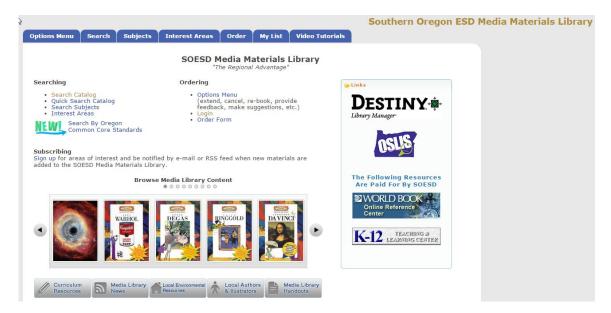
# **HOW TO USE MEDIANET Online Catalog**



Booking and Online Catalog System at the SOESD Media Materials Library

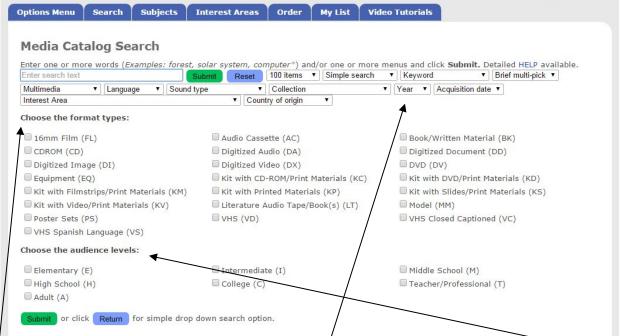
You should be able to access our web page for the media library by using this web address: <a href="http://media.soesd.k12.or.us">http://media.soesd.k12.or.us</a> or you can go to <a href="www.soesd.k12.or.us">www.soesd.k12.or.us</a>



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

#### **SEARCHING FOR MATERIALS**

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.)



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. Choose your search parameters, then click Submit.

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

12. Abraham Lincoln (VJ4842) EI 2004 18min 🖉 🗆 VHS
13. Abraham Lincoln and Sojourner Truth (L310373,DI) MH 2000 Digitized Image
14. NEW Abraham Lincoln and the Emancipation Proclamation: a selection of documents for teachers Material
15. Abraham Lincoln and the Truth About Prejudice (L115332,DX) H 2011 2min Digitized Video
16. Abraham Lincoln Approved the Construction (L1907104,DX) MH 1995 3min Digitized Video
17. Abraham Lincoln comes home (DC0676) E 2009 10min 🖉 DVD
18. Abraham Lincoln: Preserving The Union (L19435,DX) MH 1996 89min Digitized Video
19 program has a pdf downloadable teacher's guide or student materials and program has a pdf downloadable teacher's guide or student materials and program has a pdf downloadable teacher's guide or student materials and program has a pdf downloadable teacher's guide or student materials and program has a pdf downloadable teacher's guide or student materials and program has a pdf downloadable teacher's guide or student materials and program has a pdf downloadable teacher's guide or student materials and program has a pdf downloadable teacher's guide or student materials and program has a pdf downloadable teacher's guide or student materials and program has a pdf downloadable teacher's guide or student materials and program has a pdf downloadable teacher's guide or student materials and program has a pdf downloadable teacher's guide or student materials and program has a pdf downloadable teacher's guide or student materials and program has a pdf downloadable teacher's guide or student materials and program has a pdf downloadable teacher's guide or student materials and program has a pdf downloadable teacher's guide or student materials and program has a pdf downloadable teacher's guide or student materials and program has a pdf downloadable teacher's guide or student materials and program has a pdf downloadable teacher's guide or student materials and program has a pdf downloadable teacher's guide or student materials and program has a pdf downloadable teacher's gu

By clicking on the title name you can get more information about the title, including a description.



19. Abraham Lincoln: the great emancipator (DJ1085) EI 2008 12min 🖉 🔲 DVD

#### TO CHECK OUT MATERIALS

To select a title to check out, click the **Pick** button. This will prompt you to log in, then take you to the screen where you will select the dates you want to have the item.



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. Change your dates and test availability again.



Clicking on the button 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: DJ136 should be entered DJ0136.

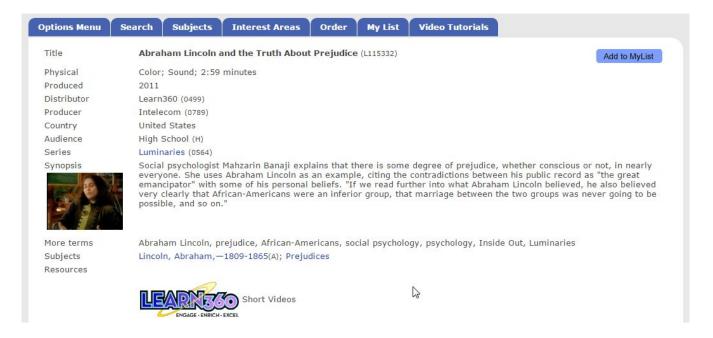


Click on "add title", then test the availability of the item(s) as before and submit your order. You will get an email confirmation of your order.

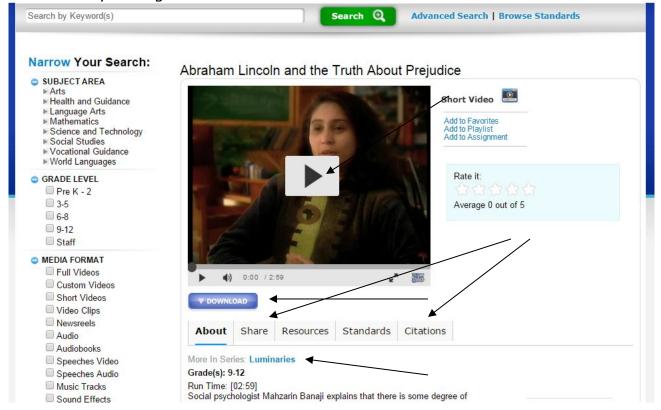
### **TO ACCESS LEARN360 MATERIALS**

Search for materials as outlined above. When searching, you can check the boxes for Digitized Audio, Digitized Image, and/or Digitized Video or look for those formats in the list of results.

Click on the title you'd like to see. This will take you to a more detailed description. Click the Learn360 icon near the bottom of the description.



This will prompt you to log in if you haven't already, then open up a second window to the video in Learn360. **Stream** the video by clicking the Play button, **download** the video by clicking the download button, click the **series** title to see other titles in the series, **share** by clicking on the Share tab or **cite** by clicking on the Citations tab.



To find another title, either search in Learn360 or close the Learn360 window and return to your original search in Medianet.

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.