HOW TO CREATE AN ITEM FOR COURSE RESERVE

Open Internet Explorer to http://wf.aleph.fclal.edu/S
Sign in with your ALEPH login
Click on UWF Course Reserve
Click Courses (add/modify)

Click "Browse"
Enter the Course Number alpha (ENC or HIS, for example)
Click Send
Check for course & instructor

If course is listed

Select the course by clicking on radio button to the left of course

Click on "Docs"

Click "Catalog"

Fill in author
Last name, first name

Enter Title and Click "send"

Click OK and Click on Close Button.

Click radio button next to item just cataloged.

Click Add Item.

If course is not listed

Each course must have a unique number, so it may be ENC1101-4

To add a course, Click "ADD"

Enter course # with no spaces.

Enter course name (locate in course listings)

Enter Instructor name: last, first

Enter Department name

Enter semester start and end dates

Select AC for active course

Click "Send"

Fill out:
Sub-library = UWF Reserve
Status - put in loan period
Collection - Main Library Reserve
Call number ART 1234 (use space)
Barcode = Item number

Click SEND.
Click CLOSE
DONE !!