter 4](#) on adding reserve items.

### 1.2 Key features

ARes comes in handy in terms of managing your course reserves in collaboration with library staff. It can:

- Reduce reliance on email communication: Once submitted, the processing status of a request can be tracked within ARes system;
- Access all reserve materials (physical and electronic) at one central and secure site;
- Provide links to e-journal articles and e-books that are stable and accessible from on- and -off campus;
- Integrate with NYU Classes;
- Clone items from previous or current courses;
- Add proxy users who can request reserve items on behalf of an instructor;
- Customize interface when viewing course reserve readings.

#### NOTE

Please be advised, **required textbooks** that each student needs to purchase will be made available for your class through ARes by library staff. Therefore, instructors normally **DO NOT** need to submit request for required textbooks.

For **reference materials**, **recommended readings** (books, book chapters, journal articles etc.) and **videos**, please go ahead and submit them through ARes following the instructions.

## Log in to ARes

There are two ways to access ARes system. While we suggest using the most straightforward approach, you are free to option for the another way, especailly if you are an experience NYU Classes user.

### 2.1 Fly to it

The most straightforward way to log in to ARes is using your NYU credentials to visit <https://ares.library.nyu.edu>. Similarly, you can also access ARes through the **Course Reserve** tab on the library's homepage, which links to the same place.

