

# Creating a Reserve Record Set

The screenshot shows the library management system interface for Elmwood Park Middle/High School. The 'Back Office' tab is selected and circled in red. In the 'Library Policies' section, the 'Library Policies' menu item in the left sidebar is also circled in red. The 'Circ Types' section is active, showing two categories: 'Missing/Lost' and 'Regular'. The 'Add Circ Type' button is circled in red.

**Missing/Lost**  Hidden [?](#)

Default Settings						
Loan Period		Days: 0		Fine Increment		\$0.05 per day
Grace Period		Days: 0		Max Fine		\$5.00
Renewable		Times: 0		Overdue to Lost		Days: 2

Patron Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
Faculty		Days: 14	Days: 0	Times: 0	\$0.05 per day	\$5.00
Student		Days: 30	Days: 0	Times: 0	\$0.05 per day	\$25.00
Teacher		Days: 0	Days: 0	Times: 0	\$0.05 per day	\$5.00

**Regular**  Default Circulation Type [?](#)

Default Settings						
Loan Period		Days: 14		Fine Increment		\$0.05 per day
Grace Period		Days: 0		Max Fine		\$5.00
Renewable		Times: 0		Overdue to Lost		Days: 1

Patron Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
Faculty	10	Days: 30	Days: 0	Times: 2	\$0.00 per day	\$5.00
Student	10	Days: 30	Days: 2	Times: 2	\$0.05 per day	\$10.00
Teacher		Days: 14	Days: 0	Times: 0	\$0.05 per day	\$5.00

**Step 1:** In the **Back Office** tab under **Library Policies** click on **Add Circ Type** button.

**BELS** School Library Consortium Elmwood Park Middle/High School

Home Dashboard Catalog Circulation Reports **Back Office** Messages

Library Policies > Add Circulation Type

Circulation Type: Reserve

Default Settings: Loan Period: 0 Days, Grace Period: 0 days, Renewable: 0 times

Fine Increment: \$0.05 per day, Max Fine: \$5.00, Overdue to Lost: 90 days

Patron Type	Checkout Limit	Loan Period	Grace Period	Renewable	Fine Increment	Max Fine
Faculty		0 Days	0 days	0 times	\$0.05 daily	\$5.00
Student		0 Days	0 days	0 times	\$0.05 daily	\$5.00
Teacher		0 Days	0 days	0 times	\$0.05 daily	\$5.00

Save Cancel

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Step 2: Name your **Circulation Type** Reserve (etc.).

Step 3: Set all your **loan periods** to 0 days

Step 4: Click the **Save** button.

ELS School Library Consortium  
List All Sites

Elmwood Park Middle/High School

Abacon Log Out Help Community

Home Dashboard **Catalog** Circulation Reports Back Office

Messages

Library Search

Library Search

Destiny Quest  
Destiny Discover  
Digital Resources  
Add Title  
Resource Lists  
Import Titles  
Export Titles  
Titlewave  
Update Titles  
Update Copies  
Search Setup

Top 10

Basic Power Visual Copy Categories Number **Barcode** Brief Records

How do I... ?

Find  Go ?

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**Step 5: Pull up the book record by using the barcode search.**  
**\*you may use standard search as well.**

**BELS** School Library Consortium  
List All Sites

Elmwood Park Middle/High School

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Home Dashboard **Catalog** Circulation Reports Back Office

Messages

Library Search > Search Results > "Literary criticism"

**Library Search**

- Destiny Quest
- Destiny Discover
- Digital Resources
- Add Title
- Resource Lists
- Import Titles
- Export Titles
- Titlewave
- Update Titles
- Update Copies
- Search Setup

How do I... ?




Title Details MARC View Reviews **Copies**




Add Copies

**Literary criticism; a short history**  
[by] William K. Wimsatt, Jr. & Cleanth Brooks.

Copies at Elmwood Park Middle/High School

Call #	Barcode	Status	Description	Location
809 WIM	3790200060784	Available		Juvenile Non-Fiction

 = Edit  = Duplicate  = Delete

Off-site Copies

Copies: 1 - 1 of 1

Call #	Barcode	Status	Description	Site
801 WI	37792000248491	Available		North Bergen High School

Copies: 1 - 1 of 1

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**Step 6: Under the **Copies** sub-tab click the **edit** icon for your school's copy.**

**BELS** School Library Consortium  
List All Sites

Elmwood Park Middle/High School

Home Dashboard **Catalog** Circulation Reports Back Office

Abacon Log Out Help Community

Messages

Library Search > Search Results > "Literary criticism" > Edit Copy

**Library Search**

- Destiny Quest
- Destiny Discover
- Digital Resources
- Add Title
- Resource Lists
- Import Titles
- Export Titles
- Titlewave
- Update Titles
- Update Copies
- Search Setup

**Literary criticism; a short history**

Author Wimsatt, William K. (William Kurtz), 1907-1975. Call Number from Title 801

Status Available

\*Barcode 37902000060784

\*Call Number 809 WIM

Purchase Price \$25.00

**Circulation Type Regular**

Date Acquired 11/29/2014

\* Required Field

Copy Categories Update

Notes Add Note

There are no notes for this copy

Volume, Issue, etc.	Description	Number
1		
2		
3		

Copy Number

Sublocation Juvenile Non-Fiction Other

Vendor -- Undefined -- Other

Funding Source -- Undefined -- Other

Save Copy

Print labels

Cancel

How do I...?

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**Step 7:** In **Circulation Type** use the drop-down menu to choose **Reserve**.

**Step 8:** Click **Save Copy** button.

Repeat steps 5-8 as needed for all items in your record set.