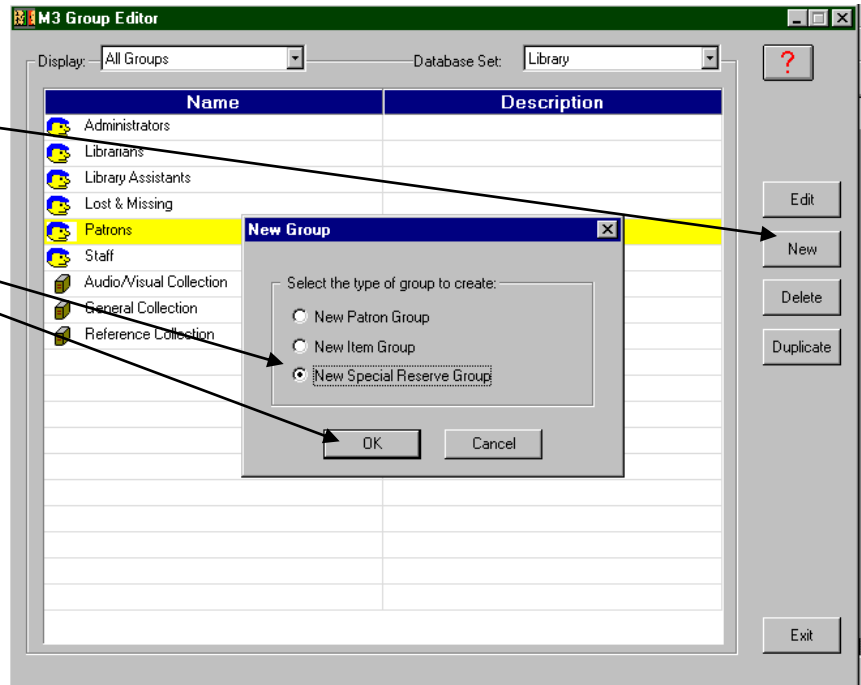


CREATING A SPECIAL RESERVE GROUP

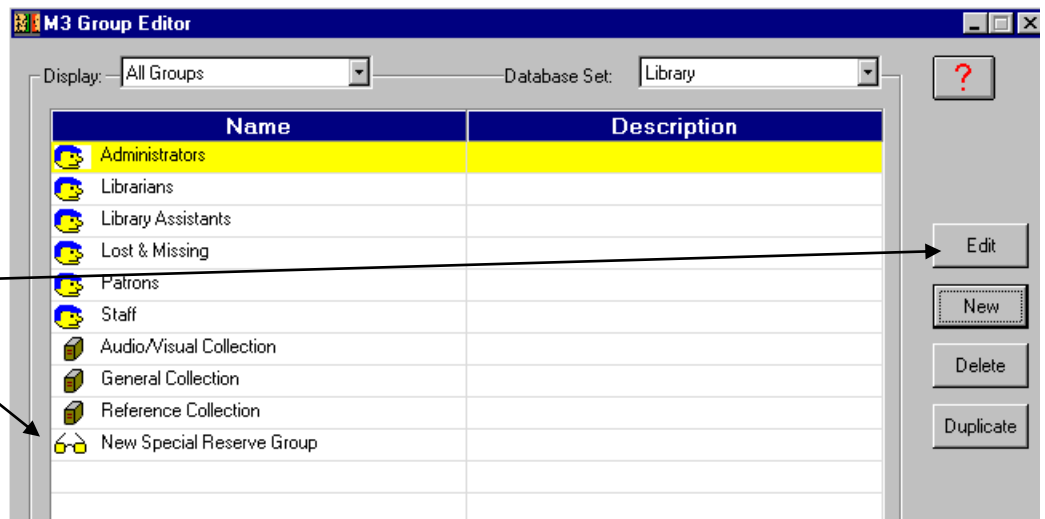
1. Open Group Editor.



