LINCC

Aleph version 20

Course Reserves
Florida Virtual Campus

www.flvc.org
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Unit 1: Overview of Course Reserves

This unit discusses the purpose of course reserves and defines the various types of records that are relevant to course reserves. It also provides information on the overall database structure of the LINCC Library Management System (LMS) and gives an overview of the course reserves screens in the LINCC Circulation module.

Lesson 1: Function and Structure of Course Reserves

The purpose of course reserves management is to provide information to students about reading material listed by an instructor for a course and to provide efficient tools for moving material in and out of a reserves collection.

LINCC Course Reserves is managed from the List of Courses node in the Administration activity tab of the LINCC Circulation module.

Records are stored in different databases or “libraries” depending on record type. Figure 1 illustrates the various libraries in the LINCC LMS where records are stored.

Figure 1: LINCC LMS Libraries (Databases)
Lesson 2: Reviewing Record Types

Several types of records are relevant to course reserves. Record types are described in this lesson.

Course Records

A course is identified by the course number. In cases where the course number is not unique, additional information (such as instructor) should be added.

There are two types of course records:

- **Individual course record**: This type of course will have an Instructor, a Period, and active dates. The course number may have an extension to differentiate it from other courses with the same course number, but the extension is not required. For example, if there is more than one Individual course with the same course number, add the instructor's name to the course number (e.g., ENC1101-Smith).

  Use an Individual course when there are no other sections with the same course number which share a common reading list.

- **Common course record**: This type of course will have no Instructor and no Period. When there are many sections of the same course taught by different instructors, it is helpful to create a common course reading list. The Individual courses are created and connected to the Common course by using the same course number. All connected Individual courses will share the same reading list. An Individual course can also have additional readings that are not shared.

  Use a Common course when there are several sections with the same course number that share a common reading list. When documents are added to common course, they will automatically be added to the connected Individual courses.

Figure 2 illustrates the relationship between the Common and Individual courses. If one of the common list items is removed, it will be removed from all lists.

![Figure 2: Common and Individual Course Lists](image-url)
Document Records
The document record is the MARC bibliographic record that includes fields such as Title and Author. In LINCC Course Reserves, the bibliographic record is also called a document record. The bibliographic record is cataloged in the main database (FCC01) if it is a permanent addition to the collection, or in the Course Reserves database (XXX30) if it is a personal item belonging to an instructor and is not a permanent addition to the collection.

Connection Records
The connection record stores the course number and the bibliographic system number. It acts as a linking record between the bibliographic record and the course record.

Item Records
Item records are attached to a bibliographic (document) record regardless of whether the bibliographic record is cataloged in the XXX30 or the FCC01.

When a bibliographic record is added to a course, it does not automatically change the collection to Reserves or the item status to an hourly item status. This must be done manually. Note that all items attached to a bibliographic record will display in LINCC Course Reserves regardless of the item’s collection.
Lesson 3: Navigating Course Reserves

This lesson provides tips on navigation and terminology used in the LINCC Course Reserves interface, and gives details on the different areas of the course reserves screens.

Figure 3: List of Courses Screen

To view the list of courses screen:

1. Log in to the LINCC Circulation module.
2. Select the Administration activity tab.
3. In the navigation tree (on the left), select the List of Courses node. This displays all course reserves for the college and can be sorted by campus.

The following column headings appear in the upper pane of the List of Courses screen. Columns can be added or removed by right-clicking the column heading.

- **Course Number**: The number of the course as listed the college catalog.
- **Course name**: The name of the course as listed in the college catalog.
- **Campus**: The campus where the course is being taught.
- **Instructor**: The instructor of the course.
- **Date From**: The date the course begins.
- **Date To**: The date the course is no longer being taught.
- **Period**: The time period of the course. It may be Fall, Spring, Summer, Other, or NA (Not Active). Options are customizable for each college.
To view the course doc list screen:

1. Select the List of Courses node. In the upper pane, select a course.
2. In the navigation tree, select the Course Doc List node.

The following actions are available in the upper pane of the Course Doc List screen:

- **Search**: Search for a bibliographic record by System Number, Title, Author, or Barcode. Used to add already-cataloged items to a course.
- **Catalog New**: Create a new bibliographic and item record for items that have never been cataloged.
- **Load File**: Not used.
- **Copyright**: Not used.
- **To Common**: “Push” a record to a Common course list.
- **Suppress**: Suppress a record from display in the LINCCWeb catalog.
- **Remove Doc**: Remove a document from a course. This action unlinks a bibliographic record from a course. It does not delete the document record or change the item to a different collection.
- **Catalog**: Retrieve the bibliographic record in the LINCC Cataloging module.
The following column headings are available in the upper pane of the Doc List screen:

- **Doc Number**: System number of the bibliographic record.
- **Call Number**: Call number of the document.
- **Author**: Author of the document.
- **Title**: Title of the document.
- **Year**: Year of Publication. Note that when cataloging a new record, if the date is not entered, a default date of the current year will be used.
- **Open Date**: Date the record was added to course reserves.
- **Other Courses**: If a red check mark is visible, this document is also on reserve for another course.
- **Local**: This document is cataloged only in the local bibliographic database, XXX30.
- **Suppressed**: If a red check mark is visible, the record has been suppressed from searching in LINCCWeb Course Reserves.
- **Common**: If a red check mark is visible, this document is also on reserve for a Common course.

