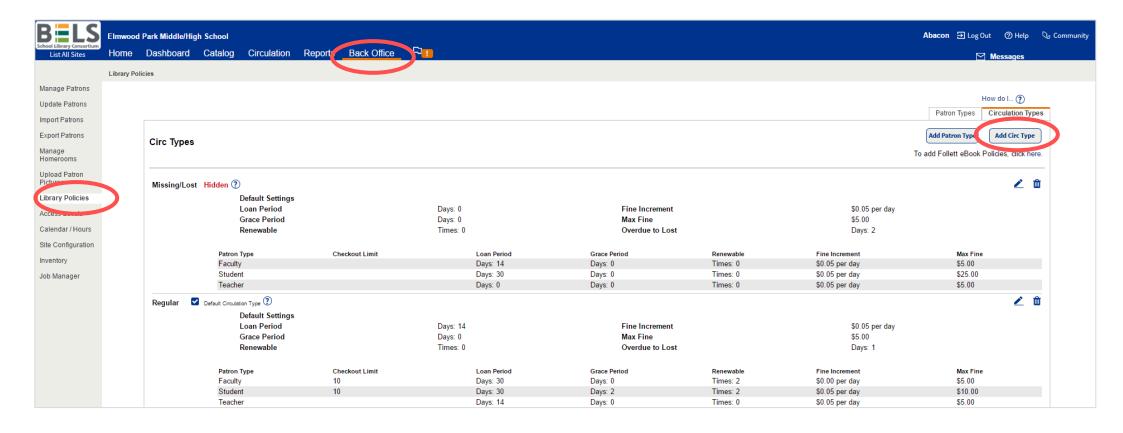
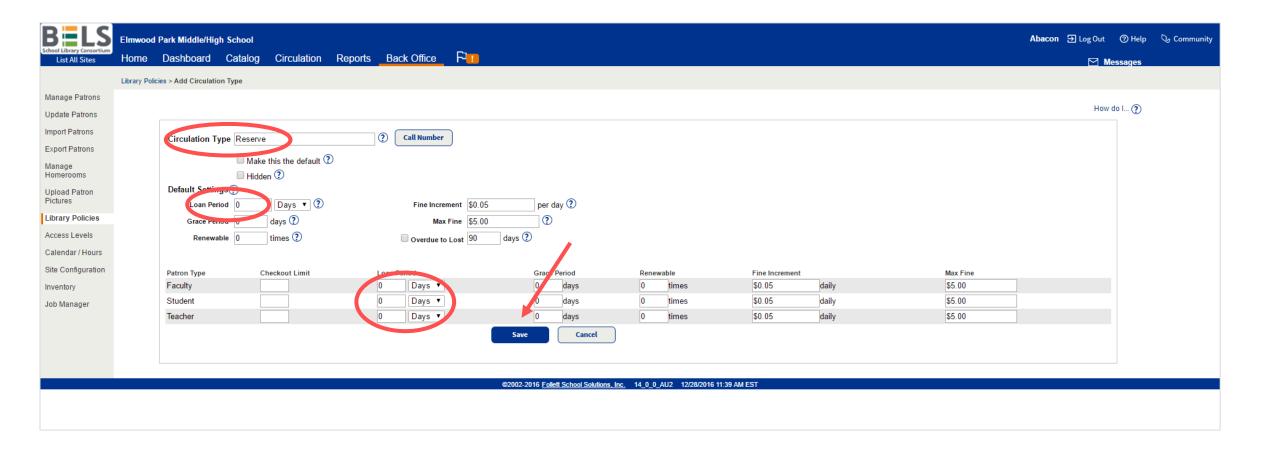
Creating a Reserve Record Set



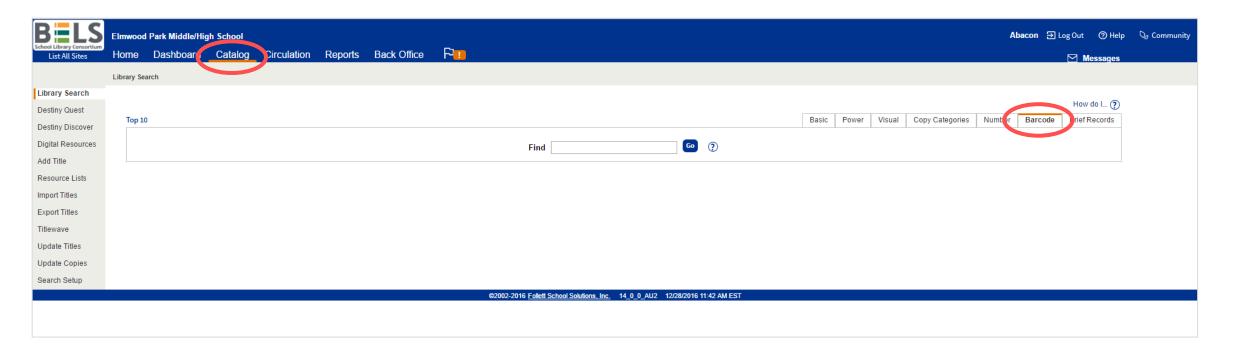
Step 1: In the Back Office tab under Library Policies click on Add Circ Type button.