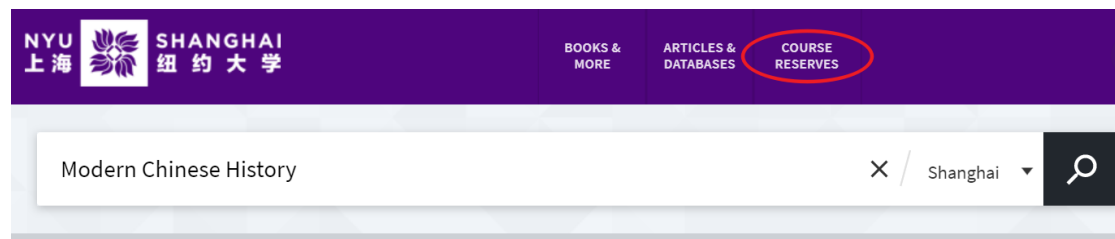


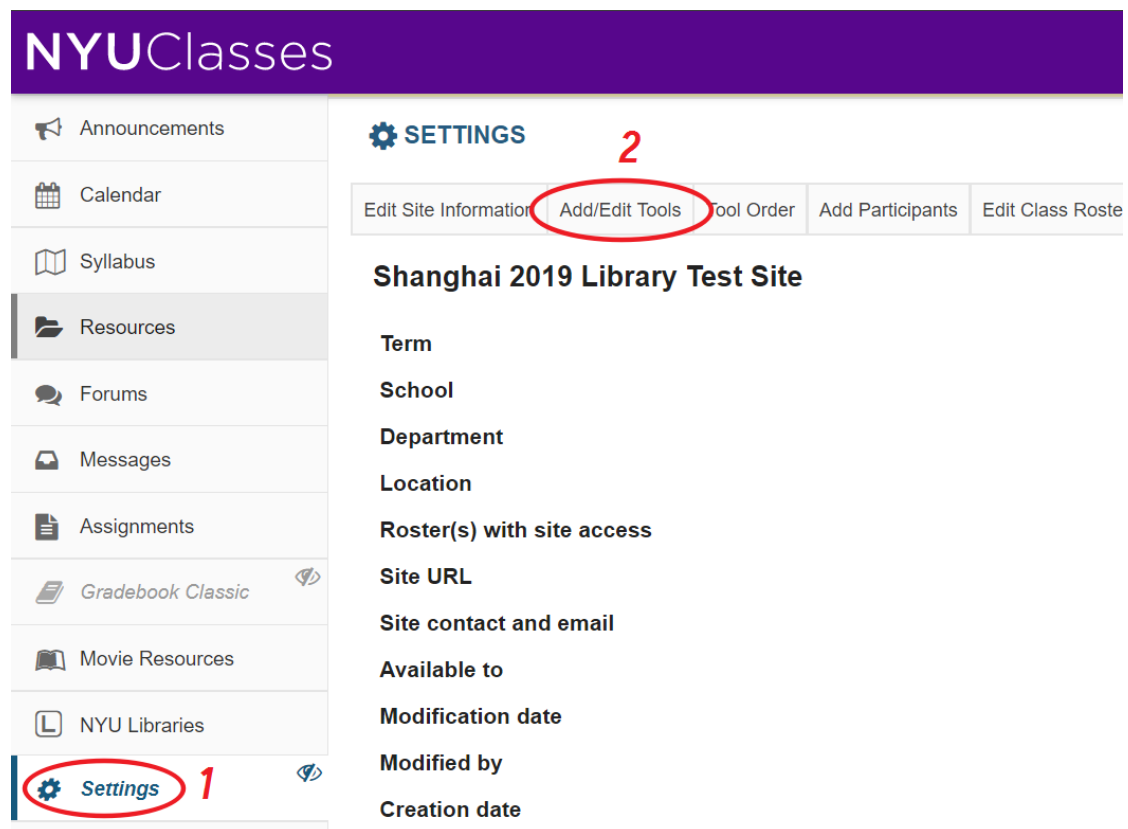
Figure 2.1: The Course Reserve Tab

### 2.2 By an old friend

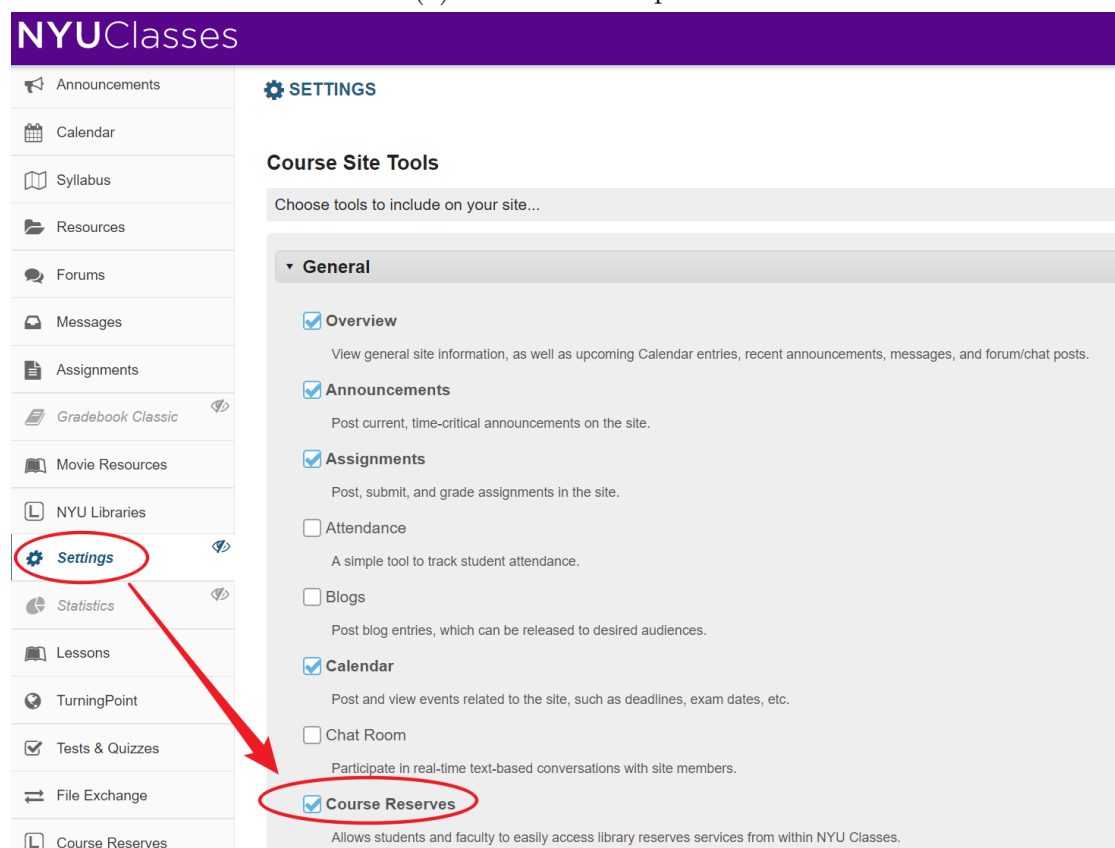
Another way to log in is through NYU Classes. Course reserves link can be added to any NYU Classes course so that the Course Reserves link appears within the NYU Classes course. The following steps show how (Figure 2.2):

1. Click on **Settings** on the left navigation bar;
2. Select **Add/Edit Tools** on the top menu;
3. Check the box ☒ next to **Course Reserves**
4. Scroll down and click **Continue** at the bottom; then click **Finish** on the confirmation web page.

You are all set! Clicking on the Course Reserve link, instructors can add reserve items to the course while student users can view the available items for the course without any additional login to Ares.



(a) Add Reserve Option



(b) Enable Reserve Option

Figure 2.2: Enabling Course Reserves in NYU Classes

## Web Interface

### 3.1 Main Menu

Upon logging in, the **Main Menu** will be in plain sight (as shown in [Figure 3.1](#)). It displays the Current Course table. If the instructor has promised to bring a personal copy to the library, there will appear an “Awaiting Supply by Instructor” table.

NYU LIBRARIES

Logoff z137  
Switch to Student Mode  
Main Menu  
Instructor Tools  
Previous Courses  
Current and Upcoming Courses  
Full Proxy Users  
Need help?  
Contact staff  
Tools  
Review User Information  
Alerts

Main Menu

Choose an option from the choices below.

	Course	Course Code	Name	Semester	Reserve Items
<a href="#">View Course</a>	ECON-SHU301	merged	Econometrics	Fall 2019	0 items available. 0 total items.
<a href="#">View Course</a>	Shanghai 2019 Library Test Site		Shanghai 2019 Library Test Site	Fall 2019	0 items available. 2 total items.

