

MEDIA LIBRARY : BOOKING RESOURCES

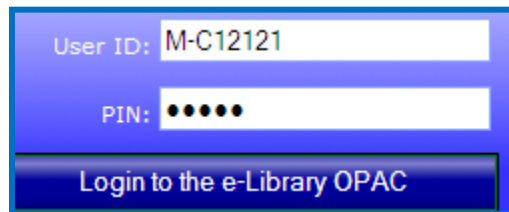
The following provides step-by-step instructions for booking resources from the new Media Library catalogue.

1. From the DPCDSB home page click on Media Library (bottom left hand side). Where available, the Media collection may also be accessed from the school's



website by clicking on this icon

2. At the top right corner of the screen, enter your employee number preceded by M-C as User ID (do not insert spaces) and employee number as PIN. Click on "Login.

A login form with a blue background. It contains two input fields: "User ID:" with the text "M-C12121" and "PIN:" with five black dots. Below the fields is a button labeled "Login to the e-Library OPAC".

3. System will connect you to your school's OPAC if your school library is currently using or will soon be using the new Symphony library system. If your school library has not yet been converted to Symphony, you will be connected to the generic DPCDSB site.
4. Search for item using keyword only. **Do not** use Browse as this will display items at all libraries. Enter term in Search for field and click on relevant search criteria.

A screenshot of a web interface for a library search. At the top, there are links for "Search/Home", "Find It Fast!", and "Knowledge Portal". Below that is a navigation bar with "Go Back", "Help", and "Logout". The main section is titled "Quick Search" and has two radio buttons: "Catalog" (selected) and "Keyword" (selected), with "Browse" as an option. Below the radio buttons is a search input field containing the word "winter". At the bottom, there are five buttons for search criteria: "words or phrase", "author", "title", "subject", and "series".

- If you were connected to your school library please proceed to STEP 6. If you were connected to the generic site, please click on the arrow and select Media and Professional Library from the list of sites. Then select to “Search within a single library”

Change your search words

Media & Professional Library

Search within a single library

Search ALL libraries

- Search results may include resources held by the Media Library and your school library. Please note **ONLY** resources held by the Media Library may be booked. For resources at the school library, please contact the teacher-librarian at your school.
- If you see a list of search results, click on blue link of required item to view details. If only one item resulted from your search, you will immediately be at the Item Details screen.

[Winter holiday stories \[videorecording \(DVD\)\]](#)
 Jaffe, Nina.
 DVD E WIN

2001
 5 copies available at [Media & Professional Library](#)

For example:

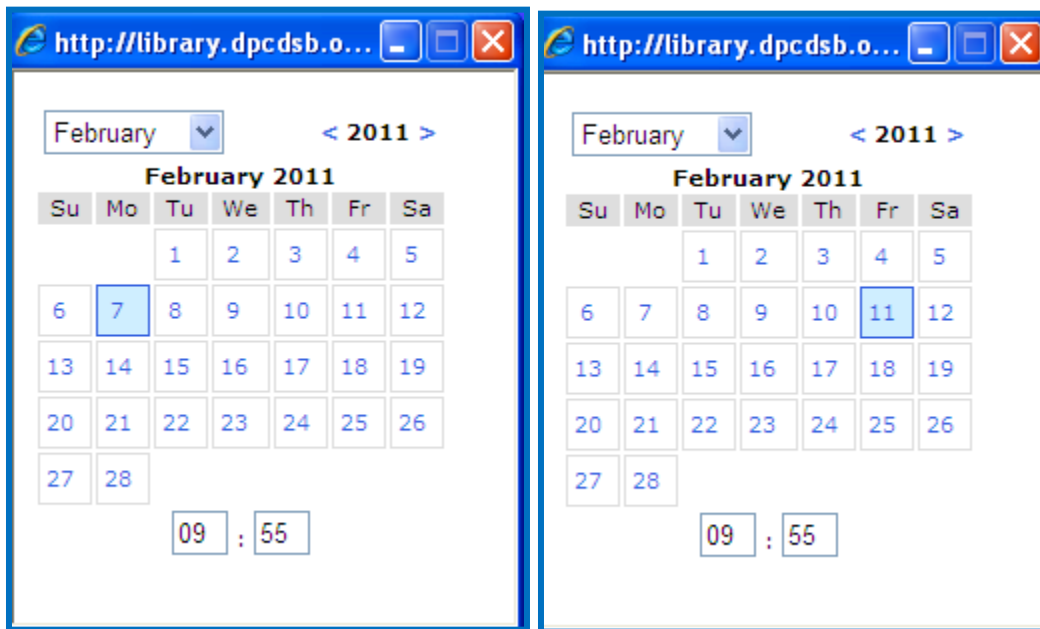
Item Information	Catalog Record
Title	Winter holiday stories [videorecording (DVD)]
Author	Jaffe, Nina.
Publisher:	Weston Woods ; [New York] :
Pub date:	c2001.
Pages:	1 videodisc (27 min.) :
ISBN:	1555929702
Item info:	5 copies available at Media & Professional Library .

To view additional record details, i.e. grade level, summary, click on [Catalog Record](#).

8. To book item, scroll to bottom of the page and click on “Book Item”

Change Display Kept Book Item Logout

9. Next screen “List of Item Bookings”, please note confirmation of your User ID as well as the title of the resource you are booking and a choice of copy of resource if multiple copies are available. Please click on **Set Booking Date/Time** icon to continue booking item.
10. Use the calendar gadget beside the fields Start Day and End Day to select the booking period. Please note items may only be booked for 5 school days including start date. See calendar example below:



The Pickup Library must indicate your school.

Book Item

11. Click on **Book Item** to complete booking.

12. A booking a confirmation screen will display booking details.



13. To book additional items, click the Search/Home option at the top left side of the screen.

14. Once you have completed booking all items, please remember to LOGOUT by selecting **Search/Home** and then **Logout**.

NOTE: If an item is booked in error or you encounter any problems, please submit a HEAT ticket.