The following actions are available in the 2. Items tab (lower pane of the Course Docs List node):

- **Hold Request**: Place a hold request on the selected item.
- **Circ Items**: Retrieve the item in the Items activity tab of the LINCC Circulation module.
- **Cat Items**: Retrieve the item in the Items activity tab of the LINCC Cataloging module.
Lesson 4: Using the Search Tab

It is sometimes useful to search for an item by title, such as when the barcode of the item or the course the item is attached to is not known. This is done using the Search activity tab within the LINCC Circulation module.

To search for an item by title:

1. In the LINCC Circulation module, select the Search activity tab.
2. In the Base field, select your college CRS (course reserves).
3. Select a field to search and enter search terms.
4. If there are more than five results, they will appear in the lower pane. Click Show to view the records. (If there are fewer than five results, the Show node is automatically activated).
5. In the upper pane’s 1. Brief List tab, select the title. The lower pane will display the details, including the course number. If no course number displays, the record is not attached to a course and should be deleted.

6. Use the course number to find the record in the List of Courses node or click Circulation to “push” the item into the Items activity tab of the LINCC Circulation module. (If you receive the message “Confirmation Bib Document has ITM link. Create ADM anyway?” click No.)

When you select your college’s CRS (course reserves) to search, you are searching the non-shared XXX30 database. It contains course records, bibliographic records cataloged only in XXX30, and copy bibliographic records for items cataloged in FCC01 and then added to XXX30.
Unit 2: Managing Individual Courses

This unit provides instructions for creating, duplicating, and editing a Individual course records. An Individual course record does not have a reading list shared with another course. This unit also includes the steps for adding an already-cataloged document to a course and cataloging new documents.

Lesson 1: Creating an Individual Course Record

The first step in placing items on reserve is to create the course record. Determine whether there will be multiple instructors of the same course using a common course reading list. If there are, consider creating a Common course record. If not, create an Individual course. Most courses will be Individual courses.

To create an Individual course:

1. In the Administration activity tab of the LINCC Circulation module, select the List of Courses node.

2. Click New in the upper pane.
3. In the **Course Info** tab (lower pane), enter the course information and click **Add**.

<table>
<thead>
<tr>
<th>Course Display</th>
<th>2: Course Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
<td>1001</td>
</tr>
<tr>
<td>Course Name</td>
<td>Introduction to Human Biology</td>
</tr>
<tr>
<td>Campus</td>
<td>NW</td>
</tr>
<tr>
<td>Instructor</td>
<td>Smith, Jane</td>
</tr>
<tr>
<td>Period</td>
<td>Fall</td>
</tr>
<tr>
<td>From</td>
<td>03/23/2010</td>
</tr>
<tr>
<td>To</td>
<td>03/31/2010</td>
</tr>
<tr>
<td>Note</td>
<td></td>
</tr>
<tr>
<td>Unit</td>
<td></td>
</tr>
<tr>
<td>Weekly Hours</td>
<td></td>
</tr>
<tr>
<td>Number of Students</td>
<td>0</td>
</tr>
</tbody>
</table>

4. Complete the following fields:

- **Course Number**: Enter the Course Number. It does not have to be unique and it can be edited.
- **Course Name**: Enter the name of the course.
- **Campus**: Select the campus from the drop-down menu.
- **Instructor**: For an Individual course, enter the instructor’s name in the format: Lastname, Firstname.
- **Period**: Select a Period and then click ☑ (check) to save or ✗ (x) to cancel the selection. Options are described below.
  - **Fall, Spring, Summer**: Select the relevant term or select more than one term.
  - **Other**: No term is relevant.
  - **NA**: Not Active; the course is not being taught or items are temporarily unavailable for loan.

- **From and To dates**: Add the dates the course will be Active. The To date is used to create a report of courses past the ending date to help in course reserves maintenance.
- **Note**: Optional. Displays only in the List of Courses node, not in the LINCCWeb catalog.
- **Unit**: Optional. Used when there is more than one course reserves unit on one campus.
- **Weekly Hours**: Optional. The number of hours per week the course is taught.
- **Number of Students**: Optional. Used if the number of students in the class is known, to indicate whether additional photocopies should be made.

5. Click **Add** to save the course. The course will be created and will be selected in the upper pane.

**Lesson 2: Adding an Already-Cataloged Document**

A document that is owned by the library will already be cataloged in the LINCC shared bibliographic database, FCC01. It can be added to a course by barcode.

**To add a library-owned document:**

1. Select the **List of Courses** node. In the upper pane, select the course.

2. In the navigation tree, select the **Course Doc List** node.

3. Click **Search** to retrieve the **Search for a Record** form.
4. Enter the item **Barcode** and click **Search**.

5. The record will be retrieved. Confirm that it is the correct title and click **Select**.

6. Add a **Note**, if needed. Notes display in LINCCWeb Course Reserves.
7. Click OK. The document is added to the course and appears in the upper pane. Item information appears in the lower pane.

