April 1, 2013

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.

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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

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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"

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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

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- 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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