

Course reserves

The course reserves module in Koha allows you to temporarily move items to ‘reserve’ and assign different circulation rules to these items while they are being used for a specific course.

Setting up course reserves

Before using course reserves, you will need to do some set up.

First you will need to enable course reserves by setting the [UseCourseReserves](#) preference to ‘Use’.

Next you will need to have all of your course instructors [added as patrons](#).

Next you will want to add a couple of new [authorized values](#) for Departments and Terms.

You may also want to create new [item types](#), [collection codes \(CCODE\)](#) or [shelving locations \(LOC\)](#) to make it clear that the items are on reserve to your patrons. You will also want to be sure to confirm that your [circulation and fine rules](#) are right for your new item types (whether they be hourly or daily loans).

Adding courses

Note

Only staff with the [manage_courses_permission](#) (or the [superlibrarian_permission](#)) will be able to add courses.

Once you have completed your set up for course reserves, you can start creating courses and adding titles to the reserve list.

+ New course

— Batch remove reserves

Courses

No entries to show

Show 20 entries

<< First

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Last >>

Search:

✕ Clear filter

⚙ Columns

📄 Export

⚙ Configure

Name	Dept.	Course #	Section	Term	Instructors	Staff note	Public note	# of students	Enabled
No data available in table									

No entries to show

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From the main course reserves page, you can add a new course by clicking the ‘New course’ button at the top left.

New course

Create course

Department: *Required*

Course number: *Required*

Section:

Course name: *Required*

Term: No TERM authorised values found! Please create one or more authorised values with the category TERM.

Instructors:
Instructor search:

Staff note:

Public note:

Number of students:

Enabled? ☒


Save

Cancel

Your new course will need a department, number and name at the bare minimum. You can also add in additional details like course section number and term. To link an instructor to this course simply start typing their name and Koha will search your patron database to find you the right person.

Instructor search:
 McConnell, Terrence (23529000603242) 06/10/1949 (73 years), 7200 Library Rd. Springfield, MA Springfield
 Mccullough, Phillip (23529000035726) 11/23/1943 (79 years), 410 Library Rd. Portland, ME Springfield

Once the instructor you want appears just click their name and they will be added. You can repeat this for all instructors on this course. Each instructor will appear above the search box and can be removed by clicking the 'Remove' link to the right of their name.

Instructors: McConnell, Terrence ( Remove)

Instructor search:

If you would like your course to show publicly, you'll want to be sure to check the 'Enabled?' box before saving your new course.

Once your course is saved it will show on the main course reserves page and be searchable by any field in the course.

New course

Batch remove reserves

Courses

Showing 1 to 2 of 2 entries

Show

20

entries

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Search:

✕Clear filter

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Configure

Name	Dept.	Course #	Section	Term	Instructors	Staff note	Public note	# of students	Enabled
Intro to library science	Library Science	MLIS1			Terrence Mcconnell			42	Yes
Pet behavior	Veterinary Science	VET1			Johnny Bryan				Yes

Showing 1 to 2 of 2 entries

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Note

You can customize the columns of this table in the [‘Table settings’](#) section of the Administration module (table id: courses page, course_reserves_table).

Adding reserve materials

Note

Only staff with the [add_reserves_permission](#) (or the [superlibrarian_permission](#)) will be able to add reserves to existing courses.

Before adding reserve materials, you will need at least one course to add them to. To add materials visit the Course Reserves module.

New course

Batch remove reserves

Courses

Showing 1 to 2 of 2 entries

Show

20

entries

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Search:

✕Clear filter

Columns

Export

Configure

Name	Dept.	Course #	Section	Term	Instructors	Staff note	Public note	# of students	Enabled
Intro to library science	Library Science	MLIS1			Terrence Mcconnell			42	Yes
Pet behavior	Veterinary Science	VET1			Johnny Bryan				Yes

Showing 1 to 2 of 2 entries

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Click on the title of the course you would like to add materials to.

Add reserves

Batch add reserves

Edit course

Delete course

Reserves

Course name

Intro to library science

Term

Department

Library Science

Course number

MLIS1

Section

Instructors

Terrence Mcconnell

Staff note

Public note

Student count

42

Status

Active

At the top of the course description click the ‘Add reserves’ button to add titles to this reserve list. You will be asked to enter the barcode for the reserve item.