8. Copy the barcode (to change the collection and item status).

9. On the Items menu, select Change Item Information.

10. The Change Item Information – Step 1 window will appear. Select the Sublibrary of the item.

11. In the Collection field, select Reserves and the appropriate Item Status.

12. Click OK.

14. Click **OK**, and then click **Close**.

![Change Item Information - Step 2 (852 Override in Effect)](image)

15. The *Change Item Information – Step 1* window will appear again. Click **Close**.

When adding an already-cataloged item, the collection and item status are not updated automatically. They must be changed manually.
**Lesson 3: Adding a Personal Document**

A document that has never been cataloged and is not a permanent addition to the library collection should be cataloged in the non-shared course reserves database, XXX30, where XXX is the college’s three-letter code. These might include documents such as photocopies, practice tests, or books owned by the instructor.

To add a personal document:

1. Select the **List of Courses** node. In the upper pane, select the course.
2. In the navigation tree, select the **Course Doc List** node.
3. Click **Catalog New**.
4. In the form that appears, click the **1. Document Information** tab. Enter the **Title**. Title is the only mandatory field; if additional information is available, enter it in the appropriate fields.

5. Select the **2. Item Information** tab and complete the following fields:
   - **Item Barcode**: (Mandatory) Enter a new item barcode or leave the field blank for the system to automatically assign a number.
   - **Material Type**: (Mandatory) Click the arrow to view available options, and then select the material type.
   - **Sublibrary**: (Mandatory) Click the arrow to view available options, and then select the sublibrary.
   - **Collection**: Click the arrow to view available options, and then select the collection. Only collections that are valid for the selected sublibrary will be listed. If the list is empty, return to the Sublibrary field and select a sublibrary.
   - **Item Status**: (Mandatory) Click the arrow to view available options, and then select an item status. The item status defines the loan period and other circulation parameters.
- **Item Process Status**: (Optional) Leave this field blank or click the arrow to view available options, and then select an item process status. If the item should be sent to cataloging for further processing, select SC (Send to Cataloging). This will be displayed when the item is loaned or returned.
- **Call Number Type**: (Optional). Enter the call number type.
- **Call Number**: (Optional) Enter the call number.
- **OPAC Note**: (Optional) Enter a note that will appear in the LINCCWeb catalog.
- **Internal Note**: (Optional) Enter a note that will appear only on the item form.
- **Circulation Note**: (Optional) Enter a note that will appear in circulation transactions.

6. Optional. If a URL is available for the document, select the 3. Links and Course Notes tab and complete the URL field.

7. Click OK.
8. The brief bibliographic record will appear. Click OK to continue. The brief bibliographic record and item record have now been created and the item can be loaned.
To add additional items to the same document:

1. In the upper pane of the Doc List node, select the document title.
2. Click Cat Items to open the record in the 2. Items tab of the LINCC Cataloging module.
3. In the upper pane, click Duplicate.
4. In the lower pane, complete the Barcode field and click Add.
5. Repeat until the appropriate number of copies has been created.
6. Return to the LINCC Circulation module. Press F4 to refresh the screen.
Lesson 4: Adding a Document with a Link to a Web Resource

A bibliographic record can be added to link directly to a resource on the Internet. There is no need to create an item record. By adding the URL in the 3. Links + Course Notes tab, an 856 field is automatically created in the bibliographic record and will link to a web resource.

To add a document with a URL:

1. In the List of Courses node, select the course in the upper pane.
2. In the navigation tree, select the Course Doc List node.
3. Click Catalog New.
4. In the form that appears, click the 1. Document Information tab. Complete the Title field. Title is the only mandatory field; if additional information is available, enter it in the appropriate fields.
5. Click the 3. Links + Course Notes tab. Enter a link in the URL Link field. Other fields are optional.
6. Click OK. The bibliographic information will appear. Review the information and click OK.
Lesson 5: Duplicating and Editing a Course

To create a new course, it is sometimes easier to duplicate and then edit a course that is already created. If the course also has the same reading list, the documents can automatically be carried over to the duplicated course.

To duplicate and edit an existing course:

1. In the List of Courses node, click Duplicate in the upper pane.

2. Edit course information as needed and click Add to save the new course.

3. When prompted for confirmation:
   - Click Yes if the documents attached to the original course should also be on reserve for the duplicated course.
   - Click No to duplicate only the course information.
To edit a course:

1. In the **List of Courses** node, select a course in the upper pane.
2. Edit the course information in the lower pane.
3. Click **Update** to save the changes.
Unit 3: Managing Common Courses

This unit provides instructions for creating Common course records. A Common course record has a reading list shared with additional courses. This unit also includes the steps for adding an already-cataloged document to a course as well as cataloging new documents.

Lesson 1: Creating a Common Course Record

A Common course record can be created when there are multiple sections of a course sharing the same reading list. The Common course record will not include the instructor or the time period for the class. The Common course is created first, then documents are added to the course, then Individual courses are created and linked to the Common course. The documents will automatically be shared and updated from one master reading list on the Common course. Use of the Common course record is optional.

To create a Common course:

1. Select the List of Courses node. In the upper pane, click New.
2. In the lower pane, enter the course information in the 2. Course Info tab.

