Ares (Reserves)
Faculty Instructions

Instructors can access the Ares Reserves software in the following ways:
- By going to https://reserves.lib.wvu.edu
- On the WVU Libraries' home page (https://library.wvu.edu) select Course Reserves in the drop-down list under Find and Borrow.
- On the WVU Portal page for faculty (https://portal.wvu.edu/faculty) click Reserves: Library in the Course Management section

Log in using your WVU Login. On the left side you will see the following menu options:

- **Logoff**
- **Switch to Student Mode**: Enables instructors to see the student view of the course
- **Main Menu**
- **Instructor Tools:**
  - **Previous Courses**: View your past courses and items (this will not be available until a history of classes has been created in Ares)
  - **Upcoming Courses**: Displays courses from the current semester. Courses for the next semester will not be displayed until about a month before the semester begins.
- **Shared List Tools**
  - **Create a New Shared List**: Instructors who are adding reserve items to use across multiple courses might benefit from creating a shared list. Items on a shared list can be easily imported to multiple courses and can be shared through departments and between instructors.
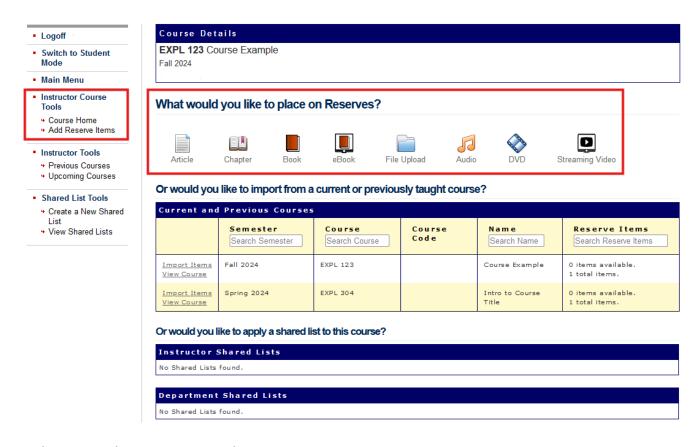 - **View Shared List**: Allows access to created Shared Lists.

To View or Add Material:

When you click Main Menu or Upcoming Courses, you should see your classes listed like the image below. To view what materials are on reserve or to add material to a class, click **View Course** in the left-hand column by the course number.

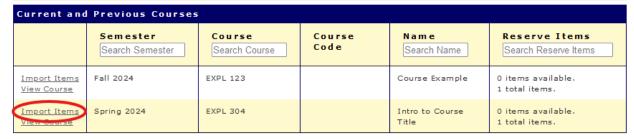The left side of the screen will now display **Instructor Course Tools**:
- **Course Home**
- **Add Reserve Items**: Click this to open a page with icons displaying different types of course materials (image below). Under **What would you like to place on Reserves?**, select the type of material to be added to Ares. Fill out the necessary information and click Submit Item to complete the request.

To import an item from a previous course:
- In the section **Or would you like to import from a current or previously taught semester?**, find the class/term from which the items need to be imported.
- Click **Import Items** on the left of the class you want to import the items from.

- This will display the items that were on reserve for that class. Select the items you would like to import.
- Select **Import Items** at the bottom of the page.

Item Queue: Requests move through Ares/reserve processing in Status Queues that show various stages in the workflow.

- *Awaiting Acquisitions Fulfillment*: Materials for which a purchase request has been sent to the Libraries' Acquisitions unit
- *Awaiting Acquisitions Notification*: Materials which may be purchased but for which additional research is needed first
- *Awaiting ILL Processing*: Materials for which a request has been submitted to Interlibrary Loan
- *Awaiting Purchase*: Purchase requests initiated by faculty needing library liaisons review before purchase
- *Awaiting Recall Processing*: Materials that are checked out and for which a recall is needed
- *Awaiting Reserves Processing*: New requests awaiting staff processing
- *Awaiting Review by Staff*: Electronic items submitted by faculty that must be reviewed by staff before being made available to the course students
- *Awaiting Scanning*: Materials that need to be scanned
- *Awaiting Stacks Searching*: Materials that need to be retrieved from the library stacks
- *Awaiting Supply by Instructor*: Materials that will be provided by the instructor
- *In Recall Processing*: Materials for which a recall has been sent
- *In Stacks Searching*: Materials which staff are actively retrieving from the stacks. Once the items are found or not found, they will be made available or cancelled
- *Item Activation Pending*: Materials that have been processed but the semester for which they are designated has not yet begun
- *Item Available at Reserve Desk*: Physical items that are currently available to the student
- *Item Available on Electronic Reserves*: Materials that are currently available to the student in Ares
- *Item Cancelled by Instructor*: Requests that were cancelled by the instructor.
- *Item Cancelled by Staff*: Requests that were cancelled by staff.
- *Item Removed from Reserves*: Contains item requests from past semesters.

For any reserve issues or questions please contact: ereserves@mail.wvu.edu