I. **Creating a Reserve List**

Open the **Voyager Circulation** module and click on the **Reserve** button on the tool bar.

To look up an existing Reserve List or Reserve Item, use the **Reserve List Search** window that pops up.

To create a new Reserve List, select Cancel to close the Reserve List Search window and select **Reserve > Create New List** on the top menu.
In the **Create New Reserve List** window, construct the various fields that will make up the list header according to the following guidelines. All data is required unless it is noted as being optional.

**List Name:** (40 characters maximum)
Begin all list names with the appropriate three letter campus prefix.
- Alpharetta: ALP
- Clarkston: CLA
- Decatur: DEC
- Dunwoody: DUN
- Newton: NEW

Follow the campus prefix with the course name and number, if applicable.
Ex.: DUN HIP 1102

Optional: If it is your campus policy, you may finish the list header with the instructor’s last name or additional information.
Ex.: DUN HIP 1102/Minchew

**Effective:**
Effective dates of the reserve list must be included for the list to be active and searchable in the Course Reserve tab of GIL Classic@GPC.

**Reserve Location:**
This location will become the temporary location for any items that you place on the list and then set to On Reserve. **Do not use any of the all caps happening locations as a reserve location** (e.g., DUNWOODY CIRC DESK). Use only the physical reserve locations (e.g., Dunwoody Reserves).

**Reserve Item Type:**
This item type will become the temporary item type for any items that you place on the list and then set to On Reserve.

![Create New Reserve List](image)

After all fields are completed, select **OK** to create the list.
You can change the data in the list header at any time by selecting **Reserve > Edit List Header** in the top menu.

The following instructions will discuss adding physical items to a reserve list. Physical items are things like books, videos, etc. They are barcoded and physically held in a campus library. For instructions on adding electronic items to a reserve list, see the alternate documentation.

You can add already cataloged physical items to the list, or create on-the-fly records for un-cataloged items. Procedures are slightly different for each scenario.

**II. ADDING ALREADY CATALOGED ITEMS**

Choose the appropriate Reserve List. Select **Reserve > Items > Add by Barcode** and scan the barcode into the **Add New Item Barcode** window in the **New Barcode** field.
The **Add New Item Barcode** window will stay active and you can continue to scan in barcodes until you’ve added all of the items you wish to the list. When you are finished, select **Close** to close the window and return to the Reserve List.

**The item is not yet on reserve. See “V. Placing Items On Reserve”, for further instructions.**

### III. **Adding Items On-the-Fly**

Items that do not have an existing record in the catalog are referred to as being added “on-the-fly”. To add on-the-fly items, open the Reserve menu, by clicking on the **Reserve** button on the toolbar.

Open the Reserve List that you wish to attach the on-the-fly item to and select **Reserve > Items > Create and Add Bib/Item**.
On the Bib tab of the Add Bib/Item window, select the template that most closely matches the format of the item you are adding on the fly.

Required fields are in bold (such as Title and ISBN in the example below), and the OK button will remain grayed out until you’ve input data into these fields. However, please make an attempt to code important non-required fields for which data is present on the piece, like Author or Edition. (Edition statements should be entered as “2nd ed.”, “8th ed.”, etc.)

When you have completed the Bib tab to your satisfaction, click on the Holdings tab. At a minimum, you must select a Location for the holdings record.

If you assign any sort of local call number, place that in the Call Number field and select Other as Call No. Type.

If the piece has volume or part numbers, place them in Enumeration. (Abbreviations in lower case, such as “v.” for volume and “pt.” for part.)

Leave Chronology and Year blank, the date from the Bib tab will be sufficient. Leave Caption blank.

Some campuses prefer to use Free Text for their local accession numbers. Otherwise, leave it blank.

The item is not yet on reserve. See “V. Placing Items On Reserve”, for further instructions.
When you have completed the **Holdings** tab to your satisfaction, click on the **Item** tab. At a minimum, you must input an **Item Barcode** and an **Item Type** for the item record.

There is no need to code the **Temporary Location** field. When you place the item on reserve, this field will be overwritten by whatever is in the **Item Type** field in the **Reserve List Header**. Leave all other fields at the defaults and click **OK**.
IV. **Adding Multiple On-the-Fly Copies**

If you have multiple copies of an item and would like them to appear on the same bib record (preventing multiple hits in the OPAC for the same item), add the first copy to the reserve list following the instructions in “III. Adding Items On-the-Fly”. Then click on the Item button and pull up that copy by barcode.

When the bib you’d like to add items to is displaying in the Item Record window, click Item > Add Item.

![Voyager Circulation Window](image)

On the **Link item to existing holdings?** window, click **No**.

![Link Item to Existing Holdings Window](image)

In the **Add Item** window, fill out the tabs as you would for any other on-the-fly item and click **OK**. This will create a new holdings and item record attached to the existing bib record. **You then have to return to your reserve list and add this new item by barcode.**
V. Placing Items “On Reserve”

The item, whether added from an existing record or on-the-fly, is now on your reserve list, but it is not yet “on reserve”, and as such will not appear in the Course Reserve tab in GIL Classic@GPC. To place items on reserve, highlight all the items you wish to place on reserve, right click, and select On Reserve from the drop down menu.

