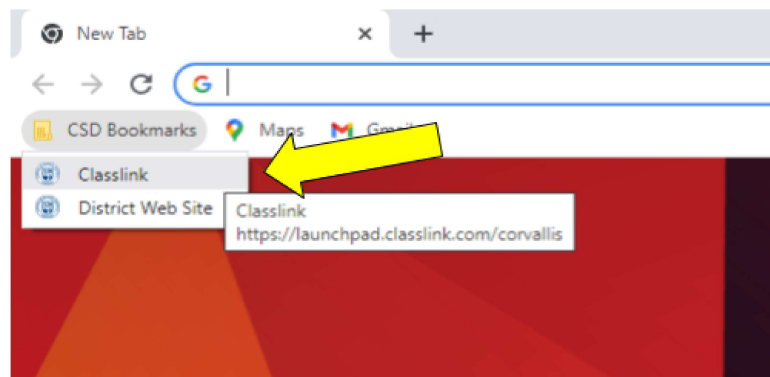


Staff Booking Instructions for the Follett Destiny Library System

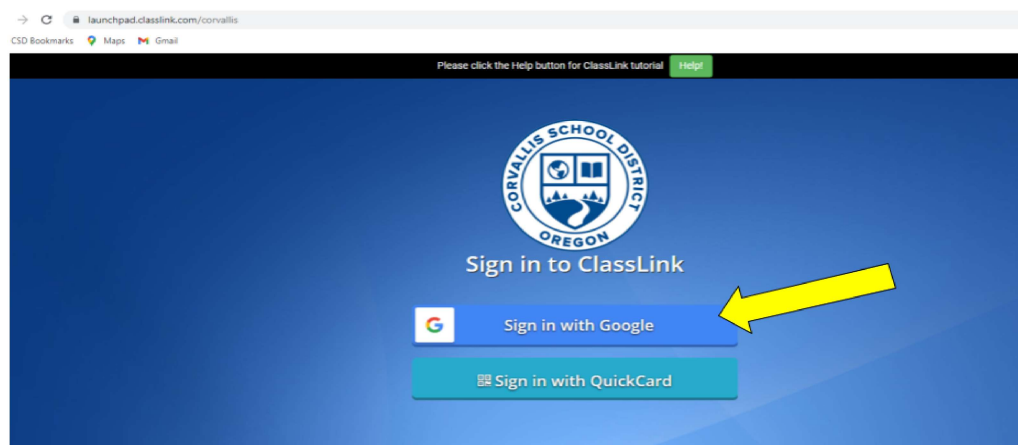
If you are already signed in to Classlink, go to Step 4.

1. Go to Classlink at <https://launchpad.classlink.com/corvallis> or use the shortcut on your Chrome browser.



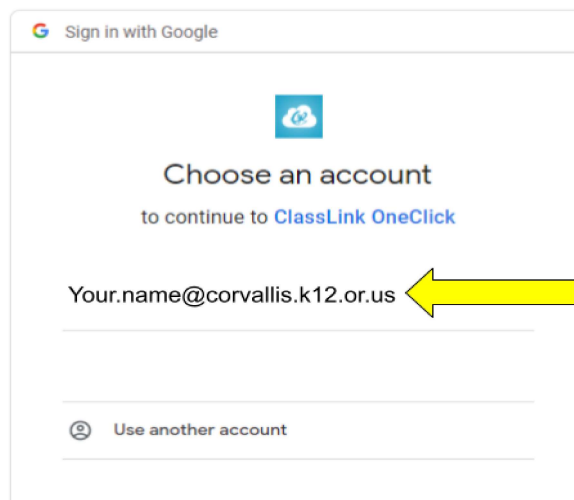
This will take you to the sign in page for Classlink.