<table>
<thead>
<tr>
<th>Course Display</th>
<th>2. Course Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
<td>AMC0020</td>
</tr>
<tr>
<td>Course Name</td>
<td>History of the U.S. II</td>
</tr>
<tr>
<td>Campus</td>
<td>MDCBR</td>
</tr>
<tr>
<td>Instructor</td>
<td>All Instructors</td>
</tr>
<tr>
<td>Period</td>
<td></td>
</tr>
<tr>
<td>From</td>
<td>00/00/0000</td>
</tr>
<tr>
<td>To</td>
<td>00/00/0000</td>
</tr>
<tr>
<td>Note</td>
<td></td>
</tr>
<tr>
<td>Unit</td>
<td></td>
</tr>
<tr>
<td>Weekly Hours</td>
<td></td>
</tr>
<tr>
<td>Number of Students</td>
<td>0</td>
</tr>
</tbody>
</table>

3. Complete the following fields:
   - **Course Number**: Enter the Course Number. It does not have to be unique.
   - **Course name**: Enter the name of the course.
   - **Campus**: Select the campus from the drop-down menu.
   - **Instructor**: For a Common course, select All Instructors.
   - **Period**: Not selectable if All Instructors is selected
   - **From and To**: Not selectable if All Instructors is selected
   - **Note**: Optional. Displays only in the List of Courses node, not in the LINCCWeb catalog.
Unit 3: Optional. Used when there is more than one course reserves unit on one campus.

- **Weekly Hours**: Optional. The number of hours per week the course is taught.

- **Number of Students**: Optional. Used if the number of students in the class is known, to indicate whether additional photocopies should be made.

4. Click **Add** to save the course.

**Lesson 2: Adding Documents to a Common Course**

After the Common course is created, documents must be placed on reserve for the course. These documents may be library-owned or personal copies. They will be shared by one or more Individual courses that are linked to the Common course.

For detailed instructions on adding documents, see Unit 2.

**To add a library-owned document:**

1. Select the **List of Courses** node. In the upper pane, select the course.

2. In the navigation tree, select the **Course Doc List** node.

3. Click **Search** to retrieve the Search for a Record form.

4. Enter the item **Barcode** and click **Search**.

5. The record will be retrieved. Confirm that it is the correct title and click **Select**.

6. Add a **Note** if needed. Notes display in LINCCWeb Course Reserves.

7. Click **OK**. The document is added to the course and appears in the upper pane. Item information appears in the lower pane.

8. Copy the barcode (to change the collection and item status).

9. On the **Items** menu, select **Change Item Information**.

10. The **Change Item Information – Step 1** window will appear. Select the **Sublibrary** of the item. In the **Collection** field, select **Reserves** and the appropriate **Item Status**.

11. Click **OK**.

12. The **Change Item Information – Step 2** window will appear. Paste the barcode in the **Enter Item Barcode** field. Click **OK**, and then click **Close**.

13. The **Change Item Information – Step 1** window will appear again. Click **Close**.
To add a personal document:

1. In the List of Courses node, select the course in the upper pane.
2. In the navigation tree, select the Course Doc List node.
3. Click Catalog New on the right.
4. In the form that appears, click the 1. Document Information tab. Enter the Title. Title is the only mandatory field; if additional information is available, enter it in the appropriate fields.
5. Select the 2. Item Information tab and complete the following fields: Item, Barcode, Material Type, Sublibrary, Collection, and Item Status.
6. The brief bibliographic record will appear. Click OK to continue. The brief bibliographic record and item record have now been created and the item can be loaned.

Lesson 3: Adding an Individual Course to a Common Course

When a Common course record is created, Individual course records are then created that share the same information and list of documents on reserve. The Individual course records will include the instructor and time period for the class.

To create a Common course:

1. In the List of Courses node, select the Common course in the upper pane.
2. Click Duplicate.
3. In the 2. Course Information tab, deselect the All Instructors check box.
4. Add Instructor, Period and From/To date information. Do not edit the Course Number field – the identical course number is the link that connects the Common and Individual courses.
5. Click Add.
Lesson 4: Managing Documents Added to a Common Course

When there are several sections of a single course taught by different instructors, they often share a common reading list. The reading list can be added to a Common course and shared with the related Individual course sections. The Common and Individual courses must have an identical course number to be identified as related.

A Common course is created first, and the documents are added to that course. Any subsequent course created with the same course number will automatically have those documents added to the Course Doc list.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Campus</th>
<th>Instructor</th>
<th>Date From</th>
<th>Date To</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM1001</td>
<td>Introduction to</td>
<td>MCBR</td>
<td>All Instructors</td>
<td>----------</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Common Course</td>
</tr>
<tr>
<td>COM1001</td>
<td>Introduction to</td>
<td>MCBR</td>
<td>Jones, John</td>
<td>03/18/2009</td>
<td>05/31/2009</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>Communications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Individual Courses</td>
</tr>
<tr>
<td>COM1001</td>
<td>Introduction to</td>
<td>MCBR</td>
<td>Smith, James</td>
<td>03/18/2009</td>
<td>05/31/2009</td>
<td>Summer</td>
</tr>
<tr>
<td></td>
<td>Communications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes about Common course documents:

- A document added or deleted in a Common course list will automatically be added or deleted in the Individual courses.
- A document added to an Individual course will not be shared with the Common course or other related Individual courses.
- A document added to a Common course cannot be deleted in an Individual course. It can be removed from the Common list without deleting it from the Individual courses by using the From Common option.
- A document can be added to the Common course list from an Individual course by using the To Common option.
- A Common course with a shared document list can still be created, even after the Individual courses have been created.
To remove a document from the Common course reading list:

1. In the **Course Doc** list of the Common course, select the document to be removed.
2. Click **From Common**.
3. When prompted to confirm, click **Yes**. The document is removed from the shared document list but is not deleted from the Individual courses.