Scroll the item list to the far right. In the On Reserve column you will see a Yes or No telling you if the item is on reserve or not, and a number in parenthesis telling you the number of times it has circulated while on reserve on this reserve list.
VI. **Editing the List Header or Items**

Clicking on Reserve > Edit List Header will allow you to edit the List Name, default Location and Item Type, etc.

If you need items on the list to have different circulation periods, right click on the item you need to change and select “Change Item Types” from the menu that appears. Select the new item type from the **Change Item Types Window** and click **OK**.
VII. LINKING COURSES

All reserve lists must be linked to at least one course in order to appear in the Course Reserves tab in GIL Classic@GPC. **In order to keep the Course Reserves tab well-organized, please take special care in linking courses and follow the documentation exactly.**

To link courses, select **Reserve > Courses > Link Courses.**

This will open the **Link Reserve List to Courses** window.

Enter data in this window adhering strictly to the following instructions.

**For all of these fields, check the drop down menus for a heading that matches your needs before creating a new heading.** A new heading will result in duplicate entries in the Course Reserves tab in GIL Classic@GPC.

Use standard capitalization in all fields. **Don’t put anything in ALL CAPS.** This will cause it to file differently in the Course Reserves tab.
If the headings that you require already exist, but have typos or otherwise need to be edited, you can edit existing headings by highlighting them in the dropdown list and clicking on the green `e` above the heading. Keep in mind that this will NOT change the headings in the other lists that this heading has been linked to, so you should not edit headings without first asking the systems librarian to tell you what lists they are linked to, and discussing the change with the owners of the other lists.

If for some reason, you need to remove an existing heading, highlight it in the dropdown menu and click the red minus symbol `–` above the heading. If the heading is linked to an existing Reserve List, you will not be able to delete it. Ask the systems librarian to help you finding all lists to which the heading is linked.

If the headings you require have not already been created, click the blue plus sign `+` above each field and create them strictly to the following standards.

**Department:** (required for all GPC reserves)

**Dept. Name:**
This should be the actual department name, not the course (e.g., “English”, not “World Literature”).

**Dept. Code:**
Use the 3 letter campus code to indicate which campus this department is associated with (e.g., ALP, CLA, DEC, DUN, or NEW).

**Instructor:**
Leave this field blank if the reserve list has no particular instructor associated with it, or if the instructor’s name is unknown. Never use “Staff” or another generic identifier.

Always leave the Title field blank, even if you are aware of the instructor having a PhD. Coding this field causes the name to file differently in the Course Reserves tab.
Course:

**Course Name:**
This should be the exact title given for the course in the official GPC course catalog, available via [https://sis.gpc.edu/pls/PROD/bwckschd.p_disp_dyn_sched](https://sis.gpc.edu/pls/PROD/bwckschd.p_disp_dyn_sched). If the course is abbreviated, use the abbreviations. Just copy and paste it exactly. (e.g., “Prin. of Acct. I: Financial”). The character limit for this field is 40 characters, so just input as much of the name as the field allows.

**Course No:**
This should be the full course code and number with a space in between each part (e.g., ENG 1102), just as you would have entered it in your list header.

**Begins/Ends:**
Leave these dates blank.

![Dept/Inst/Course/Section](image1)

**Section:**
Leave this field blank unless the instructor has different materials for different course sections.

Select the **Link** button to link the list to the course information you have just input.

![Link Reserve List to Courses](image2)
You will receive a confirmation window. Click OK on that window and on the **Link Reserve List to Course** window to close them.

You should now see your course linked in the **Linked Courses** section of the reserve list window.

Voyager will allow you to link a reserve list to multiple courses, but you should avoid doing it whenever possible. Linking to multiple courses results in duplicate hits in the Course Reserve tab in GIL Classic, making it appear that we have more copies on reserve than we actually do. If you have an item that you need to link to more than one course, you should add the item to separate reserve lists, linking to only one course on each list.

If you linked the course by creating any new department, instructor, or course fields, these headings will not appear in the Course Reserves tab in GIL Classic@GPC until the following day.
VIII. **Removing Items From Reserve**

When an item is being removed from reserve, you must first check to see if it has been placed on a reserve list. Click the Reserve button on the top toolbar of the Circulation module and the **Reserve List Search** window will appear. Select **Item Barcode** and scan your barcode into the **Item Barcode** field.

If the item is on a Reserve List, that window should appear. If not, you will get a pop-up reading, “**Reserve list not found**”.

If the item is on a Reserve List, take it off of reserve by highlighting the item, right clicking, and selecting **Off Reserve**.
The **On Reserve** column next to the item should now be blank, indicating that the item is no longer on reserve.

Then remove the item from the Reserve List by right clicking it and selecting **Remove**.

You should see the item vanish from the Reserve List.
If this is the last item on your reserve list and you do not anticipate needing the list again shortly, delete it from the system by clicking Reserve > Delete List.

![Voyager Circulation Interface](image)

This does not mean that the item has been withdrawn from the catalog. You still need to mark each item that you had on reserve as withdrawn so the associated bib, holdings, and item records can be removed from the catalog. If you do not do this, the item will remain in the OPAC. Please follow the steps outlined in the Withdrawal Procedures document, as you would for withdrawing any other item from the collection. This procedures document can be found on the Systems LibGuide ([http://guides.gpc.edu/systems](http://guides.gpc.edu/systems)) under the Policies/Procedures/Misc. tab.