Add reserves for *Intro to library science*

Add items: scan barcode

Item barcode:

Or use biblionumber of a bibliographic record

Biblionumber:

Submit **Cancel**

For each item, you can change the item type, collection code, shelving location or holding library. These changes will only apply while the course is active. When you deactivate the course, the items will go back to their original settings.

Reserve *21st-century learning in school libraries / for Intro to library science*

Add *21st-century learning in school libraries / to Intro to library science*

Barcode: 0000439

Item type: ☐

Collection: ☐

Shelving location: ☐

Home library: ☐

Holding library: ☐

Staff note:

Public note:

Checking the box next to the field label will enable changes to that field. Leave boxes unchecked to make no change.
Any items with existing course reserves will have their *on reserve* values updated.

Save **Cancel**

After you are done scanning the barcodes to add to the course, you can see them on the course page.

Reserves

+ Add reserves + Batch add reserves - Remove all reserves Edit course Delete course

Course name Intro to library science
Term
Department Library Science
Course number MLIS1
Section
Instructors
Staff note
Public note
Student count 42
Status Active

Showing 1 to 2 of 2 entries

Show 20 entries <<First < Previous Next > Last >> Search: X Clear filter Columns Export Configure

Title	Author	Barcode	Call number	Item type	Collection	Location	Home library	Holding library	Staff note	Public note	Link	Other course reserves	Status	Actions
21st-century learning in school libraries /		0000439		Reference (Books)	Unchanged	Reference ()	Unchanged (Centerville)	Unchanged (Centerville)					Available	<div>Edit Remove</div>
Applying library values to emerging technology : decision-making in the age of open access, maker spaces, and the ever-changing library /		0000440		Reference (Books)	Unchanged	Reference ()	Unchanged (Centerville)	Unchanged (Centerville)					Available	<div>Edit Remove</div>

Showing 1 to 2 of 2 entries <<First < Previous Next > Last >>

Note

You can customize the columns of this table in the [‘Table settings’](#) section of the Administration module (table id: reserves page, course_reserves_table).

You also have the possibility of adding several items at the same time. Click on ‘Batch add reserves’.

Add reserves for *Intro to library science*

Add items: scan barcodes

Item barcodes:

Item type: ☐

▼

Collection: ☐

▼

Shelving location: ☐

▼

Home library: ☐

▼

Holding library: ☐

▼

Staff note:

Public note:

Checking the box next to the field label will enable changes to that field. Leave boxes unchecked to make no change.
Any items with existing course reserves will have their *on reserve* values updated.

Or use biblionumbers of bibliographic records

Biblionumbers:

Staff note:

Public note:

Submit

Cancel

Scan the barcodes of the items you want to add to the reserve and change the item type, collection code, shelving location or holding library, if needed.

Course reserves in the OPAC

Once you have enabled course reserves and added courses, you will see a link to course reserves below your search box in the OPAC.

Library catalog ▾

Q

[Advanced search](#) | [Course reserves](#) | [Authority search](#) | [Tag cloud](#) | [Libraries](#)

Clicking that link will show you your list of enabled courses (if you have only one course, you will just see the contents of that one course).

Home > Course reserves

Courses

Search courses

Name	Dept.	Course #	Section	Term	Instructors	Notes
Intro to library science	Library Science	MLIS1			Mcconnell, Terrence	
Pet behavior	Veterinary Science	VET1			Bryan, Johnny	

Note

You can customize the columns of this table in the [‘Table settings’](#) section of the Administration module (table id: course_reserves_table).

You can search course reserves by any field (course number, course name, instructor name, department) that is visible in the list of courses. Clicking a course name will show you the details and reserve items.

Home > Course reserves > Course reserves for *Intro to library science*

Course reserves for *Intro to library science*

Department: Library Science
Course number: MLIS1
Instructors: Terrence Mcconnell

Search course reserve

Title	Author	Item type	Location	Collection	Call number	Copy number	Status	Date due	Notes	Link
21st-century learning in school libraries /		Reference	Centerville Reference				Not for loan			
Applying library values to emerging technology : decision-making in the age of open access, maker spaces, and the ever-changing library /		Reference	Centerville Reference				Not for loan			

Note

You can customize the columns of this table in the [‘Table settings’](#) section of the Administration module (table id: course-items-table).