To add a document to a Common course list from an Individual course:

1. In the **Course Doc** list of the Individual course, select the document to add.
2. Click **To Common**.
3. When prompted to confirm, click **Yes**. The document is added to the Common course list and therefore to all Individual courses.
To create a Common course list after Individual courses have been created:

1. In the List of Courses node, select the Individual course in the upper pane.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Campus</th>
<th>Instructor</th>
<th>Date From</th>
<th>Date To</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101A</td>
<td>English I</td>
<td>MOCBR</td>
<td>Poe, Edgar</td>
<td>05/27/2004</td>
<td>05/27/2010</td>
<td>Fall</td>
</tr>
<tr>
<td>ENC1101B</td>
<td>English</td>
<td>MOCBR</td>
<td>Lanier, Sidney</td>
<td>05/27/2004</td>
<td>05/27/2008</td>
<td>Spring</td>
</tr>
<tr>
<td>ENC1102</td>
<td>Written Communication II</td>
<td>MOCBR</td>
<td>King, Stephen</td>
<td>05/26/2004</td>
<td>05/25/2008</td>
<td>Fall</td>
</tr>
<tr>
<td>LIBRARY</td>
<td>Library Reserve</td>
<td>MOCVE</td>
<td>INSTRUCTOR</td>
<td>05/27/2004</td>
<td>05/27/2006</td>
<td>Fall</td>
</tr>
<tr>
<td>LIT100-JONES</td>
<td>World Literature</td>
<td>MOCBR</td>
<td>Jones, Mike</td>
<td>06/15/2006</td>
<td>12/16/2010</td>
<td>Other</td>
</tr>
<tr>
<td>PLA1300</td>
<td>Legal Systems</td>
<td>MOCBR</td>
<td>Eagle, Legal</td>
<td>05/28/2004</td>
<td>05/28/2008</td>
<td>Other</td>
</tr>
<tr>
<td>PSY1023</td>
<td>Career Psychology</td>
<td>MOCVE</td>
<td>Jung, Carl</td>
<td>06/01/2004</td>
<td>06/01/2008</td>
<td>Other</td>
</tr>
</tbody>
</table>

2. In the Course Doc List, select a single or multiple documents to be added to a Common course list. (To select multiple documents, hold the Shift key while making your selection).

3. Click To Common.

4. When prompted to confirm, click Yes. A new Common course is automatically created and contains a common document list that will be shared with an Individual course with an identical course number.
Unit 4: Maintaining Course Reserves Records

This unit provides suggested workflow for withdrawing and deleting courses and documents attached to the courses. There are a variety of methods for withdrawing an item from course reserves. It may be completely deleted, suppressed from display in LINCCWeb Course Reserves, or it may be returned to the open shelves.

Lesson 1: Withdrawing a Single Copy of an Item

When there are multiple copies of an item, it is sometimes necessary to delete one copy without deleting the document and the other attached copies. For example, there may be multiple copies of a photocopied practice test. One copy may be damaged and should be withdrawn and the item record deleted.

To delete a single copy of an item:

1. Select the Course Doc List node. In the 2. Items tab (lower pane), select the item to be deleted.
2. Click Cat Items to retrieve the item in the LINCC Cataloging module.
3. Verify that the correct barcode of the item to be deleted is still selected and then click Delete.
4. When prompted for confirmation, click Yes.

If you do not have the privileges to delete an item, just mark it with an item process status of Withdrawn and it will appear on the monthly withdrawn items report for the Technical Services Department.
Lesson 2: Withdrawing a Personal Document

When an instructor's personal copy is no longer needed on reserve, it should be withdrawn and the document and item records should be deleted. The item can then be returned to the instructor.

To withdraw a personal document from course reserves:

1. Click the Course Doc List node. In the upper pane, select the document to be deleted.
2. Verify that a check mark appears in the Local column, as only items cataloged in the local XXX30 database should be deleted.
3. In the upper pane, click Catalog. The record will be retrieved in the LINCC Cataloging module.
4. On the Record Manager menu, select Total Delete. This will delete the document record and all attached item records.
5. When prompted for confirmation, click Yes.
6. Return to the document in course reserves. Click Remove Doc to remove any remaining links to the deleted record.
Lesson 3: Withdrawing a Library- Owned Item

When a library-owned item is no longer needed in course reserves, it should be unlinked from the course record and returned to its original collection.

To withdraw a library-owned item from reserves:

1. In the upper pane of the Course Doc List node, select the document to be returned to the shelf.
2. Verify that there is no check mark in the Local column, as only items cataloged in the shared FCC01 database can be returned to the shelves.
3. Select the barcode of the item to return to the shelf.
4. On the Items menu, select Restore Item Information.
5. Paste the barcode in the Enter Item Barcode field and click OK.
6. View the **Restored To** column to be sure it contains the correct Collection and Item status. Click **Close**. (If the correct information is not shown, close the form and use the Change Item Information selection (on the Items menu) to change the Collection and Item status.)