2. Click the Sign in with Google button.



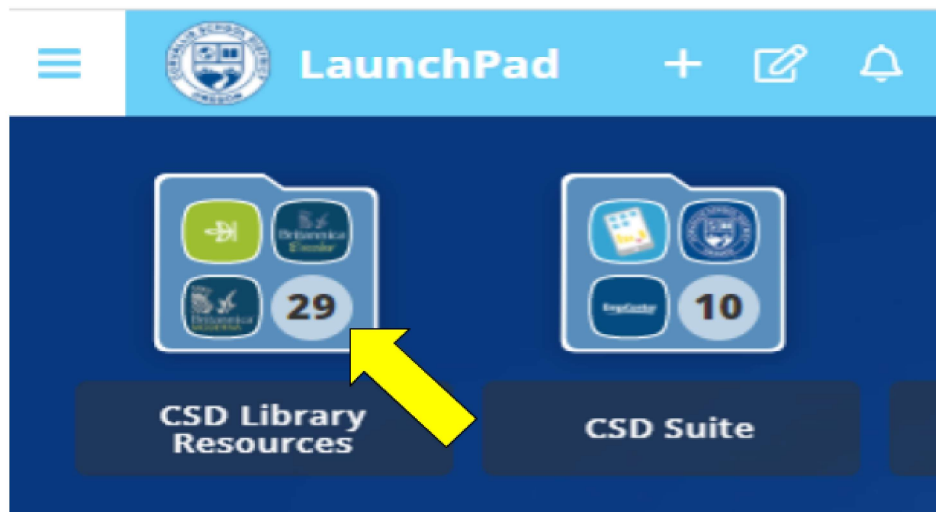
This will take you to a Sign in with Google page.

3. Click on your Google account.



This will take you to the Classlink launchpad.

4. Click on the CSD Library Resources folder in Classlink.



This will display accessible library related programs and applications.

5. Click on the CIMC Destiny Bookings icon.



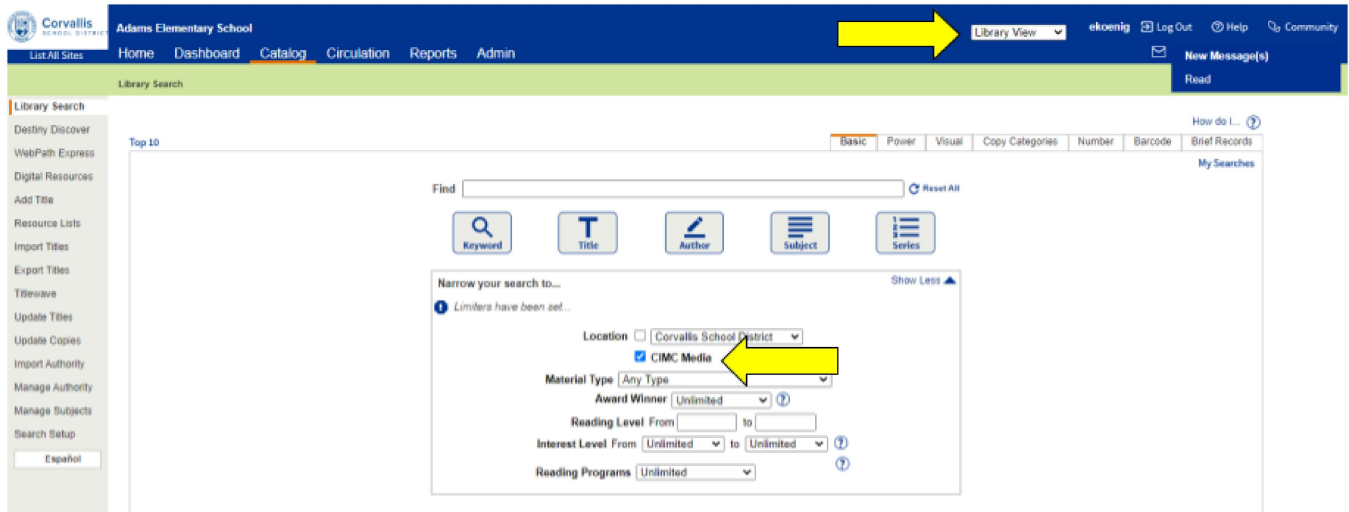
This will take you to your Online Catalog for CIMC booking.