[Also view upcoming courses](#)

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NYU Libraries Homepage

Figure 3.1: Main Menu of ARes Web Interface

If you do not find the course you are expecting, try “Also view upcoming courses” at the table bottom. But when the course information of future semesters has not been updated in ARes system, nothing new will appear.

### 3.2 Side Bar

The left side bar offers some more features to explore:

Instructors can switch to Student Mode to get a feel of their interface, quite similar though.

The **Instructor Tools** provides some key functions. “Previous Courses” allows to view your past courses and items. “Current and Upcoming Courses” will display courses that belong to the current semester, as well as those of any upcoming semesters that instructors have early access to (as soon as course data is loaded in Albert). As to “Full Proxy Users”, reference [Chapter 6](#) for more information.

Logoff z137

Switch to Student Mode

Main Menu

Instructor Tools  
Previous Courses  
Current and Upcoming Courses  
Full Proxy Users

Need help?  
Contact staff

Tools  
Review User Information

Alerts

Figure 3.2: Side Bar

### 3.3 Course Home

Click [View Course](#) in the first column of the Current Courses table, and then you will enter the Course Home page, where **Course Details** are shown.

#### Main Menu

Choose an option from the choices below.

Current Courses					
	Course <input type="text" value="Search Course"/>	Course Code <input type="text" value="Search Course Code"/>	Name <input type="text" value="Search Name"/>	Semester <input type="text" value="Search Semester"/>	Reserve Items <input type="text" value="Search Reserve Items"/>
<a href="#">View Course</a>	ECON-SHU301	merged	Econometrics	Fall 2019	0 items available. 0 total items.
<a href="#">View Course</a>	Shanghai 2019 Library Test Site		Shanghai 2019 Library Test Site	Fall 2019	0 items available. 2 total items.

[Also view upcoming courses](#)

Figure 3.3: View Course

Once in a course, listed in the table are the **Reserve Items** for this course. The [Show Details](#) option allows you to view an item, which will be detailed in [Chapter 7](#), and [Edit](#) to make changes to it.

Logoff z137  
Switch to Student Mode  
Main Menu  
Instructor Course Tools  
[Course Home](#)  
[Add Reserve Items](#)  
Instructor Tools  
Previous Courses  
Current and Upcoming Courses  
Full Proxy Users  
Need help?  
Contact staff  
Tools  
Review User Information  
Alerts

**Course Details**  
Shanghai 2019 Library Test Site Shanghai 2019 Library Test Site  
Fall 2019  
This course will be using for testing purposes only.  
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](#)

Filter by item tag:

Sort By

Reserve Items							
	ID <input type="text" value="Search ID"/>	Title <input type="text" value="Search Title"/>	Author <input type="text" value="Search Author"/>	Call Number <input type="text" value="Search Call Number"/>	Inactive <input type="text" value="Search Inactive"/>	Status <input type="text" value="Search Status"/>	Tags
<a href="#">Show Details</a> <a href="#">Edit</a>	9117	Spirited away	Toshio Suzuki	DVDSH 1092	12/27/2019	Awaiting Reserves Processing	
<a href="#">Show Details</a> <a href="#">Edit</a>	9116	Modern Chinese history	David L. Kenley		12/27/2019	Awaiting Reserves Processing	

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NYU Libraries Homepage

Figure 3.4: Course Home

## NOTE

When you cannot edit an item, this means the library staff have started processing your requests and therefore the item has been locked. A notification will appear under **Main Menu**:

Due to staff processing, this item is currently unable to be modified.

Yet before looking into a specific item, let's first move to the most important part of this Guide—**Add Reserve Items**.

## Adding Reserve Items

ARes allows for items of different types. This chapter will cover all these types in the order of Book (Section 4.1), Book Chapter or Article (Section 4.2) and Video (Section 4.3).

At the moment, we suppose you are already on the “Course Home” page (Section 3.3).

If you just rushed to this chapter after logging in, you can select **Current and Upcoming Courses** under **Instructor Tools**. Find the desired course and click **View Course**. Then you are there!

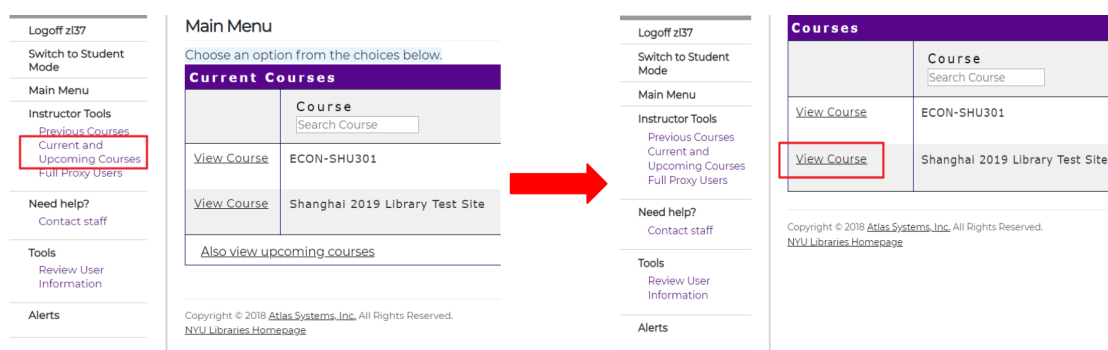


Figure 4.1: Get to the course page

Once in the desired course, click on **Add Reserve Items** under the **Instructor Course Tools** on the right side bar, and now you are able to select the appropriate course form: Article, Chapter, Book and Video.

