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1. Introducing Inscriptio

What is Inscriptio?

Inscriptio is a web-based application developed by the Harvard Library Lab and Harvard Library Technology Services. This application enables library users to reserve an asset, such as a carrel or hold shelf, for a specified duration. Library users can also manage and cancel their reservations of assets. Inscriptio automates an asset-reservation and management process that was previously manual.

Intended audience for this guide

The intended audience for this guide consists of the following Harvard library users:

- Senior undergraduates
- Graduate students
- Faculty
- Staff
- Special borrowers
- Research assistants

Each library’s policy determines who can reserve assets and which assets a user can reserve.

This guide assumes that readers are familiar with computers and web browsers such as Internet Explorer.

General information: carrels and hold shelves

For general information about carrels, hold shelves, and eligibility, go to:

http://hcl.harvard.edu/info/study_spaces/#widener

Requesting access to library assets and Inscriptio

To apply for a carrel and receive an Inscriptio account, fill out the following web form:

https://hcl.harvard.edu:8001/forms/requests/widener_carrel.cfm

To apply for a hold shelf and receive an Inscriptio account, fill out the following web form:

https://hcl.harvard.edu:8001/forms/requests/widener_hold_shelf.cfm

After the Library Privileges Office reviews the form and determines your eligibility, you receive an email message telling you how to sign in to Inscriptio, set a password, and reserve a carrel or hold shelf.
Getting help with Inscriptio

If you need help with Inscriptio or have questions, contact the Library Privileges Office:

**Location:** Widener Library Room 130  
**Phone:** 617-495-4166  
**Email:** wcarrel@fas.harvard.edu

Related documentation

Library staff use an administrative interface to Inscriptio for managerial tasks, such as approving asset-reservation requests and running reports. For information about this interface, see the *Inscriptio Administrator’s Guide*, which the Harvard Library Lab intends to publish in the near future.
2. Accessing and Navigating Inscriptio

Introduction

This chapter contains access information, such as how to sign in, reset a password, and sign out. This chapter also describes the navigation bar and the User Option bar that appear at the top of each screen. We recommend becoming familiar with these topics before trying to reserve an asset.

Signing in

To sign in to Inscriptio:

1. Open a web browser and go to https://inscriptio.harvard.edu.
   The Sign In screen appears (Figure 2-1).

   ![Figure 2-1. The Sign In Screen.](image)

2. Enter your email address and password in the fields provided on the screen and click Sign in.
The Libraries (Home) screen appears (Figure 2-2).

Figure 2-2. The Libraries (Home) Screen.

Navigation bar

A black navigation bar appears below the Inscriptio logo at the top of the screen. The navigation bar shows *breadcrumbs*, which indicate the path of the screens that you visited to reach the current screen. Each screen's name is separated by a hyphen and is a link. As a result, you can easily revisit a previous screen.

For example, suppose that Inscriptio currently displays the Level 1 in Widener Library screen (Figure 2-3).

Figure 2-3. Navigation Bar on the Level 1 in Widener Library Screen (Top Part of the Screen Shown).
In this situation, you took the following path to reach the current screen:

1. You started on the Libraries (Home) screen and clicked **Widener Library** below the heading "Participating Libraries."
2. You clicked **Level 1** below the heading "Floors" on the Widener Library screen.

**User options**

The User Options bar appears below the navigation bar (Figure 2-4). Each user option is a link.

*Figure 2-4. User Options Bar.*

The following table describes each user option.

<table>
<thead>
<tr>
<th>User Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Libraries (Home)</td>
<td>Returns you to the Libraries (Home) screen (Figure 2-2) from any other screen in Inscriptio.</td>
</tr>
<tr>
<td>My Reservation</td>
<td>Appears when you have a pending or an active reservation. Clicking this selection displays the My Reservations screen. This screen shows the asset that you reserved and its expiration date. This screen also enables you to cancel the reservation.</td>
</tr>
<tr>
<td>Help</td>
<td>Displays topics that describe how to use Inscriptio.</td>
</tr>
</tbody>
</table>
Changing a password

To change your password:

1. Open a web browser and go to https://www.inscriptio.harvard.edu.
   The Sign In screen appears (Figure 2-1).

2. On the Sign In screen (Figure 2-1), click the link **Forgot your password?**
   The Forgot Your Password or First Time User screen appears (Figure 2-5).

   **Figure 2-5. Forgot Password or First Time User Screen.**

3. Enter an email address in the field provided on the screen and click **Send me set/reset password instructions.**
   Inscriptio displays a message informing you that you will receive an email message containing instructions for resetting your password (Figure 2-6).

