

# DIRECTIONS ON HOW TO USE MEDIANET Online Catalog/Booking System

*Booking and Online Catalog System at the SOESD Media Materials Library*

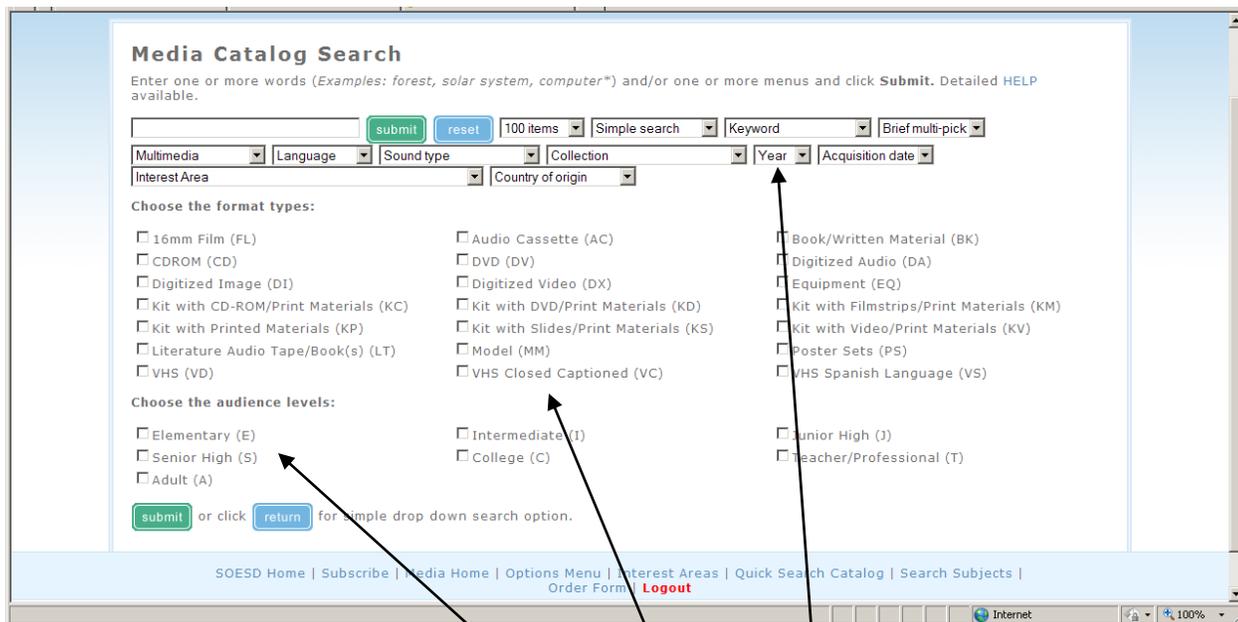
You should be able to access our web page for the media library by using this web address:  
<http://media.soesd.k12.or.us> or you can go to [www.soesd.k12.or.us](http://www.soesd.k12.or.us)

The screenshot shows the website for the Southern Oregon ESD Media Materials Library. At the top, there is a navigation bar with tabs for 'Options', 'Catalog', 'Subjects', 'Mediographies', and 'Order'. Below this, the main header reads 'SOESD Media Materials Library' with the tagline 'The Regional Advantage'. The page is divided into several sections: 'Searching' with links to 'Search Catalog', 'Quick Search Catalog', 'Search Subjects', and 'Mediographies'; 'Ordering' with links to 'Options Menu', 'Login', and 'Order Form'; 'Subscribing' with a 'New' badge and a sign-up prompt; and 'Browse New Media Content' which features a carousel of five media items: a woman's portrait, 'Smart Nutrition', 'The Truth About Tobacco Presentation', 'Grammar Tips', and 'Which Fork Do I Use?'. On the right side, there are sections for 'Information Guides', 'Links', and 'Reference & Research Resources', which lists 'LEARN360', 'WORLD BOOK Online Reference Center', and 'K-12 TEACHING & LEARNING CENTER'. The browser's address bar at the bottom shows 'Done' and 'Internet'.

**NOTE:** If you have not logged on last school year at all or have changed buildings or are new to your district please call our booking desk at 776-8560 or 1 800-460-6454 and we will get you into our database.

## **SEARCHING FOR MATERIALS**

After logging on select "**Search Catalog**" (you do not need to log on to just search the catalog, however once you select an item to reserve, you will be prompted to login.)