2. Click New – a menu will pop up. Choose Special Reserve Group, then click OK.



3. A New Special Reserve Group appears on the left. Double click it to edit it, OR click once on it to highlight it, then choose Edit.



4. At the next screen that opens, you can rename your group to whatever you wish to call it. (e.g., Mr. Jones' 5th period class, Civil War project books, AP English Reserve). You can also type a description in if you want.

If the reserve is for a project that will be over on a certain date, you can indicate an expiration date – after that date, all books included in the reserve will revert to their normal status.

You can also select whether you wish the books to still be available to all patrons or whether you wish only patrons who are members of this group to be able to sign them out. (You will have an override option in circulation if you choose the latter, so you can still sign out books to others not in the group, if you wish.)

The screenshot shows the 'New Special Reserve Group' dialog box with the 'General' tab selected. The 'Name' field contains 'New Special Reserve Group'. The 'Description' field is empty. Under 'Reserve Group Expiration', the 'No Expiration' radio button is selected. Under 'Circulation Access Available to', the 'All Patrons' radio button is selected. Arrows from the text blocks point to the 'Name' field, the 'Description' field, the 'No Expiration' radio button, and the 'All Patrons' radio button. The dialog has 'OK', 'Cancel', and 'Apply' buttons at the bottom.

5. Now, click on the tab titled "Item Members" to add the items to your group. You can search for them like you would in cataloging, but the simplest way is usually to click the drop down arrow and choose "Scan items into current group."

The screenshot shows the 'New Special Reserve Group1' dialog box with the 'Item Members' tab selected. The 'Display:' dropdown menu is open, showing options: 'All Items', 'Items in Current Group Only', 'Search...', and 'Scan Items into Current Group'. The 'Scan Items into Current Group' option is highlighted with a blue background and an orange arrow. The background shows a table with columns 'Title', 'Group', and 'Special Reserve Group'. The status bar at the bottom indicates 'Number of holding records: 0'. Arrows from the text block point to the 'Item Members' tab and the 'Scan Items into Current Group' option. The dialog has 'Remove', 'Select All', 'Deselect All', 'OK', 'Cancel', and 'Apply' buttons at the bottom.

6. Now click the “Circ Periods” tab and set your circulation parameters. If you don’t want the books to circulate, you must keep the loan period at “0.”

The screenshot shows the 'New Special Reserve Group1' dialog box with the 'Circ Periods' tab selected. The 'Maximum Renewals' is set to 1. The 'Default Units' is set to 'Daily'. The 'Loan Period' is set to 'Daily' (checked) with a value of 0, and 'Hourly' is set to 0:00. The 'Renewal Period' is set to 'Daily' (checked) with a value of 0, and 'Hourly' is set to 0:00. The 'Grace Period' is set to 'Daily' (checked) with a value of 0, and 'Hourly' is set to 0:00. The 'Fines' section shows 'Daily' (checked) at \$ 0.00 and 'Hourly' at \$ 0.00, with a 'Maximum Fines' of \$ 0.00.

7. Click the “Circ Limits” tab and set your loan and renewal limits (how many items each patron can take out/renew an item).