   **Figure 2-6. Reset Password Message.**

4. Go to your email, open the message sent by Inscriptio, and click the **Change my password** link.
Inscriptio displays the Change your password screen (Figure 2-7).

**Figure 2-7. Change Your Password Screen.**

5. On the Change Your Password screen, type your new password and confirmation in the fields provided and click the **Change my password** button.

Inscriptio displays the Libraries (Home) screen, which contains a message indicating that you successfully changed your password (Figure 2-8).

**Figure 2-8. Password Successfully Changed Message.**
Signing out
To exit from Inscriptio, click the Sign out link that appears at the top any of screen on the right (Figure 2-9).

Figure 2-9. Sign Out Link.

Edit account link
The edit account link appears on the top right of every Inscriptio screen (Figure 2-10). Click this link to display a screen where you can change your first name, last name, and school affiliation (Figure 2-11).

Figure 2-10. Edit Account Link.

Edit account screen
Clicking the edit account link (Figure 2-10) displays the Edit Account screen (Figure 2-11).

Figure 2-11. Edit Account Screen.
To make changes on this screen:

1. Type any changes in the **First name** and **Last name** fields.
2. Select a **School affiliation** from the drop-down list.
3. Click **Update User**.

Inscriptio updates the information and returns you to the Libraries (home) screen.
# 3. Requesting Assets

## Introduction

This chapter describes how to request a library asset, such as a carrel or hold shelf, in a particular location in a library. This chapter also describes how to cancel a reservation, renew an asset, and communicate with other users of your carrel.

## Summary: reserving an asset

The following table summarizes how to reserve an asset. See the pages referenced in this table for details about each step.

<table>
<thead>
<tr>
<th>Step</th>
<th>See ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Select the library where you want to reserve an asset.</td>
<td>Page 16</td>
</tr>
<tr>
<td>2. Navigate to a floor map showing available assets. To do so, select one of the following from the Widener Library screen or main screen for any other library:</td>
<td>Page 18</td>
</tr>
<tr>
<td>- A specific library floor</td>
<td></td>
</tr>
<tr>
<td>- A subject area</td>
<td></td>
</tr>
<tr>
<td>3. If necessary, switch to a different floor of the library by making a selection from one of the following menus:</td>
<td>Page 19</td>
</tr>
<tr>
<td>- Subject Areas</td>
<td></td>
</tr>
<tr>
<td>- Call Numbers</td>
<td></td>
</tr>
<tr>
<td>- All Library Floors</td>
<td></td>
</tr>
<tr>
<td>4. Once you reach the desired library floor containing the assets that you want to reserve, select an available asset from the floor map or Assets menu.</td>
<td>Pages 18 and 19</td>
</tr>
<tr>
<td>5. View details about the desired asset.</td>
<td>Page 20</td>
</tr>
<tr>
<td>6. Reserve the desired asset.</td>
<td>Page 21</td>
</tr>
</tbody>
</table>
Selecting a library

Select a library where you want to reserve an asset by clicking one of the links on the Libraries (Home) screen (Figure 3-1).

Figure 3-1. Selecting a Library on the Libraries (Home) Screen.
Navigating to a floor map of available assets

After you select a library (Figure 3-1), Inscriptio displays the main screen for the selected library. (See the example in Figure 3-2.)

Figure 3-2. Widener Library Screen (Top Portion Shown).

From a main library screen, you can link to:

- A map of a particular library floor (Figure 3-3)
- A floor containing the library materials in a particular subject area

For example, suppose that you link to History-British Isles on the Widener Library screen, Inscriptio then displays a link to Level 1 - Widener Library, which, in turn, displays the floor map (Figure 3-3).
Navigating a floor map

Inscriptio displays library floor maps that show the availability of assets:

- A green block indicates an available asset.
- A checkered red block indicates an unavailable asset.

Figure 3-3 shows a typical library floor map.

Figure 3-3. Library Floor Map Showing Available and Unavailable Assets.

Note: If you cannot reserve an asset marked as green, check if you have an existing or pending reservation. To do so, click My Reservations in the User Options. Inscriptio allows one pending reservation at a time. If you do not have a pending reservation and cannot reserve an asset, contact the Library Privileges Office.
**Actions available from a library floor map**

The following table lists the actions that are available from a library floor map.

