Add Items with OneSearch

What you need to know:
Using OneSearch, instructors can more easily search for materials and add materials to their Ares course reserves listings. There are two prerequisites for using the OpenURL link in OneSearch to add items to course reserves listings:

1. Instructors must have an active account in the Ares Course Reserves System, WITH INSTRUCTOR privileges. If you have used Ares in the past for a current or previous semester, this is not a problem. If you are a new faculty member, or a graduate student teaching a class, contact the Course Reserves department at eres@uflib.ufl.edu, or 352-273-2520 to verify your instructor status.

2. Instructors must have one or more classes set up in Ares for the current or upcoming semesters to add items to before using this tool.

3. We recommend Chrome or Firefox as your browser while using Ares.

To search for and add items:
1. Go to https://cms.uflib.ufl.edu/

2. Enter a search term in the OneSearch box, and click on the Search button.

3. Locate the item you would like to place on course reserve in the search results list. Click on the Faculty Request for Course Reserves link.
4. Log into Ares with your Gatorlink User ID and password. 
   (Reminder: We recommend using Chrome or Firefox as your browser.)

5. On the next page, fill out the Inclusive Pages section of the form to request a specific range of pages to be made available electronically from a book or an article from a journal. Omit the page ranges if you’re requesting a physical copy of the entire book.

6. Place a checkmark next to the class where the item should be added.
7. When you have filled out the pertinent information, click on the Submit Item button at the bottom of the page to complete the request.

8. Repeat the process to add additional items.

The example shown in this guide demonstrates how to add a request for a section of a book to be scanned and placed on Course Reserves. To add a physical copy of a book to a reserves request, simply omit the pages to be scanned. To search for a journal article, search for the item by article title.

Further Assistance
If you have any questions or require further assistance, please feel free to contact the Course Reserves unit at eres@uflib.ufl.edu or 352-273-2520.