### What would you like to place on Reserves?

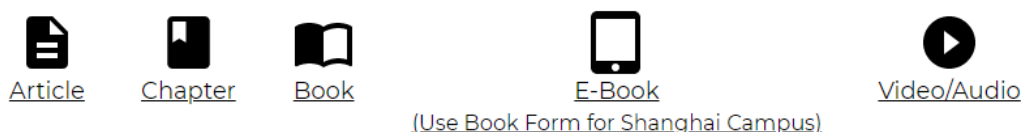


Figure 4.2: Types of Reserve Items

### 4.1 Book

See a full book form on the next page (Figure 4.4). To add a book:

- Use Book form for both physical book and e-book
- Make sure the pickup location is Shanghai Library
- Add Notes (e.g. , things you’d like staff to know), Tags as needed
- Enter N/A if not sure.



- Specify if an alternate edition is acceptable and which edition(s), if needed.
- Select how the item will be supplied, two options:

### I will bring a personal copy to the library

The material will be provided by you.

### Please have library staff provide the material

The library will process owned material or purchase the material if not owned.

- When finished, click **Submit Item**

## NOTE

The fields indicated on the form with an \* are required fields. Please fill out as much information as possible.

As mentioned in [Chapter 1](#), **texts are NOT** expected to be submitted through ARes system. Yet if you happen to do so, you may confirm this using the Notes field.

\* Indicates required field

### Reserve Item: Book

#### Item Information

Pickup Location for Physical Items	Shanghai Library <input type="text"/>
*Title <small>Please do not abbreviate unless your citation is abbreviated</small>	<input type="text"/>
*Authors/Editors <small>(Last Name, First Name)</small>	<input type="text"/>
*Publisher <small>If unknown, use N/A</small>	<input type="text"/>
Place of Publication	<input type="text"/>
*Date of Publication <small>If unknown, use N/A</small>	<input type="text"/>
*Edition <small>If unknown, use N/A</small>	<input type="text"/>
*ISBN <small>If unknown, use N/A</small>	<input type="text"/>
Call Number	<input type="text"/>
Notes <small>Put any information here that may help us find the item, as well as any other pertinent information.</small>	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>

Figure 4.3: The Book Form 1

☒ Keyword
 ☐ Tags

Logoff z137  
 Switch to Student Mode  
 Main Menu  
 Instructor Course Tools  
   Course Home  
   Add Reserve Items  
 Instructor Tools  
   Previous Courses  
   Current and Upcoming Courses  
   Full Proxy Users  
 Need help?  
   Contact staff  
 Tools  
   Review User Information  
 Alerts

Reserve Item: Book \* Indicates required field

Item Information

Pickup Location for Physical Items

\*Title
 
Please do not abbreviate unless your citation is abbreviated

\*Authors/Editors
 
(Last Name, First Name)

\*Publisher
 
If unknown, use N/A

Place of Publication

\*Date of Publication
 
If unknown, use N/A

\*Edition
 
If unknown, use N/A

\*ISBN
 
If unknown, use N/A

Call Number

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

Date Needed By

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

Print Preferred?

\*Is this a required book that students must purchase?

\*Alternate Edition Acceptable?

If Yes, Specify Alternate Edition

How will this item be supplied?
 

☐ I will bring a personal copy to the library
 ☐ Please have library staff provide the material

Where did you find this item cited?
 
Examples are Dissertation Abstracts, specific database or a specific journal or book.

Reserve Restrictions

Course Number	Name	Start Date	Stop Date
Shanghai 2019 Library Test Site	Shanghai 2019 Library Test Site	<input type="text" value="8/18/2019"/>	<input type="text" value="12/27/2019"/>

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[NYU Libraries Homepage](#)

Figure 4.4: Full Book Form

## 4.2 Chapter/Article

The forms for these two are very similar. To add a chapter or article:

- Choose Article if the request is a journal/newspaper article
- Choose Chapter if the request is a book chapter
- Follow the above steps to fill out the information for book chapter/article item
- Add Notes, Tags as needed
- Select how the item will be supplied:

### I will upload a file

Please be advised the material must be **lawfully obtained and adhere to applicable copyright laws**. Materials borrowed from Interlibrary Loan SHOULD NOT be placed on E-Reserve without copyright clearance

### I will bring a personal copy

The material will be provided by you

### Please have library staff provide the material

The library will process owned material

### The item should link to a website

The item should link to a website: you will provide a URL

How will this item be supplied?