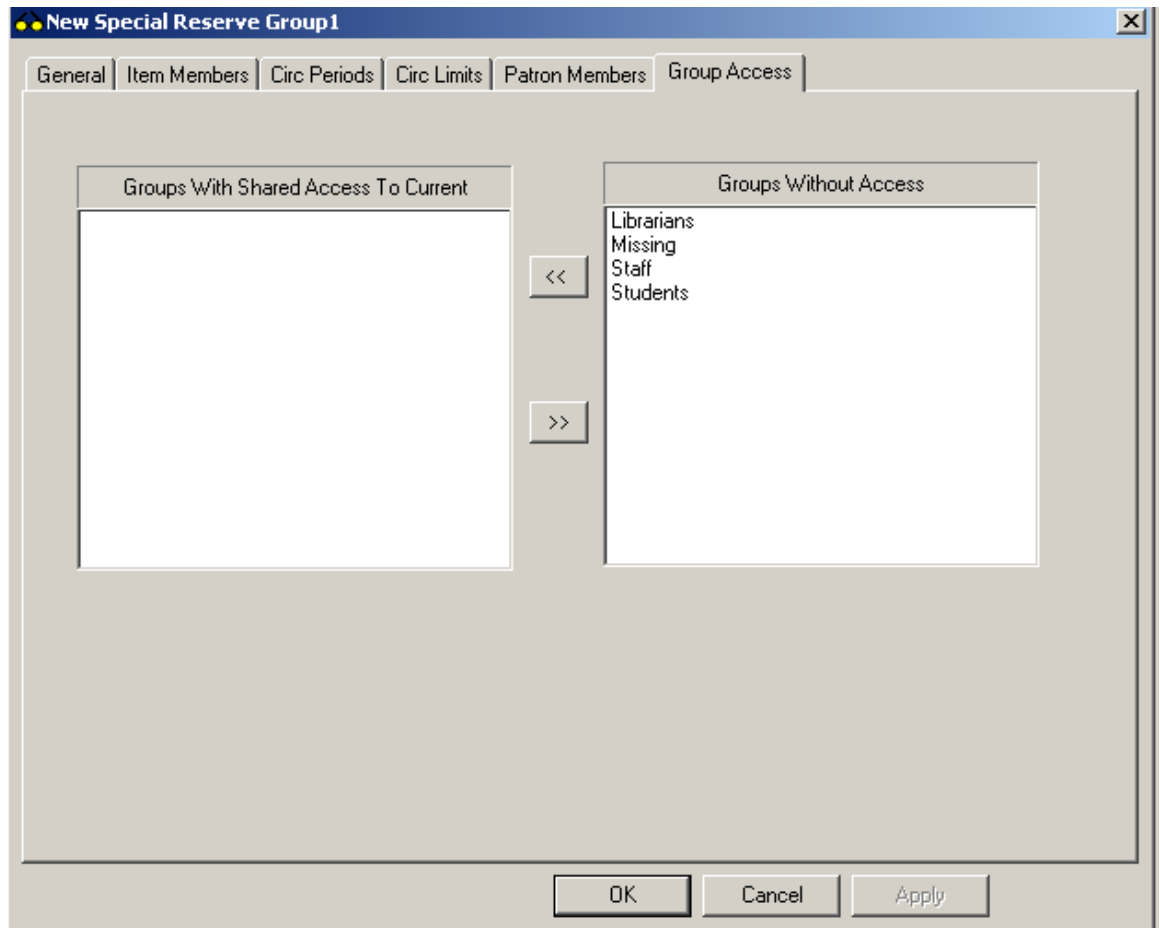
The screenshot shows the 'New Special Reserve Group1' dialog box with the 'Circ Limits' tab selected. The 'Loan Limit' is set to 'None' and the 'Renewal Limit' is set to 'None'.

8. Click the “Patron Members” tab and add your patrons – you can do this the same way you did items, by scanning barcodes in if you wish.

The screenshot shows the 'New Special Reserve Group1' dialog box with the 'Patron Members' tab selected. The 'Display' dropdown is set to 'Patrons in Current Group Only'. A dropdown menu is open showing options: 'All Patrons', 'Patrons in Current Group Only', 'Search...', and 'Scan Patrons into Current Group'. The 'Scan Patrons into Current Group' option is highlighted with a mouse cursor. The table below has two columns: 'Group' and 'Special Reserve Group'.

Group	Special Reserve Group
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9. The “Group Access” tab controls whether or not members of other login groups are allowed to make changes to this group. Normally, only members of the login group who created the special reserve group can edit the special reserve. Since the librarian is the one who generally manages these groups, it will not usually be necessary to add a group; however, if you wish to do so, simply highlight the group on the right and click the double arrow that points to the left to move it to the left pane.



Once you have made all your changes, click Apply and/or OK and your special reserve group should be ready to go!