6. Click on the Catalog tab on the upper left of the screen.



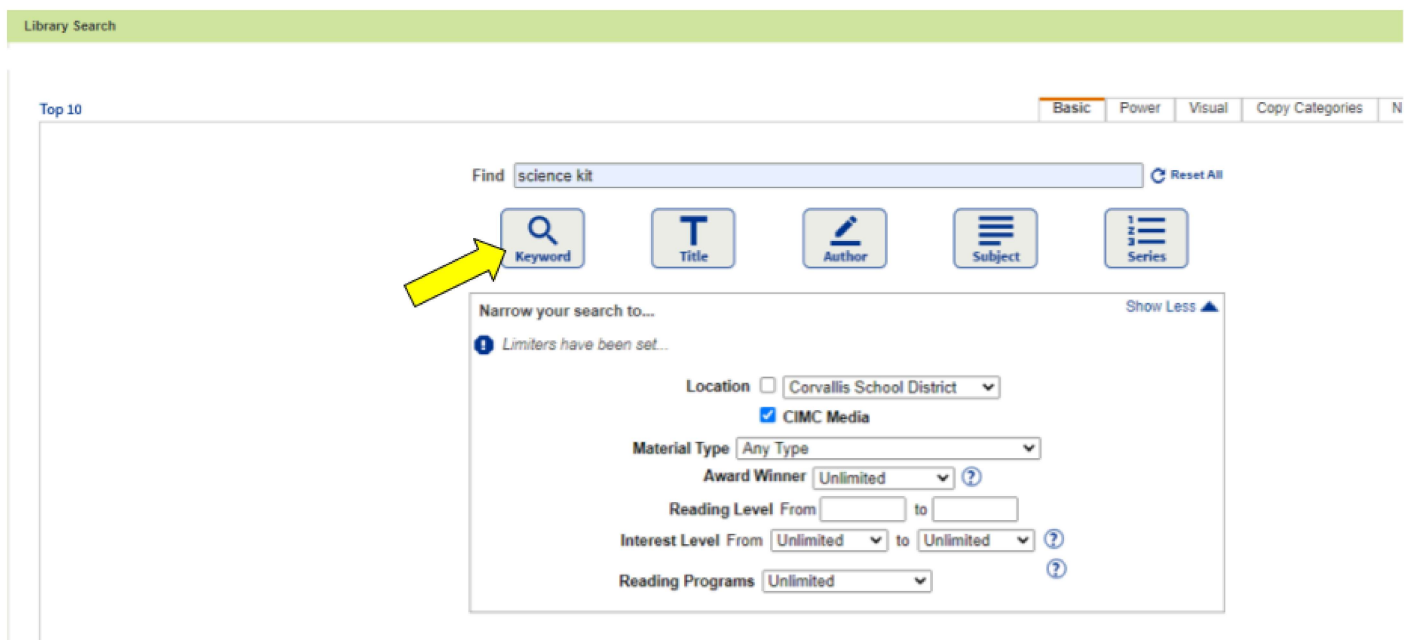
This will take you to the Library Search Page.

7. Define Limiters - Verify that you are in Library View (dropdown in upper right corner) and that you have selected the CIMC Media checkbox in the middle of the "Narrow your search to..." box.



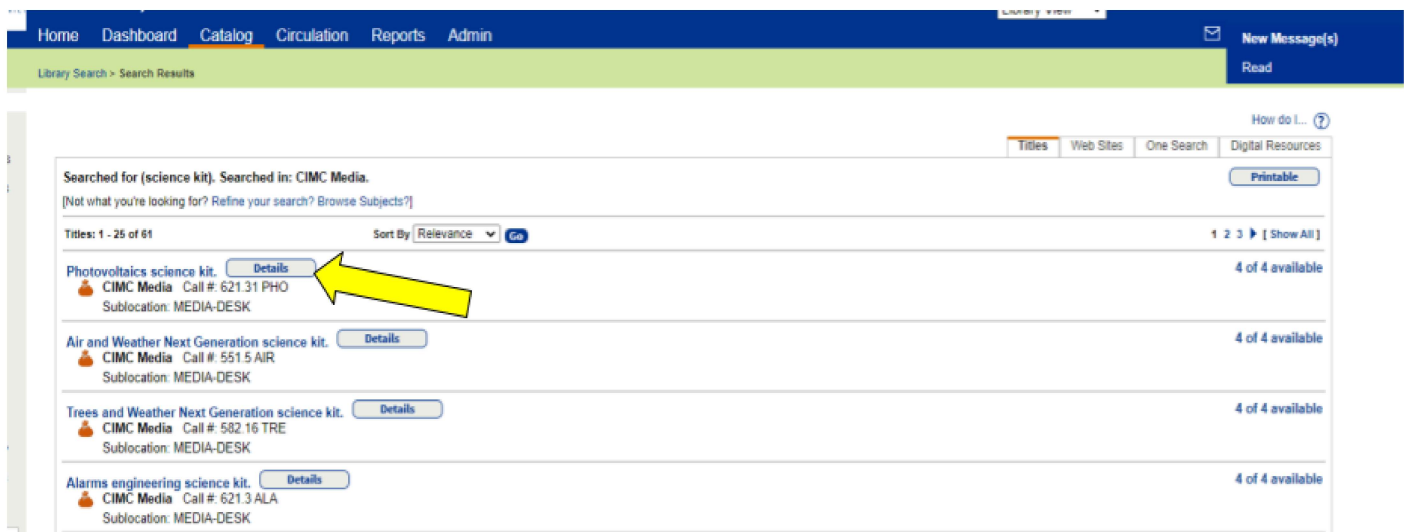
You are now ready to search!