<table>
<thead>
<tr>
<th>Action</th>
<th>Steps</th>
<th>Inscriptio displays ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>View details about an asset and reserve it.</td>
<td>Click a green block on the floor map. or Expand the Assets drop-down menu and click the name of a particular asset.</td>
<td>A details screen for the selected asset. Figure 3-4 shows an example.</td>
</tr>
<tr>
<td>Navigate to assets in a subject area.</td>
<td>1. Expand the Subject Areas drop-down menu. 2. Click the desired subject area. 3. Click the link to the library floor containing material in the desired subject area.</td>
<td>A map of the library floor containing materials in the desired subject area.</td>
</tr>
<tr>
<td>Navigate to assets near call numbers.</td>
<td>1. Expand the Call Number drop-down menu. 2. Click the desired call number class. 3. Click the link to the desired subject area. 4. Click the link for the library floor.</td>
<td>A map of the library floor containing materials in the desired call number class.</td>
</tr>
<tr>
<td>Display the map of another library floor.</td>
<td>1. Expand the All Library floors drop-down menu. 2. Click the desired library floor.</td>
<td>A map of the desired library floor.</td>
</tr>
</tbody>
</table>
**Viewing details about an asset**

After you select an asset from a floor map or menu, Inscriptio displays an Asset Details screen. Figure 3-4 shows an example.

**Figure 3-4. Asset Details Screen.**

From the Asset Details screen, you can:

- Return to the map of the library floor (Figure 3-3)
  
  *or*
  
- Continue by clicking **Reserve This Asset**
  
  Inscriptio displays the New Reservation screen (Figure 3-5).
Reserving an asset

After you select Reserve This Asset on the Asset Details screen (Figure 3-4), Inscriptio displays the New Reservation screen (Figure 3-5).

Figure 3-5. New Reservation Screen.

The Start Date for the reservation is today’s date. Inscriptio automatically fills in this value, and you cannot change it.

To complete the reservation:

1. Click the End Date field to display a calendar and select a date from this calendar.
   The current minimum reservation time is 90 days, and the maximum is 540 days.

2. Click the link Carrel and Hold Shelf Policy to review this information.

3. Select Agree to Terms of Service. By making this selection, you agree to the terms of the library’s Carrel and Hold Shelf Policy that you just reviewed.

4. Click Create Reservation.

If all your information is complete and correct, Inscriptio displays a confirmation (Figure 3-6). You also receive an email message indicating that your asset reservation is pending. You receive another email when the library staff has reviewed your request and finalized your asset reservation.
Viewing the confirmation of a pending reservation

After you reserve an asset (Figure 3-5), Inscriptio displays the My Reservations screen (Figure 3-6). This screen confirms that your reservation is pending.

This screen requires no action unless you want to cancel the reservation.

Figure 3-6. My Reservations Screen Confirming a Pending Reservation.

Canceling a reservation

To cancel a reservation at any time:

1. Select My Reservation from the User Options bar.

   The My Reservations screen appears. This screen shows an approved reservation (Figure 3-7).

   Figure 3-7. An Approved Reservation on the My Reservation Screen.

2. Click the Cancel link.
Inscriptio displays a prompt asking you if you are sure about canceling the reservation. If you answer Yes, Inscriptio displays a confirmation message (Figure 3-8).

**Figure 3-8. Confirmation of a Cancellation.**

![Confirmation of a Cancellation](image)

**Note:** When you make a reservation, you can cancel it as soon as you see the Confirmation screen by clicking the **Cancel** link.

## Renewing an asset

You receive an email message about renewing an asset when you are within two weeks of the expiration date.

To renew an asset:

1. Sign in to Inscriptio and click **My Reservation** in the User Options bar.

   Inscriptio displays the My Reservation screen. This screen indicates the date when your current reservation expires (Figure 3-9).

   **Figure 3-9. My Registration Screen Showing an Expiring Reservation.**

   ![My Registration Screen Showing an Expiring Reservation](image)

2. Click the **Renew** link.
Inscriptio displays a confirmation of the renewal (Figure 3-10).

Figure 3-10. Confirmation of a Renewal.
Communicating with other users of a carrel

Because users share most carrels, Inscriptio provides a bulletin board that enables you to communicate with other users of your carrel.

To reach the bulletin board:

1. Click My Reservation on the User Options bar.
   The My Reservations screen appears (Figure 3-7).

2. Click the link for your assigned carrel.
   The Asset Details screen for your carrel appears (Figure 3-11).

   Figure 3-11. Asset Details Screen Showing the Bulletin Board Link.

3. Click the Access Board link under the heading "Bulletin Board."
The Bulletin Board screen for your carrel appears (Figure 3-12).

![Figure 3-12. Bulletin Board Screen for a Carrel.](image)

4. Click **New Post**.

   The New Post screen appears (Figure 3-13).

![Figure 3-13. New Post Screen.](image)

5. Type the desired text in the **Message** field and click **Create Post**.
Inscriptio displays a message confirming that you posted the message (Figure 3-14).

Figure 3-14. Confirmation of a Posted Message.

![Inscriptio Confirmation of Posted Message](image-url)
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