9-2017

Course Reserves Best Practices Roundtable

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Course Reserves Best Practices Roundtable

WMS Global Community + User Group Meeting 2017

Dublin, Ohio

Today's Panelists

Denise O'Shea

Head of Access Services & Systems

Jami Powell

Library Systems Specialist

Laina Ridenour

Collection Management Associate

Nathan Schwartz

Systems Librarian

Best practices at MSU:

- Submit reserves requests online and in-person
- Use of the Public Notes field in WMS for searching and reporting
- Share permalinks and course URLs with faculty for use within the LMS, email, websites, etc.
- Avoid use of temporary items
- Duplicate Courses whenever possible

Montclair State University, Harry A. Sprague Library

- Located in Northern New Jersey, close to NYC
- Over 20,000 students
- Went live with WMS in 2014

https://montclair.share.worldcat.org/wms/cmnd/#

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Term(s)
3158497   ?

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✖ Search: OCLC Number = 3158497 (My Library Ho...

✖ An introduction to Roman law

✖ Item Details: An introduction to Roman law

▶ Reports

An introduction to Roman law (3158497)
Item Details

Details Statistics

Place Hold Create Schedule Report Missing Delete

Status	Available
Holding Location	Sprague Library
Shelving Locations	Permanent Reserves 2 hours
	Previous
	Temporary
Call Number	KJA 147 .N53 1969
Copy Number	1
Receipt Status	Unknown
Barcode	33000005249025
Use Restrictions	
Cost(s)	$60.00
Note(s)	GNHU 384 Renner F17 (Public)

Edit Item

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9/21/2017

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https://montclair.on.worldcat.org/search?databaseList=283&queryString=gnhu+281

Search

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☑ All Formats
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☐ Print book (3)

Databases ▾

☑ All Databases
☐ WorldCat (3)

Author ▾

☑ All Authors
☐ Frier, Bruce W (1)
☐ Nicholas, Barry (1)
☐ Sansone, David (1)

Year ▾

● All Years
○ Last 5 Years
○ Last 10 Years
○ Last 25 Years
○ Custom Year Range:

from [   ] through [   ]

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3 results in Montclair State University, Harry A. Sprague Library

Sorted by: Library ▾

1. **A casebook on the Roman law of delict**
   by Bruce W. Frier
   📕 Print book ©1989
   Held by: **Montclair State University, Harry A. Sprague Library**

   ○ Available   Sprague Library Reserves 2 hours   KJA2612.F75 1989

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2. **An introduction to Roman law**
   by Barry. Nicholas
   📕 Print book 1969, ©1962
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   ○ Available   Sprague Library Reserves 2 hours   KJA 147 .N53 1969

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3. **Ancient Greek Civilization**
   by David Sansone
   📕 Print book 2017
   The third edition of Ancient Greek Civilization is a concise, engaging introduction to the history and culture of ancient Greece from the Minoan civilization to the age of the Roman Empire.... Read More
   Held by: **Montclair State University, Harry A. Sprague Library**