7. Click **Remove Doc**. This unlinks the document from the course record.

8. The item collection and item status have been changed, and the item is no longer attached to a course. It is now ready to be shelved.

Click within a field to copy information. The selection will be automatically copied without requiring you to press Ctrl+C. To paste, use Ctrl+V or right-click and then select Paste.
Lesson 4: Suppressing a Document

It is possible to temporarily suppress a document from searching and display in the LINCCWeb Course Reserves search. This may be useful while an item is being processed or when an item is not being used, such as a practice test that is no longer needed this semester, but will be needed again next semester.

To suppress a document:

1. In the Doc List, select the document
2. Click Suppress.
3. The Suppress button will change to Unsuppress.
4. Click Unsuppress when the document can be searched again in the LINCCWeb Course Reserves search.
Lesson 5: Marking a Course Not Active

Mark a course Not Active when it is not currently being taught but will be taught again within the next year and most of the course information remains the same. The course will not be searchable in LINCCWeb Course Reserves by course number or course name.

To mark a course Not Active:

1. In the List of Courses node, select the course in the upper pane.
2. In the lower pane, click the 2. Course Info tab. In the Period field, select NA for Not Active.
3. Click the (check mark) to save the selection.
4. Click Update.

5. NA will be added to the Period column. The course is not searchable in LINCCWeb Course Reserves by course number or course name. Suppress or remove the attached documents.
Lesson 6: Deleting a Course

When a course is no longer being taught, it may be completely deleted. All items attached to the course record should be withdrawn from course reserves – either deleted or returned to their original collections. After the items are withdrawn, the course record can be deleted.

To delete the documents:

- If the item is owned by the library, follow the steps for withdrawing a library-owned item.
- or
- If the item is a personal copy and should be returned to the instructor or discarded, follow the steps for withdrawing a personal document.

To delete a course:

1. Select the course to be deleted
2. In the navigation tree, review the Course Doc List node to be sure it shows 0.
3. Click Delete.
4. When prompted for confirmation, click Yes.

If the course is deleted before the items are correctly withdrawn, the items will still be searchable in the LINCCWeb Course Reserves search but no course number will be displayed.
Lesson 7: Using Course Reserves Reports

This lesson lists five course reserves reports that are currently available through the LINCC Reports Service (LRS). The four monthly course reserves reports are used for maintenance and are generated at the campus level. The one daily overdue course reserve report is generated at the college level but is separated by campus within the report.

To access the LINCC Reports Service (LRS):

1. Go to the Library Staff Resources web site at http://staff.lincc.net.
2. In the Quick Links box, select LINCC Reports Service and log in.

Monthly Course Reserves Reports: R004, R005, R006 and R007

To view the four monthly course reserves reports:

1. On the LRS web page, select Monthly Reports.
2. Scroll down to the campus reports and select a report to view. Course Reserves reports are generated at the campus level.

R004 Course Reserves Course Report

This report lists all the titles in the reserve collection with a count of transactions during the specified time frame. This report is useful as an overview by course number of all items in the reserve collection and can be used for clean-up at the end of the semester. An example of the report is shown below.

Note that R004:

- Is generated monthly
- Is generated by campus
- Is sorted by Course number, Title, Author, Call Number, then Instructor.
- Has no transactions total per course. The number in the Trans Count column is the total circulation for that item, regardless of the course.
- Only lists items in the XXX30 that have both a collection of reserves and are currently attached to a course.
- Only lists items where the item sublibrary matches the course sublibrary. If the item belongs to another campus and is placed on reserve for a course at a different campus, the item sublibrary must be changed to match the course.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Author</th>
<th>Call Number</th>
<th>Instructor</th>
<th>Item ID</th>
<th>Trans Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>0M101071</td>
<td>Liberty Equality Power</td>
<td>vol.1</td>
<td>Antones</td>
<td>3450100490354</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>vol.2</td>
<td>Antones</td>
<td>3450100490362</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>X Clv folder</td>
<td>Antones</td>
<td>3450100490420</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>library folder</td>
<td>Antones</td>
<td>3450100490970</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>notebook 1</td>
<td>Antones</td>
<td>3450100490388</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>notebook 2</td>
<td>Antones</td>
<td>3450100490396</td>
<td>0</td>
</tr>
</tbody>
</table>
R005 Course Reserves Purge Report

This report lists all courses and items for courses that have expired as of the date of the report. The report is run against the Date To column in the course record. If the Date To date is earlier than the date of the report, the course is considered expired.

The report is generated monthly at the campus level and is sorted by Course Number, Title, Course End Date, then Barcode.

The report should be used to review the expired courses and determine whether they are still needed. If not, the items should be withdrawn from course reserves and the course made Not Active or deleted.

