

# Reserve: Reserve adding equipment

## Checking for a course list

Firstly check to see that course list has not already been created for the unit:

1. ALMA main menu - under Course Reserves , select Courses
2. In the top right hand corner in the search box, type in Equipment.
3. If the course is found it will be listed below the search box. Click on the course code or actions/edit and edit as required.
4. If the course does not exist you will need to add as described below.

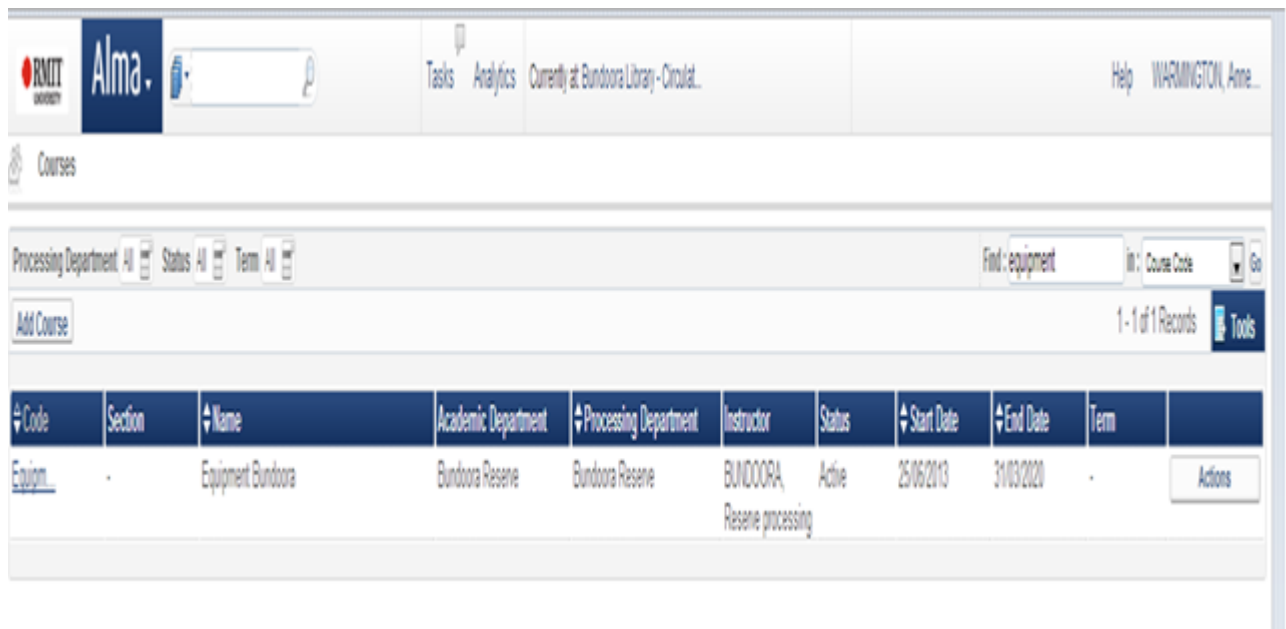


Image 1. Searching for a course list.

## Adding equipment to Reserve

1. ALMA main menu - under Course Reserves , select Courses
2. In top left hand corner - click on "Add course"
3. Input:
  - Code (Equipment)
  - Name (Equipment Bundoora) or relevant site
  - Processing department (your site eg Bundoora reserve)
  - Instructor (your Reserve record eg BUNDOORA, Reserve processing)
  - Start Date (Automatically day of input)

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- Number of participants (Leave blank)
- Year (Leave blank)
- Section (Leave Blank)
- Academic Department (your site eg Bundoora Reserve)
- Terms list (Leave blank)
- Status (Leave, will change automatically)
- End date (Change to 31 March 2020)
- Weekly hours (Leave blank)
- Once complete press save

The screenshot shows the 'Manage Course Information' page in the Alma system. The course details are as follows:

Field	Value
Course Code	Equipment
Section	-
Course Name	Equipment Bundoora
Processing Department	Bundoora Reserve
Instructor	BUNDOORA, Reserve processing
Code	Equipment
Name	Equipment Bundoora
Processing Department	Bundoora Reserve
Academic Department	Bundoora Reserve
Terms list	Autumn, Semester 1, Semester 2, Spring
Instructor	BUNDOORA, Reserve processing
Status	Inactive (Active)
Start date	25/06/2013
End date	31/03/2020
Number of participants	0
Weekly hours	0
Year	
Creator	WARMINGTON, Ane...
Creation Date	27/05/2013

## Adding Reading lists / adding equipment to reading list

Once you have created the course code, a reading list can be attached. From the ALMA main menu

1. Search for the relevant course in "find" in the right hand corner
2. Click on "actions" and select "Reading list"
3. Click on "Add reading list"
4. Input:
  - Code - same as course list; ie Equipment
  - Name - same as course list; Equipment Bundoora
  - Owner - input campus reserve e.g. Bundoora, Reserve Processing
  - Status - being prepared;
  - Due back date - defaults to end date.

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- Click on "Add and close"

Once the "Add Reading List" box has closed, click on the Actions button and select "Work on"

## For a new item you will then add a brief record

Select **item type physical book**

- Title: description of item ie Headphones
- Library: Yours site ie Bundoora
- Location: Reserve
- Barcode
- Material Type: click on magnifying glass this will give a list of possible item types, click on radio button and select
- Item policy: leave blank

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The screenshot displays the Alma library cataloging interface. At the top, there is a browser window with the URL <https://ap01.alma.exlibriogroup.com/infra/action/pageAction.tables.codeTables.codeTablesEdit.tml.do?pageViewMode=Pickup&xmlFileName=tables.codeTables.codeTablesEdit.tml#b>. The interface includes a search bar, navigation tabs for 'Tasks' and 'Analytics', and a user profile for 'WARMINGTON, Anne...'. The main content area is divided into two sections: 'Resource Information' and 'Item Information'. The 'Resource Information' section contains fields for Title (Headphones), Author, Publisher, Year, Edition, ISBN, Place of Publication, Additional Person Name, Call Number, Note, Chapter, and Pages. The 'Item Information' section contains fields for Library (Bundoora Library), Location (Reserve), Barcode (31259007450799), Material Type (Headphones), and Item policy. 'Cancel' and 'Save' buttons are present at the bottom right of each section and at the top right of the main interface. A copyright notice '© Ex Libris Ltd., 2013' is visible at the bottom left.

- Click on save