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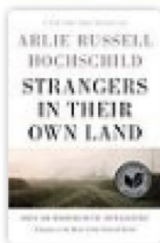| Public Note	Call #	Author	Title or Description	Item Barcode	Status	Date Due	Issued Count	Issued Count YTD	Last Issued
ACCT 204 : FUNDAMENTALS OF ACCOUNTING -- C	B-57	Edmonds, Thomas P.	Survey of accounting	33000010226059	AVAILABLE	---	1	1	9/13/16
ACCT 204 : FUNDAMENTALS OF ACCOUNTING -- C	B-58	Edmonds, Thomas P.	Survey of accounting	33000010226067	WITHDRAWN	---	0	0	---
ACCT 523 Pinto...	Reserves	Fraser, Lyn M.	Understanding financial statements /	33000010462332	AVAILABLE	---	7	7	12/1/16
ANTH 102 Taha...	P120.Y68	Mendoza-Denton, Norma.	Homegirls : language and cultural practice	33000010613405	AVAILABLE	---	5	5	4/26/17
ANTH 102 Taha...	Reserves	Ottenheimer, Harriet,	The anthropology of language : an introdu	33000010461706	AVAILABLE	---	13	6	3/23/17
ANTH 150 K McCaffrey...	HN163.5 .	Lancaster, Roger N.	Life is hard : machismo, danger, and the ir	33000010526920	AVAILABLE	---	16	0	11/2/16
ANTH 150 K McCaffrey...	Reserves	Kelly, Patty.	Lydia's open door : inside Mexico's most r	33000010460443	AVAILABLE	---	7	2	11/18/16
ANTH 150 K McCaffrey...	Reserves	Lancaster, Roger N.	Life is hard : machismo, danger, and the ir	33000010460625	AVAILABLE	---	17	9	11/3/16
ANTH 150 K McCaffrey...	Reserves	---	Voices from exile : violence and survival i	33000010437011	AVAILABLE	---	9	4	10/5/16
ANTH 150 K McCaffrey...	Reserves	---	Voices from exile : violence and survival i	33000010460435	AVAILABLE	---	21	5	9/28/16
ANTH 150 McCaffrey...	Reserves	Schuïller, Markus	Humanitarian aftershocks in Haiti /	33000010462282	WITHDRAWN	---	2	2	12/7/16
ANTH 150 McCaffrey...	Reserves	Schuïller, Markus	Humanitarian aftershocks in Haiti /	33000010462290	AVAILABLE	---	4	4	12/7/16
ANTH 180 Gerber...	Reserves	Winkelman, Michael.	Culture and health : applying medical ant	33000010461391	AVAILABLE	---	4	4	4/10/17
ANTH 414 01 Refugees -- McCaffrey...	RA418.5.T	Fadiman, Anne,	The spirit catches you and you fall down :	33000010459510	AVAILABLE	---	3	2	1/24/17
ANTH 440 Gerber...	Reserves	Wiley, Andrea S.,	Medical anthropology : a biocultural appr	33000010462522	AVAILABLE	---	11	11	3/21/17
APLN 532 Wei F17...	P35 .S52 1	Shaul, David Leedom.	Language and culture /	33000008575103	AVAILABLE	---	1	1	8/10/15
ARHT 102 Kent F17...	N72.P6 P3	Pater, Ruben,	The politics of design : a (not so) global m	33000010659101	AVAILABLE	---	0	0	---
ARHT 200 RESEARCH METHODS IN ART HISTORY -	N85 .F475	Fernie, Eric,	Art history and its methods : a critical antl	33000008186935	AVAILABLE	---	10	7	2/12/17
ARHT 200 RESEARCH METHODS IN ART HISTORY --	ND1329.E9	Seidel, Linda.	Jan Van Eyck's Arnolfini portrait : stories c	33000008103369	AVAILABLE	---	7	3	3/18/17
ARHT 200 RESEARCH METHODS IN ART HISTORY --	ND553.M3	Collins, Bradford R.,	12 Views of Manet's Bar /	33000009526782	AVAILABLE	---	13	7	4/10/17
ARHT 200 Schuler...	N7480 .A3	Adams, Laurie.	The methodologies of art : an introductio	33000008285646	AVAILABLE	---	5	5	2/12/17
ARHT 340 Hamilton F17...	N6415.B3	Neuman, Robert	Baroque and Rococo Art and Architecture	33000010508100	AVAILABLE	---	4	2	1/26/17
ARHT 350 C Hamilton...	N6757 .C4	Chu, Petra ten-Doesschate.	Nineteenth-century European art /	33000009368524	AVAILABLE	---	10	0	11/17/16
ARHT 601 Kent Fall17...	N6490 .T49	Stiles, Kristine.	Theories and documents of contemporary	33000010412493	AVAILABLE	---	0	0	---
CHAD 210 Robinson...	Reserves	Crosson-Tower, Cynthia.	Understanding child abuse and neglect /	33000010461144	AVAILABLE	---	3	3	2/28/17
CHEM 100 : INTRODUCTORY CHEMISTRY...	B-115	Tro, Nivaldo J.	Chemistry in focus : a molecular view of c	33000010447952	AVAILABLE	---	53	12	5/4/17
CHEM 100 : INTRODUCTORY CHEMISTRY...	B-116	Tro, Nivaldo J.	Chemistry in focus : a molecular view of c	33000010448067	AVAILABLE	---	7	1	2/28/17
CHEM 100 : INTRODUCTORY CHEMISTRY...	B-117	Tro, Nivaldo J.	Chemistry in focus : a molecular view of c	33000010448059	AVAILABLE	---	13	1	2/28/17
CHEM 100 : INTRODUCTORY CHEMISTRY...	B-134	Tro, Nivaldo J.	Chemistry in focus : a molecular view of c	33000010448117	AVAILABLE	---	7	4	4/21/17
CMDA 210...	Reserves	Ott, Brian L.	Critical Media Studies : an Introduction /	33000010462001	AVAILABLE	---	9	5	5/23/17