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

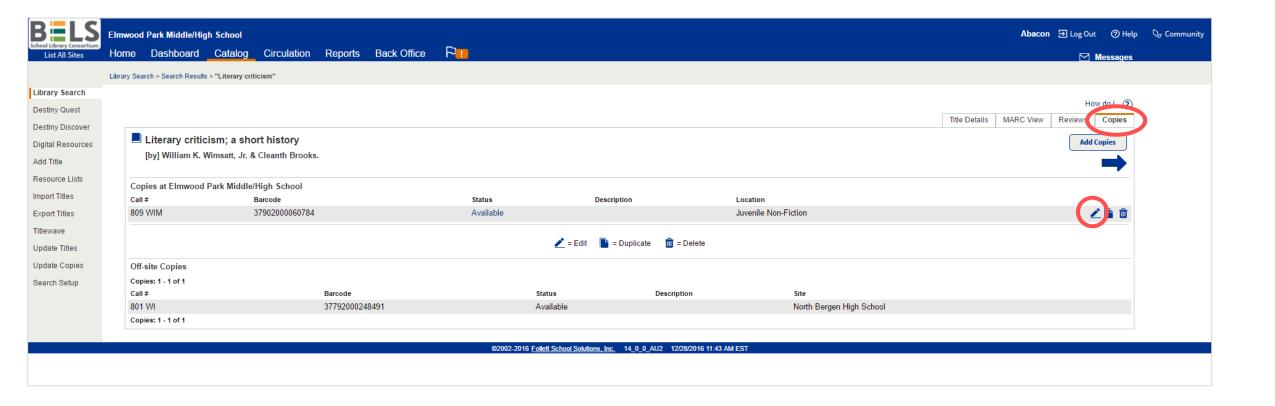
Step 3: Set all your loan periods to 0 days

Step 4: Click the Save button.

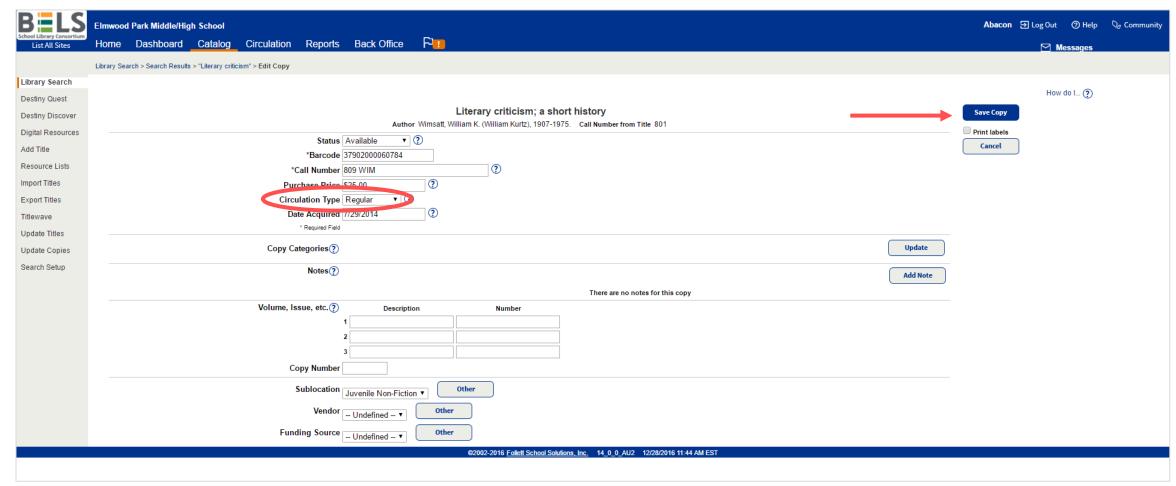


Step 5: Pull up the book record by using the barcode search.

*you may use standard search as well.



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



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.