

Reserve FAQ

Q. Where is the Class Reserve Desk?

The Class Reserve / Media Services Desk is located on the lower level of Raynor Library.

Q. How do I register for my course in Ares?

Once you log on, click on the "Search Classes" link on the left side of the page. After you find your class, you will be given the opportunity to add the class by clicking on the green plus sign.

You are required to enter the class password your instructor should have given to you at your first class meeting.

You are now registered for the class.

Repeat the above steps to add additional classes.

Q. How do I view Ares class reserve items

To view electronic items in class reserves, simply click on the icon associated with the item.

For books, DVDs, etc,

1. Click on the flag icon which will open a screen containing the call number.
2. Copy the call number listed on the screen.
3. Click on the sentence that reads: **Click here to check the status of this item. Copy/enter the call number listed below.** and
4. Paste the call number in the LC call number box from the MARQCAT call number search screen that will appear. This will let you know if the material is currently checked out or available.

Q. How can I make an Ares Hot List?

You may select any item by clicking on the box in front of the entry. You then will need to click on Add Checked Items to Hot List.

Adding the item to your hot list allows you to see that entry at the top of your display screen immediately upon logging in. This may be useful if your professor has posted the course syllabus or other material which you need to refer to regularly.

To remove an item from the hot list, click on the item in your hot list and click on "Remove Checked Items from Hot List".

Q. What are the Reserve Circulation Policies?

Reserve items circulate for 2 hours, 1 day, 3 days or 1 week periods. The Professor/TA determined the length of loan when they placed the item on Reserve. The length of loan will be noted on the item. A maximum of two Reserve items may be checked out at a time. Overdue Reserve material incurs fines at the following rate:

2 and 4-hour material	\$1.00 per hour
1, 3, and 7-day material	\$2.00 per day

All Reserve material **MUST** be returned to either the Reserve or the Circulation Desk. Leaving Reserve material at the photocopiers or in the book drop may lead result in overdue fines.

Due to the short loan period of most Reserve material, keeping items past their loan period hinders access to needed material by other students. In cases of abuse, the Professor or TA will be notified and additional penalties beyond the fine could result.