USC ARES: HOW TO ADD AN ARTICLE/CHAPTER

This step-by-step document will guide you through the process of adding an article or book chapter to your reserves course in ARES. In ARES, an “article” or “chapter” is defined as anything that can be scanned, converted to PDF, and posted in the course for student access. Typically, instructors post articles/chapters from a journal, periodical, book, or other academic material pertinent to their course*. There are several methods to post articles in ARES which will be outlined below. Please note that you will not be able to add an article/chapter unless you have first created the course in ARES. See How to Create a Course on ARES guide for instructions.

*Note: Articles/Chapters posted must adhere to Copyright Guidelines. Please see http://libguides.usc.edu/reserves/ares-copyright for more information.

Here are the steps for adding an article/chapter to your ARES class.

Step 1: After logging into ARES, you will see the course(s) you have created available to add reserve items. For this example, we will use a course called LIB 101. To view the course details, click on the course link as shown below.
On the following page, you will see the **Course Details** screen with all the relevant information about your course displayed as shown below.

If you have previously added items to this class, you will see a table called **Reserve Items** which lists your items with their current status. Status definitions include:

- **Awaiting Reserves Processing**: Item has been submitted and is pending processing by staff.
- **Awaiting Review by Staff**: Item has been submitted and is pending approval by staff.
- **Awaiting Supply by Instructor**: Item has been submitted and is pending receipt by ARES staff. This refers to requests that will be scanned from paper copies supplied by the instructor.
- **Awaiting ILLiad Fulfillment**: Item has been processed and is being pulled from the library shelves or processed through interlibrary loan.
- **Awaiting Scanning**: Item is in the process of being scanned.
- **Item Activation Pending**: Item has been submitted, processed, and will be accessible on first day of semester.
- **Item Available on Electronic Reserves**: Item has been posted and is accessible.
Step 2: To add an article, click on the **Add Reserve Items** link under **Instructor Class tools** at the left-hand side of the screen as shown below.
Step 3: On the following screen, you will see the various material types that can be added to ARES. To add an article, click on the Article icon as shown below.

Please Note: Click the Chapter icon if you are adding a book chapter. For this step by step guide we will be using the Article example. The Chapter form has the same layout as the Article form but the fields correspond to the citation information required for a book chapter.
Step 4: On the following screen, you will see the Article form to enter all the citation information for the article to be posted.

The fields indicated on this form with an “*” are required fields. Please fill out as much information as possible.

Optional but helpful information includes:

**ISSN**: International Standard Serial Number which identifies print or electronic publications.

**DOI**: Digital Object Identifier which is a number that identifies electronic documents.

**OCLC Record Number**: Also known as an Accession or WorldCat Accession Number, the OCLC number identifies serials (journals, periodicals, etc.), books, and other materials cataloged in the WorldCat online database.
In the **Where did you find this citation?** field, you may enter any information regarding this citation (book title, author, location, URL, etc.). This field is also optional.

Below the **Where did you find this citation?** field, select how the item will be supplied.

![Image of a dropdown menu with options: I will upload a file, I will bring the material to the library, The item should link to a website, Please obtain through document delivery/inter-library loan.]

Options include:

**I will upload a file**: This option allows you to upload a PDF file from your computer or other location. When you select this option, you will be prompted to select the file to be uploaded to ARES.

**Note**: To add other file types such as Word documents or graphics files, please use the **File Upload** form on the **Add Reserve Items** screen.

**I will bring the material to the library**: This option allows you to drop-off hardcopies or photocopies of material to be posted. Please drop-off these photocopies to the reserve desk at Leavey Library front desk.

**The item should link to a website**: This option allows you to enter a URL in the field below. This URL can be a website or link to the file to be added.

**Please obtain through document delivery/inter-library loan**: This option allows you to route the request to the Libraries’ interlibrary loan and document delivery service. If the Libraries own the material requested, we will pull and scan from our collection. If we do not own, we will process through interlibrary loan. Reserves staff will then post the material upon receipt.
Below the section outlined above, you will see the Reserves Restrictions section as shown below.

These fields allow you to select a specific period of time within the pre-set semester dates in which the item can be accessed by your students in ARES*. Simply click on the calendar icon under Start Date to select the start date when students can access this file and do the same for Stop Date when the item should be removed. The start and end dates of the selected semester display by default.

*Important Note: Setting a start date before/after the beginning/end of the semester for an individual reserve item will not enable access to the item. Please contact IDD at idd@usc.edu or (213) 740-4020 if you need your entire course to be accessible before the start/end of the pre-set semester dates. To view the academic calendar pre-set dates, please visit http://academics.usc.edu/calendar/.

Step 5: To complete the adding an article process, click on the Submit Item button. To start over, click on the Clear button.

Reserves staff will then review the request and process the item for your ARES course.