8. In the Find field, type in your search terms, then click on the Keyword button.



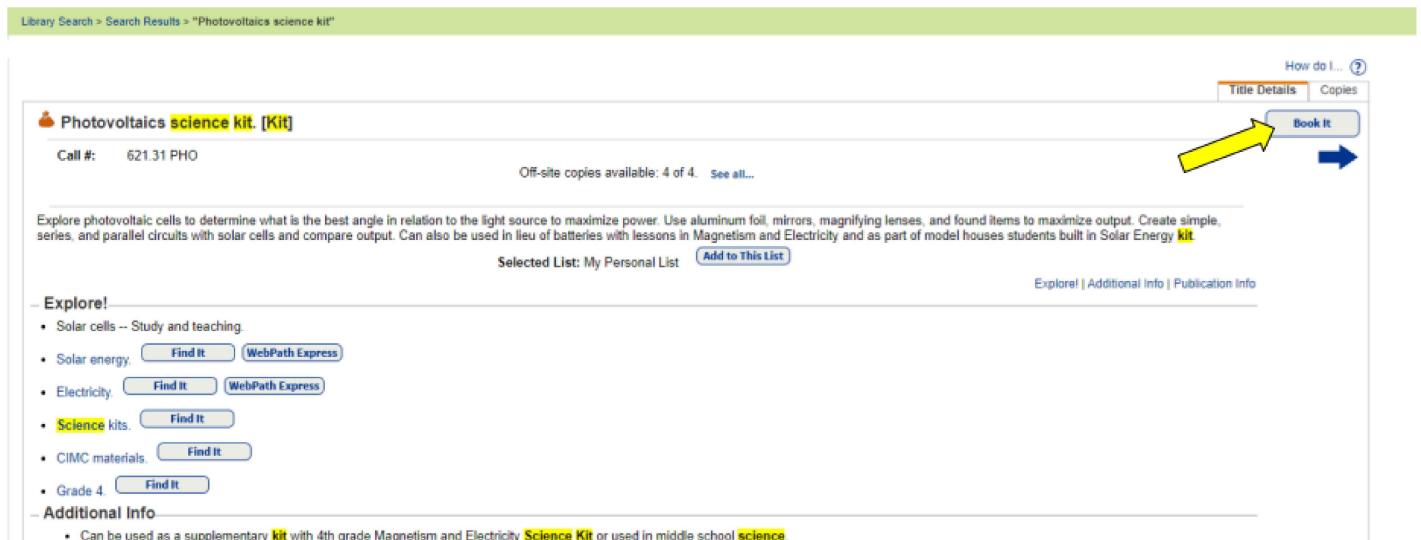
This will take you to a search results page based on your search terms.

9. Click on the Details button.



This will take you to the item details page.

10. Click the Book It button.



This will take you to the Booking Request page.

11. Select the date you want the item delivered. Use the calendar (right) - available dates are those not shaded - or enter the dates manually (left). The end date will be automatically filled in based on media policy. **Click the Save button.**

Library Search > Search Results > "Photovoltaics science kit" > Booking Request Read

How do I... ?

Requesting

From CIMC Media Ship to patron's site

Photovoltaics science kit.

Copies: 4 ?

Book Refresh Calendar

From to

The maximum loan period for this item in open days: 45

Save Cancel

Calendar

<< December 2021 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

☐ Copies in book: 1

☒ Not Available

☐ Closed

Delivery & Pick Up for Adams Elementary School is on Monday, Tuesday, Wednesday, Thursday, Friday

This will take you to a confirmation page.

12. Receive confirmation.

Library Search > Search Results > "Photovoltaics science kit" Read

How do I... ?

Booking requested for "Photovoltaics science kit." at CIMC Media placed from 12/6/2021 to 2/24/2022.
Copies: 1

Photovoltaics science kit. [Kit]

Call #: 621.31 PHO

Off-site copies available: 4 of 4 [See all...](#)

Title Details Copies

Book It

13. Check on your Bookings status. To check on your bookings at any time, click on the "My Info" Tab in the upper left of the screen and you can view your future bookings. They will appear in the Holds section with a **[CIMCMEDIA]** label next to the dates requested.



To edit or cancel a booking, send an email to:

Erica.Koenig@corvallis.k12.or.us

CIMC 541-757-5923

Updated 10/6/2022