Best practices at Centre College:

- Create shelving locations that communicate directions and policy ("Ask at Circ Desk," "3-Hour Closed Reserve")
- Make workflow as efficient and standardized as possible (that "standardized" part is still a work-in-progress for us)
- We avoid creating "temporary items" for reserves whenever possible.
- Focus on visibility and communication of reserves for students (book-buying decisions; real-time title availability) and faculty (LMS embedding; tracking reserved titles)

Centre College, Grace Doherty Library

- Small, residential, liberal arts college in central KY
- 1,450 students
- WMS library since May 2016

1. **Strangers in their own land : anger and mourning on the American right**

by Arlie Russell Hochschild

Print book 2016

"In Strangers in Their Own Land, the renowned sociologist Arlie Hochschild embarks on a thought-provoking journey from her liberal hometown of Berkeley, California, deep into Louisiana… Read More

Held by: Centre College Grace Doherty Library

○ Available   Doherty Library Book Stacks   JC573.2.U6 H624 2016
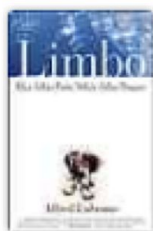
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"*What* are the book stacks?"

5. **Limbo : blue-collar roots, white-collar dreams**

by Alfred. Lubrano

📙 Print book ©2004

This work of narrative nonfiction uncovers a cultural phenomenon, the limbo existence of people raised in blue-collar families, living white-collar lives. Its approach is threefold: first, t... Read More

Held by: Centre College Grace Doherty Library

○ Available   Doherty Library 3-Hour Closed Reserve (ask at Circ Desk)   HN90.S65 L83 2004

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Best practices at Butler University:

- Online submission through Formstack
- Confirmation sent to faculty includes Permalink
- Prefer to use only library owned items and try to limit faculty owned items
- For faculty owned items we add holdings to real records and delete when the item is removed.
- Make extensive use of the staff notes fields
- Changed policies when we migrated to WMS ex: No more permanent reserves, Cut the options for loan periods to two, 4 hours and 24 hours

Butler University, Irwin Library

- Located in Indianapolis and home to Hinkle Fieldhouse (Hoosiers)
- Just over 5000 students
- WMS library since May 2014

Best practices at Southeastern University:

- Running Worldcat Local Reserves
- Waited for temp items to switch to Discovery
- Full training for circ workers
- Item Search→ How do you find which course it is on reserve for?

Migration Local → Discovery Reserves
- Delete any Discovery Reserves (or don't create anything)
- Update Local Reserves
- Migrate
- Make updates to both after transition
- Check temp items…(held titles with temp items) (personal copies attached to worldcat, look like owned)

Southeastern University, Steelman Library
- Thriving college campus in sunny Central Florida
- Over 5000 students including extension campuses
- WMS Library since 2013

Local to Discovery Reserves Migration

This is a form you can fill out to migrate your Course reserves from Local to Discovery.

https://oclccsd.wufoo.com/forms/s11ksa90hrnv6g/

When you migrate course reserves over to discovery the current courses will remain. To clarify the current courses, you have in Discovery will remain in Discovery after you migrate your Local course reserves.