☒ I will upload a file

☐ I will bring a personal copy to the library

(This option not available for Shanghai and Dibner campuses)

☐ Please have library staff provide the material

☐ The item should link to a website


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

Figure 4.5: Upload File Option

## NOTE

If you upload an article PDF file, the library staff may replace it with the link to the article, which is more preferable and efficient in ARes system.

In terms of uploading a chapter scan (in PDF), please be advised that our guideline is to scan **no more than 2 chapters or 15% of the whole book, whichever comes first**. For chapter scan, a **Copyright Notice** (see [Appendix 9](#)) is needed at the very beginning of the scan.


NYU LIBRARIES

○ Keyword
● Tags

Logoff z137

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Switch to Student Mode

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Main Menu

---

Instructor Course Tools

Course Home

Add Reserve Items

---

Instructor Tools

Previous Courses

Current and Upcoming Courses

Full Proxy Users

---

Need help?

Contact staff

---

Tools

Review User Information

---

Alerts

---

\* Indicates required field

### Reserve Item: Book Chapter

#### Item Information

**\* Book Title**  
Please do not abbreviate unless your citation is abbreviated

**\* Chapter Number/Title**

**\* Author**  
(Last Name, First Name)  
If chapter author is different, please enter both the book and chapter author names

**Publisher**

**Place of Publication**

**\* Date of Publication**  
If unknown, use N/A

**Book Edition**

**\* Inclusive Pages**

**\* ISBN**  
If unknown, use N/A

**Date Needed By**

**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 a personal copy to the library  
☐ Please have library staff provide the material  
☐ The item should link to a website

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


**Reserve Restrictions**

Course Number	Name	Start Date	Stop Date
Shanghai 2019 Library Test Site	Shanghai 2019 Library Test Site	<input style="width: 80%;" type="text" value="8/18/2019"/>	<input style="width: 80%;" type="text" value="12/27/2019"/>

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[NYU Libraries Homepage](#)

Figure 4.6: Full Book Chapter Form





☒ Keyword
 ☐ Tags

Logoff z137  
 Switch to Student Mode  
 Main Menu  
 Instructor Course Tools  
   Course Home  
   Add Reserve Items  
 Instructor Tools  
   Previous Courses  
   Current and Upcoming Courses  
   Full Proxy Users  
 Need help?  
   Contact staff  
 Tools  
   Review User Information  
 Alerts

Reserve Item: Article \* Indicates required field

Item Information

\* Journal Title

Please do not abbreviate unless your citation is abbreviated

Journal Volume

Journal Issue

Journal Month

Journal Year

\* Article Title

\* Article Author

(Last Name, First Name)

\* Inclusive Pages

ISSN

DOI

Date Needed By

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 a personal copy to the library  
 (This option not available for Shanghai and Dibner campuses)  
☐ Please have library staff provide the material  
☐ The item should link to a website

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

Reserve Restrictions

Course Number	Name	Start Date	Stop Date
Shanghai 2019 Library Test Site	Shanghai 2019 Library Test Site	<input type="text"/>	<input type="text"/>

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 NYU Libraries Homepage

Figure 4.7: Full Article Form

## 4.3 Video

To add a video is quite straightforward, though it's better to explain a bit about the following two fields:

### \*Select an item type

You can select from Video, Audio or Other Media. “Audio” usually refers to VCD. If you choose “Other Media”, please do let the library staff know what you are referring to by putting some explanation in the **Notes** field.

### \*Call Number


You can first do a quick search via [BobCat](#). If the video you need happens to be in the library's Media Collection, you will find one (e.g. DVDSH 1230). Of course, you can just put “NA” there.

\* Indicates required field

### Reserve Item: Video/Audio

Pickup Location for Physical Items	Shanghai Library
*Select an item type	Video
*Title <small>Please do not abbreviate unless your citation is abbreviated</small>	Choose an Option
*Director/Artist <small>(Last Name, First Name)</small>	Audio
	Other Media
	Video
Publisher	
Place of Publication	
*Date of Publication	
Edition	
ISBN (International Standard Book Number) <small>If given will speed request processing</small>	
*Call Number <small>If no call number, please use N/A</small>	
*Alternate Edition Acceptable?	Choose an Option
If Yes, Specify Alternate Edition	
Date Needed By	
Notes <small>Put any information here that may help us find the item, as well as any other pertinent information.</small>	

Figure 4.8: Video Form


**NYU** | LIBRARIES

☒ Keyword
 ☐ Tags

---

Logoff z137

Switch to Student Mode

Main Menu

Instructor Course Tools

[Course Home](#)  
[Add Reserve Items](#)

Instructor Tools

[Previous Courses](#)  
[Current and Upcoming Courses](#)  
[Full Proxy Users](#)

Need help?

