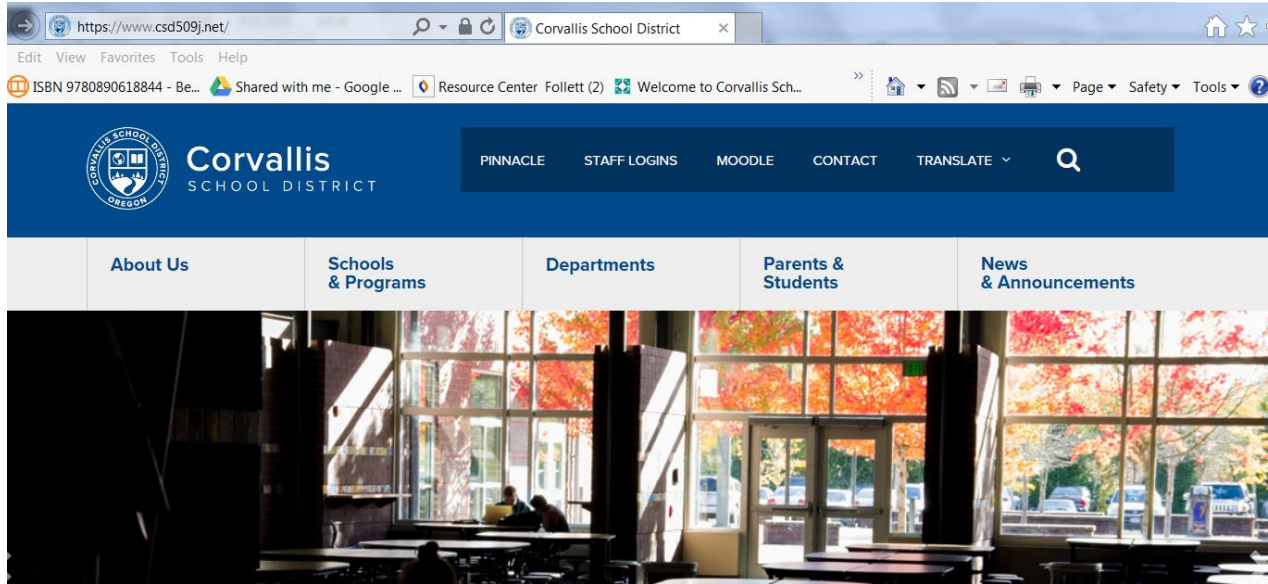


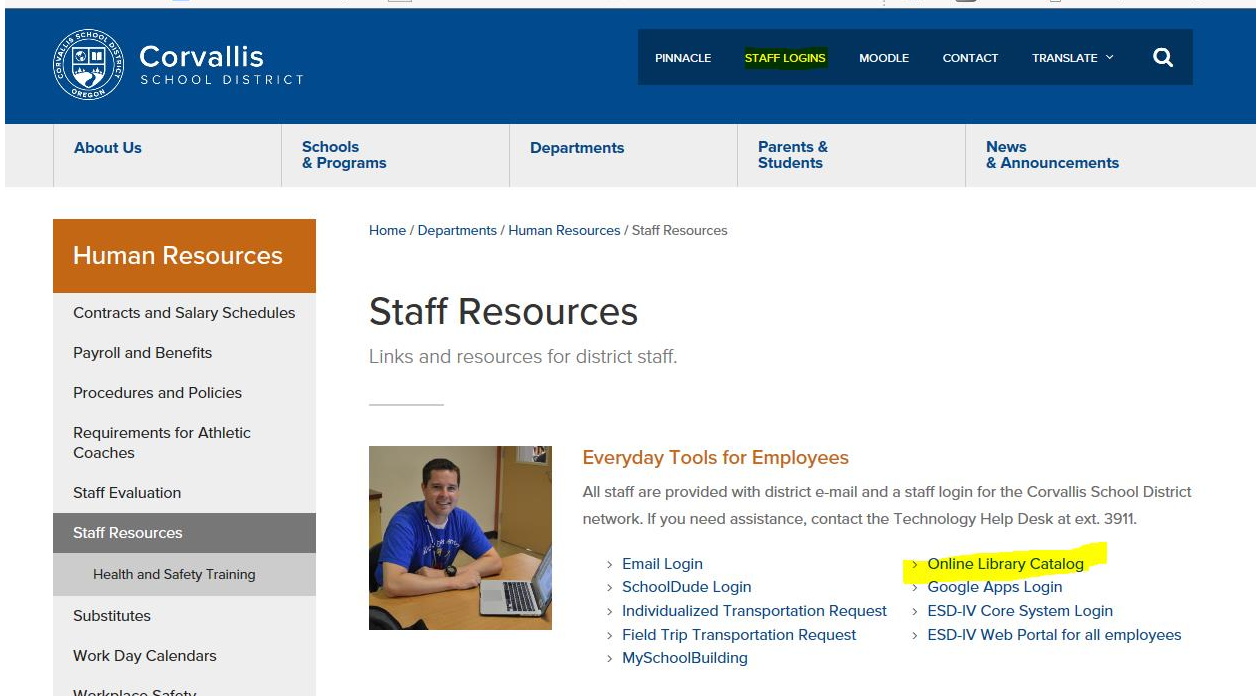
# Staff booking instructions for Destiny Follett Library System