Your Course reserves will remain in WorldCat Local after the migration. We also like to point out that duplication may occur if there are existing courses in WorldCat Discovery.

You can read more about this starting on page 9 of our Release Notes.

http://www.oclc.org/content/dam/support/release-notes/discovery/discovery_release_2017-4-13.pdf

Have a lovely day,

Carly DiVito
OCLC • Senior Support Analyst, Management and Customer Operations
6565 Kilgour Place, Dublin, Ohio USA 43017

Local to Discovery Reserves Migration

Import Course Reserves from WorldCat Local to WorldCat Discovery

Librarians who set up course reserves in WorldCat Local can now request a one-time copy of this data to course reserves in WorldCat Discovery.

Please consider the following before making a request:

Schedule your data move with your institution's implementation of WorldCat Discovery

Since this is a one-time data transfer, time the move with your institution's implementation of WorldCat Discovery. This eliminates the need to maintain two separate interfaces.

Choose to migrate Active, Inactive or All courses from WorldCat Local

Transfer course reserves data with the following status designators in WorldCat Local: Active, Inactive or All. Be aware that courses with a status of Active in WorldCat Local may not display as Active in WorldCat Discovery, because WorldCat Discovery uses the Active status for courses in progress. So, be sure to review and update course dates to ensure course statuses display as expected.

When moving course reserves data, keep in mind that all items associated with each course also transfers. This includes permanent bibliographic items, as well as temporary materials created in WorldCat Local. Items are attached to a course, so they cannot be transferred separately.

No data will be deleted from WorldCat Local when it is transferred to WorldCat Discovery. However, duplication may occur if there are existing courses in WorldCat Discovery.

Request transfer of your library's course reserves data

Fill out the Course Reserves Migration form and your request will be processed within five business days. OCLC will contact you to confirm a successful transfer of your library's course reserves data.

Discovery Reserves Migration Form

Hello Nathan,

I am happy to report that the migration of your course reserve data to WorldCat Discovery is now complete. As stated in the release notes, this is a one-time copy over action. As a one-time migration, the expectation is that afterwards you will maintain course reserves in Discovery. After the migration any changes/additions made in Local will not be carried over.

As you requested, we migrated courses that were both active and inactive in WorldCat Local. Please note that course status is automated in WorldCat Discovery. Discovery honors the start and end dates of a course to apply the status of active or inactive. This means that regardless of the status in WorldCat Local, imported courses in Discovery will display as inactive if the Start Date is beyond the current date or if the End Date is older than the current date. Any courses with undefined dates will default to active
We recommend taking time to examine the resources available for Discovery. Here are some suggested steps:

- **Review** WorldCat Discovery training and recorded tutorials.
- **Navigate** to the Documentation page to find details on settings and configuration, searching Discovery, managing course reserves and to review the complete list of databases available.
- **Connect** with other libraries, **keep up to date** with product updates, and **suggest enhancements** in the WorldCat WorldCat Discovery Community Center.
- **Explore** the WorldCat Discovery support & training home page.
- **Join us** for office hours or **contact** OCLC Support in your region with any questions.

Course Reserve Migration Request:
    Name * NathanSchwartz
    Title * Systems Librarian
    Email * nrschwartz@seu.edu
    Institution Name * Southeastern University
    OCLC Symbol * FYQ
    Migrate * Both
    Would you like additional resources to help with your transition to WorldCat Discovery? * Yes

    Additional Comments:
    Please migrate all temporary items, courses and reserves. I just deleted all the courses in Discover, so Discovery Reserves should
    be empty. If you find anything in Discovery Reserves prior to migration, please delete it.

Migration Completed after three days.

Discussion / Q&A

Wrap-up