[Contact staff](#)

Tools

[Review User Information](#)

Alerts

Reserve Item: Video/Audio

\* Indicates required field

Pickup Location for Physical Items

Shanghai Library

\* Select an item type

Choose an Option

\* Title

Please do not abbreviate unless your citation is abbreviated

\* Director/Artist

(Last Name, First Name)

Publisher

Place of Publication

\* Date of Publication

Edition

ISBN (International Standard Book Number)

If given will speed request processing

\* Call Number

If no call number, please use N/A

\* Alternate Edition Acceptable?

Choose an Option

If Yes, Specify Alternate Edition

Date Needed By

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

How will this item be supplied?

☐ I will bring a personal copy to the library  
☐ Please have library staff provide the material  
☐ The item should link to a website

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

Where did you learn about this item?

Where did you find this item cited?

Examples are Dissertation Abstracts, Dialog (specify which database), or a specific journal or book.

Reserve Restrictions

Course Number	Name	Start Date	Stop Date
Shanghai 2019 Library Test Site	Shanghai 2019 Library Test Site	8/18/2019	12/27/2019

Submit Item

Clear

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 NYU Libraries Homepage

Figure 4.9: Full Video Form

## Clone

ARes system offers a useful feature—Clone—which reduces the repeated work of adding the precisely same items every time. Items made available for previous courses can be **imported** from those courses to the current ones. Check out the following steps to see how.

- Enter Course Home and get ready:
  1. From **Main Menu** click on View Course
  2. Under **Instructor Course Tools** Click on **Add Reserve Items**
- Begin to import items (see [Figure 5.1](#)):
  1. Instead of selecting an item form request, select a course from the table labeled **Or would you like to import from another course?**
  2. Click on the **Import Items** link next to the course that you want to import from.
  3. On the next screen, select the items you want to import and then click on the **Import Items** button.
  4. Ares will bring you back to the **Course Details** page and confirm the import.

NYU LIBRARIES

Search  
○ Keyword ● Tags

Logoff amlyons

Switch to Student Mode

Main Menu

Instructor Course Tools  
Add Reserve Items

Instructor Tools  
Previous Courses  
Current and Upcoming Courses  
Full Proxy Users

Ares Tools  
Review User Information

Alerts

Import From	Import To
HR 210 Human Resources Administration Training Semester Lyons	ARES 101 (IA) Ares Course Training Semester Lyons, Anne Marie

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"/>	Problematicizing service-learning : critical reflections for development and action	Stewart, T.	12/13/2017	7/1/2018
<input checked="" type="checkbox"/>	A history of work-force unionization in 20th century New York City	Jeckles, W. P.	12/13/2017	7/1/2018
<input checked="" type="checkbox"/>	Journal of Human Resources Quarterly Resolving workplace conflicts using the stop, drop, and roll method	Juarez, Benito	12/13/2017	7/1/2018

Import Items

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NYU Libraries Homepage

Figure 5.1: Import Items



## Proxy Users

Instructors can designate ARes users as **Full Proxy Users** for all of their courses. Such a user has access to all of the instructor's privileges in Ares such as adding reserve items on the instructor's behalf.

To authorize an ARes user as a **Full Proxy User** by instructor:

- Click on **Full Proxy Users** under the **Instructor Tools** to open the Full Proxy Users form (see [Figure 6.1](#))
- Input the NetID of the person to be designated as a Full Proxy User and click **Add Proxy User** button
- A message appears notifying instructor that the user has been added as a proxy user

The screenshot shows the NYU Libraries ARes interface. The top navigation bar is purple with the NYU Libraries logo and a search bar. The left sidebar contains links for 'Logoff z137', 'Switch to Student Mode', 'Main Menu', 'Instructor Tools' (with sub-links for 'Previous Courses', 'Current and Upcoming Courses', and 'Full Proxy Users'), 'Need help?' (with 'Contact staff'), 'Tools' (with 'Review User Information'), and 'Alerts'. The 'Full Proxy Users' link is highlighted with a red box. The main content area is titled 'Full Proxy Users' and includes a sub-header 'Users in this list will have the ability to administer your courses and add new courses on your behalf. Add new users by entering their username below.' Below this is a text input field and an 'Add Proxy User' button, both highlighted with a red box. Below the input field is a section titled 'Proxy Users' with a sub-header 'You currently have no full proxy users assigned.' The footer contains copyright information for Atlas Systems, Inc. and a link to the NYU Libraries Homepage.

Figure 6.1: Adding Full Proxy Users

## View & Organize

### 7.1 View Items

If you see [View Item](#), that means the item is available electronically via a link or a scanned PDF document. An item can be edited before reserve staff start working on it. (see NOTE 3.3)

If [View Item](#) option does not appear after reserve staff finish processing, it is likely the item is only available in print in our reserve collection. Click on [Show Details](#) to find the call number. To get the real time availability in the library, click on [The Item is on Reserve at SH](#).