The screenshot shows the "Media Catalog Search" interface. At the top, there is a search bar with a "submit" button and a "reset" button. Below the search bar, there are several dropdown menus for filtering results: "Multimedia", "Language", "Sound type", "Collection", "Year", and "Acquisition date". There are also checkboxes for "Interest Area" and "Country of origin".

Under the heading "Choose the format types:", there are three columns of checkboxes for various media formats:

- 16mm Film (FL)
- CDROM (CD)
- Digitized Image (DI)
- Kit with CD-ROM/Print Materials (KC)
- Kit with Printed Materials (KP)
- Literature Audio Tape/Book(s) (LT)
- VHS (VD)
- Audio Cassette (AC)
- DVD (DV)
- Digitized Video (DX)
- Kit with DVD/Print Materials (KD)
- Kit with Slides/Print Materials (KS)
- Model (MM)
- VHS Closed Captioned (VC)
- Book/Written Material (BK)
- Digitized Audio (DA)
- Equipment (EQ)
- Kit with Filmstrips/Print Materials (KM)
- Kit with Video/Print Materials (KV)
- Poster Sets (PS)
- VHS Spanish Language (VS)

Under the heading "Choose the audience levels:", there are three columns of checkboxes for different grade levels:

- Elementary (E)
- Senior High (S)
- Adult (A)
- Intermediate (I)
- College (C)
- Junior High (J)
- Teacher/Professional (T)

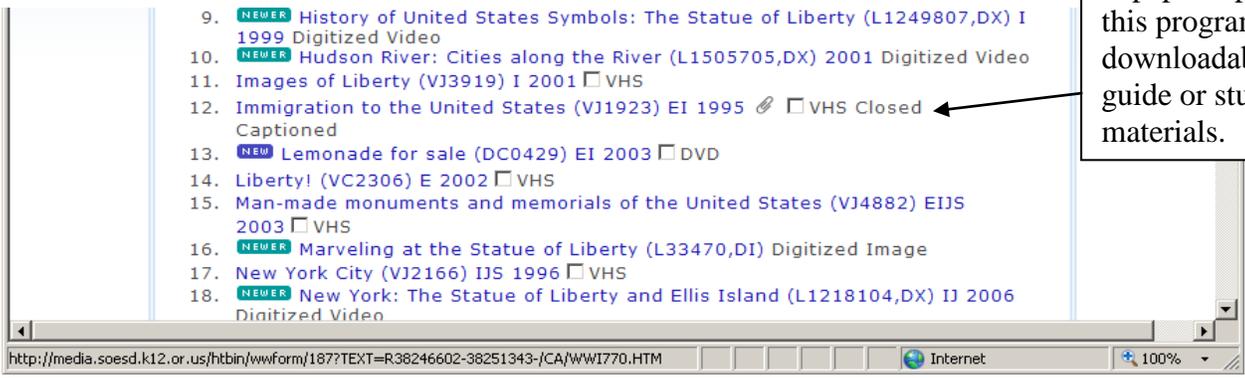
At the bottom of the search area, there are "submit" and "return" buttons. The "submit" button is highlighted in green. Below the buttons, there is a note: "submit or click return for simple drop down search option."

The footer of the page contains navigation links: "SOESD Home | Subscribe | Media Home | Options Menu | Interest Areas | Quick Search Catalog | Search Subjects | Order Form | Logout".

Three black arrows point from the text below to specific search filters: one points to the "Year" dropdown menu, one points to the "Senior High (S)" checkbox, and one points to the "Audio Cassette (AC)" checkbox.

**There are several ways you can search our catalog. You can add a grade level, a type of media, even by year it was produced.**

Once you have typed in a title or subject or keyword, then a list of materials will come up that relates to your search. A page will appear with a listing of the titles of materials we have in our library on your selected topic.



A paperclip shows that this program has a pdf downloadable teacher's guide or student materials.

By clicking on the title name you can get more information about the title—such as the copyright date, subjects, grade levels etc.



## TO CHECK OUT MATERIALS

To select a title to check out, click the **pick** button. This will take you to the screen where you will select the dates you would like to have the item.

**Please note: If requesting a specific title number, please add zeros to make the item number = six digits. Example: VK34 would be VK0034.**

Click **test availability** to check availability of untested titles.