If the course is still being used, the Date To should be updated in the Course Info tab of the course record. An example of the report is shown below.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Author</th>
<th>Call Number</th>
<th>Instructor</th>
<th>Item ID</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRT1203C</td>
<td>Principles of Three Dimensions</td>
<td>A.</td>
<td>385010100192734</td>
<td>05/13/2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MRT1300C</td>
<td>Degas: A. Millet, G. G. E. D.</td>
<td>A.</td>
<td>3850101000194628</td>
<td>05/01/2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Millet, 190 85 43</td>
<td>A.</td>
<td>345010100045553</td>
<td>05/13/2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>De Young, Millet</td>
<td>A.</td>
<td>345010100379700</td>
<td>05/13/2008</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>T.H.</td>
<td>A.</td>
<td>345010100039999</td>
<td>05/13/2008</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

R006 Course Reserves Title Report

This report lists all the titles in the reserve collection with a count of transactions during the specified time frame. This report is useful as an overview by title of all items in the reserve collection and can be used for clean-up at the end of the semester.

All notes for R004 apply to R006, except that R006 is sorted by Title, Author, Call Number, Instructor, then Course Number.

R007 Course Reserves Instructor Report

This report lists all the titles in the reserve collection with a count of transactions during the specified time frame. This report is useful as an overview by instructor of all items in the reserve collection and can be used for clean-up at the end of the semester.

All notes for R004 apply to R007, except that R007 is sorted by Instructor, Course Number, Title, Author, then Call Number.
Daily Course Reserves Report: R001

To view the Daily Overdue Reserve Items report:

1. On the LRS web page, select Daily Reports.
2. Select R001 – Overdue Reserves Items.

R001 Overdue Reserve Items
This report lists items in the reserve collection which are overdue at the time the report is run. It is sorted by Sublibrary, Due Date, Borrower Name, and then Item Barcode.

The Overdue Reserve Items Report is generated at the college level but is separated by campus within the report.

This report includes the name and telephone number of the patron who has an overdue reserve item. The information can be used to contact that patron and request that the item be returned. An example of the report is shown below.

<table>
<thead>
<tr>
<th>Item Call Number</th>
<th>Title</th>
<th>Item ID</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>The Riverside Reader</td>
<td>34501010135397</td>
<td>01/22/2008</td>
</tr>
</tbody>
</table>

Overdue Reserve Items at MJCBR
Appendix A: Glossary

**Activity Tabs** — Tabs that appear above the Navigation Tree and correspond to major activities within a specific module. When an activity tab is clicked, the Navigation Tree and upper and lower panes will display related information and options.

**ADM** — The three-letter code for the Administrative Library, or database, which is associated with each community college. This is also represented by XXX50, where XXX is the three-letter institution code that has been assigned to a specific college. For example, IRC50 is the Administrative Library for Indian River Community College and MDC50 is the Administrative Library for Miami Dade College. The ADM contains data about acquisitions, serials, circulation, and users (library staff and borrowers).

**ADM Doc Number** — The numeric code assigned to each administrative record. Generally, administrative records are linked to bibliographic records. The ADM doc number corresponding to the bibliographic record is different for each college. As a result, bibliographic records can be searched for and retrieved by the college’s ADM doc number.

**Application Toolbar** — The toolbar at the bottom of the screen that indicates the connection status of the program, the application icons that can be clicked to open or switch modules, and setup icons that enable customization of the interface.

**AUT** — The three-letter code for the Authority Library, or database, located on the server at FLVC and shared by all 28 community colleges. The AUT, also represented as FCC10, contains the authority records of preferred forms of headings and relationships between them.

**Base** — The base, seen in the Search feature in every module, indicates which database is to be searched. Examples of bases are LINCC BIB, LINCC AUT, Okaloosa-Walton BIB, and Library of Congress.

**BIB** — The three-letter code for the bibliographic library, or database, located on the server at FLVC and shared by all 28 community colleges. The BIB, also represented as FCC01, contains the bibliographic records for all community colleges.

**Cataloging Bar** — The toolbar in the Cataloging module used to search for bibliographic records by system number. Once a record is selected, the Cataloging bar will contain brief information about the record, including system number, title, author, and year of publication.

**Client** — The LINCC library management system (LMS) functions as a client-server relationship. The term “client” is used to describe the Aleph software installed on the local computer. The client interacts with the server located at FLVC.

**Connection Record** — In LINCC Course Reserves, the connection record stores the course number and the bibliographic system number. It acts as a linking record between the bibliographic record and the course record.
**Course Record** – In LINCC Course Reserves, a course is identified by the course number. In cases where the course number is not unique, additional information (such as instructor) should be added. There are two types of course records.

- **Common course record**: Used when there are multiple sections of the same course and all share a common reading list. Material is listed only once, but it is included in the search and display for all sections of the course.

- **Individual course record**: This is the actual classroom course, and must include an instructor and active dates. An Individual course is linked to a Common course by having the same course number. If an Individual course is linked to a Common course, the reading list for the course includes both the Individual course’s reading list and all the Common course reading lists.

**Document Record** – In LINCC Course Reserves, the bibliographic record is called a document. This is the main record containing title, author, subject, and other information. It will have one or more holdings and item records attached to it.

**Functional Mode** — The default working mode in each module, visible above the Navigation Tree. When a record is displayed in any module, the Functional mode enables specific actions to be taken, such as creating an order and loaning an item. The alternate mode is Overview mode.

**HOL** — The three-letter code for the Holdings Library, or database, located on the server at FLVC. The HOL, also represented as FCC60, contains the summary holdings records for all community colleges.