<a href="#">Show Details</a> <a href="#">View Item</a> <a href="#">Edit</a>	1412	 Improving Medicine: An African Oncology Ward in an Emerging Cancer Epidemic Chapter 5: Pain and Laughter
<a href="#">Show Details</a> <a href="#">View Item</a> <a href="#">Edit</a>	1223	 Journal of Current Chinese Affairs Healthcare-Seeking Practices of African and Rural-to-Urban Migrants in Guangzhou
<a href="#">Show Details</a> <a href="#">Edit</a>	1214	 Kinship and Marriage Among the Nuer
<a href="#">Show Details</a> <a href="#">View Item</a> <a href="#">Edit</a>	1209	 Kwakiutl Ethnography The Potlatch
<a href="#">Show Details</a> <a href="#">View Item</a> <a href="#">Edit</a>	1232	 Last Train Home

Figure 7.1: Get More Info About Items

### 7.2 Use Tags to Organize

Instructors and students can add tags to items on the ARes web interface so they can categorize them for easy viewing and organizing. There are two kinds of tags:

#### 7.2 Add Tags to A Single Item

##### Instructor Tags

These tags are visible to all instructors, proxies, and students in a course.

##### Personal Tags

They are for personal use and are not visible to anyone else.

To add tags:

1. On the ARes web interface, open a **Course Details** page.
2. Click [Show Details](#) on a reserve Item you want to add a tag to.
3. The **Reserve Item Details** page will open. It contains fields for entering Instructor and Personal Tags.

4. Enter any desired Instructor or Personal Tags. *The words and phrases used as **Tags** need to be separated by a comma.*
5. Click **ModifyTags** to save the list of tags.
6. Click Back to [Course Name] to go back to **Course Details** page.

[Back to Shanghai 2019 Library Test Site](#) **3**

### Reserve Item Details: Item 9116

View this item | Edit this item | [Delete this item](#) | [Export Citation](#)  
 Awaiting Physical Processing  
**Modern Chinese history**  
 David L. Kenley  
[This item is on Reserve at](#)

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

Week1, Must-Read  
**1**

**ModifyTags** **2**

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

**ModifyTags**

Figure 7.2: Modify Tags

## 7.2 Add Tags to A Group of Items

Sometimes instructors need to group materials by, for example, subject or simply chronologically (e.g. Week1, Week2, ... etc. ). In ARes this need can be addressed by **Enable Batch Tag Editing**. Click on this button and add tags by following the steps shown in the pic below:

Filter by item tag:

Sort By

**Batch Edit**

\* Tag Type: ☐ Instructor Tag ☒ Personal Tag

\* Tag:  **2**

**Add Batch Tags** **3**

Reserve Items								
Batch Edit		ID <small>Search ID</small>	Title <small>Search Title</small>	Author <small>Search Author</small>	Call Number <small>Search Call Number</small>	Inactive <small>Search Inactive</small>	Status <small>Search Status</small>	Tags
<input checked="" type="checkbox"/> <b>1</b>	<a href="#">Show Details</a> <a href="#">Edit</a>	9117	Spirited away	Toshio Suzuki	DVDSH 1092	12/27/2019	Awaiting Physical Processing	
<input checked="" type="checkbox"/>	<a href="#">Show Details</a> <a href="#">Edit</a>	9116	Modern Chinese history	David L. Kenley		12/27/2019	Awaiting Physical Processing	

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Figure 7.3: Add Batch Tags

## 7.3 Filter Items with Tags

Once the tags have been added, instructors and students can filter their list of reserve Items by tag on a **Course Details** page:

- Click on a tag from the list above the **Reserve Items** grid or
- Click on a tag link in the Tags column in the grid

Clicking on a tag will filter the view for that tag and show only Reserve Items containing that tag. The bracketed number following the tags show is the number of items labelled with that tag. To close a tag filter, click [View all items for \[Course Name\]](#).

Filter by item tag:

[Must-Read \(5\)](#)
[Recommended \(3\)](#)
[Week1 \(3\)](#)
[Week2 \(4\)](#)
[Week3 \(2\)](#)
[Week4 \(2\)](#)
[Week5 \(1\)](#)

Current Filter: [Must-Read](#) [View all items for Shanghai 2019 Library Test Site](#)

Reserve Items						
	Title <small>Search Title</small>	Author <small>Search Author</small>	Inactive <small>Search Inactive</small>	Status <small>Search Status</small>	UserViewed	Tags <small>Search Tags</small>
<a href="#">Show Details</a> <a href="#">Edit</a>	The Betrayal : the Nuremberg Trials and German Divergence. 1: Introduction: Drawing Lines; Prologue: Franconia, March 1946	Kim Christian. Priemel	12/27/2019	Awaiting Reserves Processing	NEW	<a href="#">Must-Read</a> , <a href="#">Week4</a>
<a href="#">Show Details</a> <a href="#">Edit</a>	The English Constitution (Cambridge Texts in the History of Political Thought)	Walter Bagehot	12/27/2019	Awaiting Reserves Processing	NEW	<a href="#">Must-Read</a> , <a href="#">Week4</a>
<a href="#">Show Details</a> <a href="#">Edit</a>	The judicial imagination : writing after Nuremberg	Lyndsey Stonebridge	12/27/2019	Awaiting Reserves Processing	NEW	<a href="#">Must-Read</a> , <a href="#">Week1</a> , <a href="#">Week2</a>
<a href="#">Show Details</a> <a href="#">Edit</a>	The Oxford Handbook of Comparative Constitutional Law	Michel Rosenfeld and Andras Sajó (ed.)	12/27/2019	Awaiting Reserves Processing	NEW	<a href="#">Must-Read</a> , <a href="#">Week1</a> , <a href="#">Week2</a>
<a href="#">Show Details</a> <a href="#">Edit</a>	Modern Chinese history	David L. Kenley	12/27/2019	Awaiting Physical Processing	NEW	<a href="#">Must-Read</a> , <a href="#">Week1</a>