Title#	Title	Showdate	#Days	Avail	Remove
VJ1923,VC	Immigration to the United States	First Any	Standard		<input type="checkbox"/>

If you have changed any information above (e.g. showdate), press one of the following buttons before exiting the form.

**test availability** **export titles** **save changes** **clear all**  
**resume search** **new search** **mediagraphies** **options menu** **logout**  
**help**

To request specific title(s), enter title code(s) below and press the "Add Title" button.

**Standard Number of Days** means you will receive it for **5 days**. Double means 10 days)

To see if it is available for the dates you select click the **test availability** button.

A **green check mark** means the item is available on the dates selected, **a red x** means it is not available along with a message of next available date.

✓ means title is available. Click **submit** to place your order.

Title#	Title	Showdate	#Days	Avail	Remove
VJ1923,VC	Immigration to the United States	Aug 19	Standard	✓ Aug 19 - 25	<input type="checkbox"/>

If you have changed any information above (e.g. showdate), press one of the following buttons before exiting the form.

**submit** **test availability** **export titles** **save changes** **clear all**  
**resume search** **new search** **mediagraphies** **options menu** **logout**  
**help**

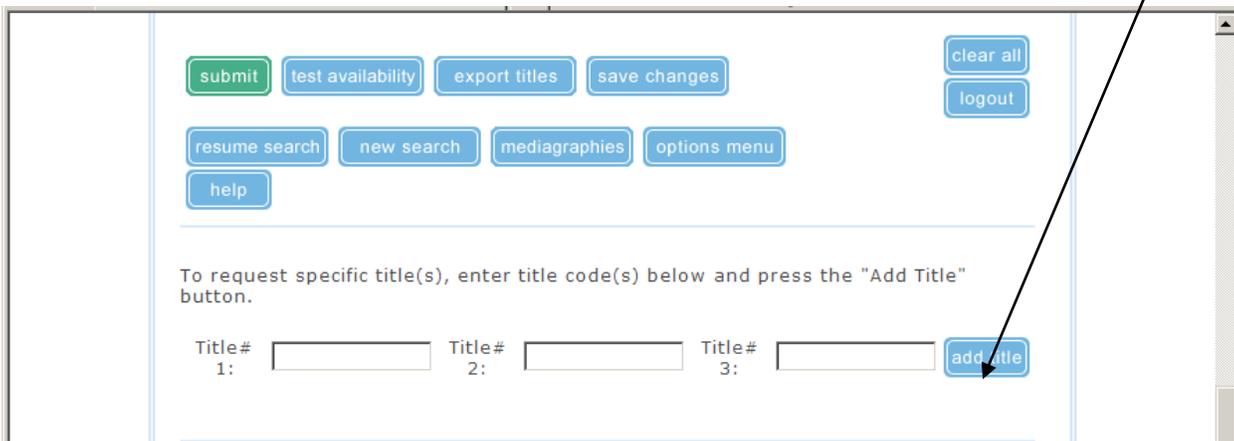
Clicking on the  will complete the order.

Look for the **THANK YOU** page that will show listed items you have successfully ordered.

## **TO ORDER BY ITEM NUMBER**

**If you know exactly the item you want, you can head directly to the order portion of the catalog.** After logging on, you may then select at the bottom of the page "**Order Form**"

You may enter 3 item numbers at a time. Be sure there are 4 number spaces after the letters. Example: VB798 should be entered VB0798.



The screenshot shows a web interface with a top navigation bar containing buttons for 'submit', 'test availability', 'export titles', 'save changes', 'clear all', and 'logout'. Below this is a section with buttons for 'resume search', 'new search', 'mediagraphies', 'options menu', and 'help'. A horizontal line separates this from the main content area, which contains the instruction: 'To request specific title(s), enter title code(s) below and press the "Add Title" button.' Below the instruction are three input fields labeled 'Title# 1:', 'Title# 2:', and 'Title# 3:'. To the right of these fields is a blue button labeled 'add title'. A black arrow points from the 'add title' button in the screenshot to the text 'Click on "add title"' in the following paragraph.

Click on "**add title**". Then test the availability of the item(s) and submit your order. You will get an email confirmation of your order.

*Please call our booking desk at 776-8560 or (800)460-6454 and we will be happy to walk you through the first time you select and book materials online.*