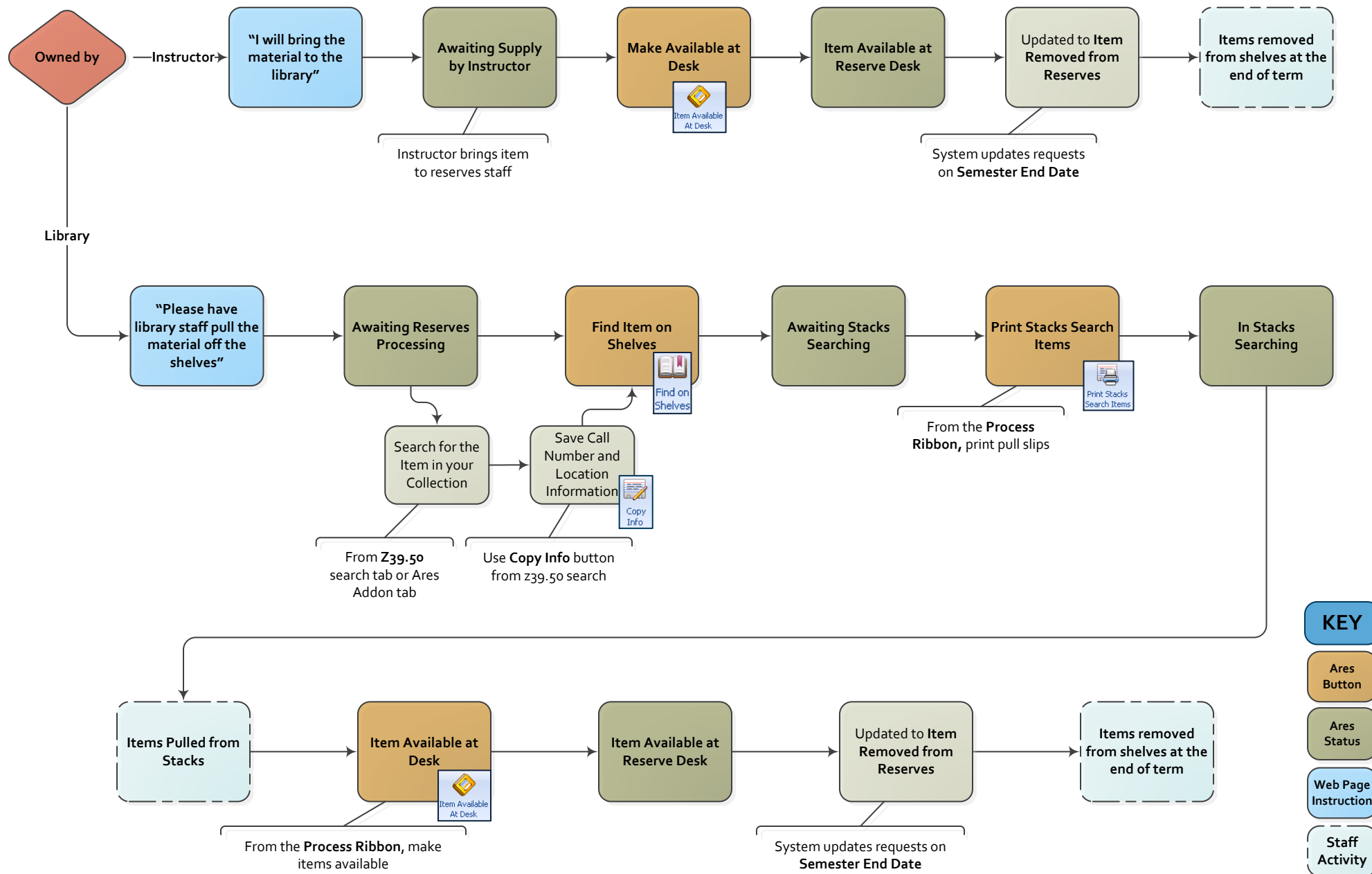# Supplying Items to Ares Reserve

Physical Item for Check-Out

Book   Audio   Video

Workflow processing in Ares is determined by the format of the item and if the item is supplied by the Library or by the Instructor

Owned by

→ Instructor →

"I will bring the material to the library" → **Awaiting Supply by Instructor** → **Make Available at Desk**

Item Available At Desk

→ **Item Available at Reserve Desk** → **Updated to Item Removed from Reserves** → **Items removed from shelves at the end of term**

Instructor brings item to reserves staff

System updates requests on **Semester End Date**

Library

"Please have library staff pull the material off the shelves" → **Awaiting Reserves Processing** → **Find Item on Shelves**

Find on Shelves

→ **Awaiting Stacks Searching** → **Print Stacks Search Items**

Print Stacks Search Items

→ **In Stacks Searching**

Search for the Item in your Collection → **Save Call Number and Location Information**

Copy Info

From **Z39.50** search tab or Ares Addon tab

Use **Copy Info** button from z39.50 search

From the **Process Ribbon,** print pull slips

Items Pulled from Stacks → **Item Available at Desk**

Item Available At Desk

→ **Item Available at Reserve Desk** → **Updated to Item Removed from Reserves** → **Items removed from shelves at the end of term**

From the **Process Ribbon,** make items available

System updates requests on **Semester End Date**

KEY

Ares Button

Ares Status

Web Page Instruction

Staff Activity