**Invoice Bar** — The toolbar in the Acquisitions/Serials module used to search for invoices by vendor or to create a new invoice. Once an invoice has been selected, the Invoice bar will contain brief information about the invoice, such as vendor and invoice number.

**Item Bar** — The toolbar in the Circulation and Cataloging modules used to search for items by selected parameters. Once a record has been selected, the Item bar will contain brief information about the record such as BIB number, ADM number, title, author, and year of publication.

**Library** — A database in LINCC. There are currently five databases: the bibliographic library (BIB), the authority library (AUT), the holdings library (HOL), the administrative library (ADM), and the course reading/reserve library.

**Local Drive** — The hard drive of the local personal computer on which the LINCC client is installed. The command “Save on Local Drive” will save a bibliographic record to the local drive and will not update the shared bibliographic database on the server at FLVC.

**Lower Pane** — The lower right portion of the module interface where information and available options are displayed. The lower pane is governed by the node selected in the Navigation Tree. The display can consist of a form, a list, or a record and usually contains detailed information relating to the line selected in the upper pane.
Menu Bar — The toolbar at the top of the screen that contains drop-down menus with access to functions that can be accomplished in the module.

Navigation Pane — The area of the screen that contains the activity tabs and the Navigation Tree.

Navigation Tree — The Navigation Tree appears on the left side of the screen, in the Navigation Pane, and contains nodes that can be selected to access information or perform specific activities. Available options vary according to the activity tab that is selected. The Navigation Tree is similar in concept to a table of contents which leads to major functions within the selected activity tab.

Node — Options available in the Navigation Tree that represent various activities and sub-activities used to navigate within a module. Nodes are dependent on the module and the selected activity tab. The nodes of the Navigation Tree activate different areas of the screen when selected.

Order Bar — The toolbar in the Acquisitions/Serials module used to search for orders by selected parameters. Once a record has been selected, the Order bar will contain brief information about the record such as BIB number, ADM number, title, author and year of publication.

Overview Mode — One of two working modes available in each module, visible above the Navigation tree. When a record is displayed in any module, selecting Overview will allow the record to be transferred to another module or function by selecting the relevant record in the tree and clicking a function button (Cataloging, Items, Circulation, Orders, Serials, or Search). The alternate mode is Functional Mode.

Patron Bar — The toolbar in the Circulation module used to search for patron records. Once a record has been selected, the Patron bar will contain brief information, such as patron name and ID.

Server — The hardware located at FLVC that contains the libraries (databases) shared by all community colleges: the Bibliographic Library (BIB), the Authority Library (AUT), and the Holdings Library (HOL). The command “Save on Server and Local Drive” will update the bibliographic database on the server at FLVC as well as the local computer.

Split Bar — The horizontal or vertical double line that separates a window into two panes. In many screens, clicking on and dragging a split bar enables the panes to be resized.

Sublibrary — Each community college campus, represented by a five-letter designation, such as BECCO (Brevard Community College Cocoa) and PJCPE (Pensacola Junior College Pensacola).

System Number — The numeric code assigned by LINCC to each bibliographic record. This is the database control number for the record.

Serial Bar — The toolbar in the Acquisitions/Serials module used to search for serials by selected parameters. Once a record has been selected, the Serial bar will contain brief information about the record such as BIB number, ADM number, title, and year of publication.
**Toolbars** — Various rows below the Menu bar that contain fields and icons for commonly performed tasks within a module. Examples of toolbars include: Order bar, Serial bar, Item bar, and Patron bar.

**Upper Pane** — The upper right portion of the module interface where information is displayed. The upper pane is governed by the node selected in the Navigation Tree. The display can consist of a form, a list, or a record. The contents of the upper pane change according to context.
Appendix B: LINCC Documentation and Help

Documentation for LINCC is extensive and almost exclusively online. The following resources are available to assist you with questions related to specific module functionality or procedures.

**Manuals:** LINCC manuals cover the basic functionality of LINCC modules and provide screen shots and simple, step-by-step instructions. Module-specific LINCC manuals are distributed during each on-site training session. Updated versions are available online from the FLVC Learn web page.

**Online Help:** FLVC has developed extensive online help to assist library staff in performing LMS-related activities that are unique to LINCC. This help is available online from FLVC’s Library Staff Resources web site at [staff.lincc.net](http://staff.lincc.net).

**Aleph Module Help:** Almost every screen or window in each module contains a Help menu and a Help option that lead to a description of each field. In addition, a Help icon on the Menu bar allows users to search module-specific help.

**Aleph Documentation:** Aleph’s vendor, ExLibris, provides additional print documentation that includes general information about Aleph implementation. For more information on Aleph documentation, contact the Help Desk.

**Additional Resources:** Additional resources, in a variety of formats, are available on the FLVC web site. These resources include LINCC discussion lists, which provide additional information from FLVC and other LINCC users; *Linking to LINCCWeb*, which explains the process of developing URLs for LINCC-based products for local college web sites; equipment recommendations; the LINCC Reports Service (LRS); online help for SFX and MetaLib; and much more.

**Help Desk:** The Help Desk is available to assist college library staff with FLVC products and services. Contact the Help Desk by email at help@flvc.org or by phone at 1-877-506-2210 during regular business hours (8:00 a.m. to 5:00 p.m. ET, Monday – Friday).