Figure 7.4: Filter Items Using Tags

## Check Processing Status

### 8.1 Gold Ol' Time?

Before the advent of ARes, e-mail communication is the most common and important approach to following up the processing stage for a certain course reserve item.

Sometimes this could be frustrating because of an increasingly large and complicated loop which involves delayed interaction between faculty, staff and students.



### 8.2 ARes Era

Fortunately, ARes comes and serves as a hub where the three parties can be on the same page. This Guide, however, will focus mainly on the faculty-staff side.

To check the Status of a request in ARes, instructors can click on the course and view the far-right column under Status:

Sort By  Save Order Enable Batch Tag Editing

### Reserve Items

	ID <input type="text" value="Search ID"/>	Title <input type="text" value="Search Title"/>	Author <input type="text" value="Search Author"/>	Call Number <input type="text" value="Search Call Number"/>	Inactive <input type="text" value="Search Inactive"/>	Status <input type="text" value="Search Status"/>	Tags
<a href="#">Show Details</a> <a href="#">Edit</a>	9117	 Spirited away	Toshio Suzuki	DVDSH 1092	12/27/2019	Awaiting Reserves Processing	
<a href="#">Show Details</a> <a href="#">Edit</a>	9116	 Modern Chinese history	David L. Kenley		12/27/2019	Awaiting Reserves Processing	

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Figure 8.1: Check Status

Here is a list of some typical statuses you might see:

#### Awaiting Reserves Processing

Request has been submitted and is pending review by Library staff.

#### Awaiting Textbook Processing

Request has been submitted and is pending review by Library staff. You answered Yes to “Is this a required book that students must purchase”

#### Item Available Online

Item has been posted and is accessible. If the link to an item is not working, please contact [shanghai.reserves@nyu.edu](mailto:shanghai.reserves@nyu.edu) as soon as possible.

#### Item Available at Reserve Collection

Physical item has been processed, and is available at the NYUSH Library Reserve Collection.

#### Item Activation Pending

Item has been submitted, processed, and will be available on the class start date. If the students need access prior to the course start date, please contact the library.

**Awaiting Supply by Instructor**

Item has been submitted. This refers to such requests **1)** that need more information from the instructor, or **2)** that personal copies need to be received by the Library from the instructor, so that they can be made available on Reserve.

**Item Cancelled by Staff**

A requested reserve item may be cancelled by Library staff. Reasons may include not available for purchase.

## Get Help

You may not be able to edit an item when it is under processing. When you contact us for a specific title in Ares, it is the best to provide the ARes ID number of that item. No citation is necessary.

Reserve Items					
	<u>ID</u> Search ID	<u>Title</u> Search Title	<u>Author</u> Search Author	<u>Call Number</u> Search Call Number	<u>Inactive</u> Search Inactive
<a href="#">Show Details</a> <a href="#">Edit</a>	9377	Guide to the microfiche edition 3. Bibliographies	Johannes Eltzschig; Michael Walter; Cath Baker; Nancy A Schrauf		12/27/2019
<a href="#">Show Details</a> <a href="#">Edit</a>	9376	The Betrayal : the Nuremberg Trials and German Divergence. 1: Introduction: Drawing Lines; Prologue: Franconia, March 1946	Kim Christian. Priemel		12/27/2019

Figure 9.1: ARes ID—The Unique Identifier

Contact the library staff:

- Email library staff at [shanghai.reserves@nyu.edu](mailto:shanghai.reserves@nyu.edu), or
- Within ARes , click on **Contact Staff** under **Need Help?** of the left side bar.

Logoff z137  
Switch to Student Mode  
Main Menu  
Instructor Tools  
Previous Courses  
Current and Upcoming Courses  
Full Proxy Users  
**Need help?**  
Contact staff  
Tools  
Review User Information  
Alerts

### Main Menu

Due to staff processing, this item is currently unable to be modified.

	Course	Course Code	Name	Semester	Reserve Items
	Search Course	Search Course Code	Search Name	Search Semester	Search Reserve Items
<a href="#">View Course</a>	ECON-SHU301	merged	Econometrics	Fall 2019	0 items available. 0 total items.
<a href="#">View Course</a>	Shanghai 2019 Library Test Site		Shanghai 2019 Library Test Site	Fall 2019	0 items available. 10 total items.

[Also view upcoming courses](#)

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Figure 9.2: Contact Us

## Appendix

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