*(If booking from a home computer/iPad/laptop, you must first login to your school district Google Account before going to district webpage to log into Follett Destiny)*

1. Go to district website at <https://www.csd509j.net>



2. Under "Staff Logins" select Online Library Catalog.



### 3. Click on your **school name**. **DO NOT GO TO CIMC MEDIA**



**Corvallis**  
SCHOOL DISTRICT

### 4. Log in to the online catalog by clicking the Google SSO black letters.

### 5. You may need to do this extra step if your computer is not already signed into your District Google account.

*\*You must be signed into your District Google account for the Google SSO to sign you into your library site. Anyone can search as a guest, but staff can only book CIMC media when signed in properly. Ask a school librarian or SPOC if you need help.*

## 6. Now you are at your school site for search and circulation. Only staff can search and book CIMC media.

- Be sure to be in **Library View** – green line indicates Library Manager
- Type name/description of item you want to book in the “Find” field
- Change Location to **Corvallis School District**, but DO NOT check the Location Box
- **Check the CIMC Media box!**
- Then click on Keyword, Title, etc search

The screenshot shows the library search interface for Adams Elementary School. The top navigation bar includes 'Library View' and 'kmcintyre (Admin)'. The search results are currently empty, showing 'Top 10' and 'Basic' search options. The search filters are set to:

- Location: Corvallis School District
- CIMC Media
- Material Type: Any Type
- Award Winner: Unlimited
- Reading Programs: Unlimited

## 7. Search Results page. Click on “Details” (by the title) and you will be taken to a page with the “Book It” option.



The screenshot shows the search results page for 'dogs' in the CIMC Media system. The search results are sorted by Relevance and show 1 of 25 of 61 titles. The first result is 'Hot dogs and cool cats' by National Geographic Television, published in 1997, with 1 of 1 available. The second result is 'Mountain dog (Lit. Circle)' by Engle, Marganita, published in 2014, with 1 of 1 available. The third result is 'Eyewitness: Dog' by National Geographic Television, published in 1994, with 1 of 1 available. The fourth result is 'Gracias a Winn-Dixie' by DiCamillo, Kate, published in 2007, with 1 of 1 available.

**8. Select the date you want the item delivered by using the calendar. The end date will be automatically filled in based on media policy. Unavailable days will be shadowed. Click save.**

Media Search > Search Results > "Hot dogs and cool cats" > Booking Request Read

How do I... ?

**Requesting**

From CIMC Media

**Hot dogs and cool cats**  
National Geographic Television.  
Copies: 1 ?

Book

From  to

The maximum loan period for this item in calendar days: 14

Override media policy

<< October 2017 >>

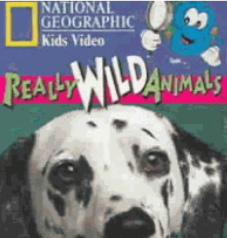
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 1   | 2   | 3   | 4   | 5   | 6   | 7   |
| 8   | 9   | 10  | 11  | 12  | 13  | 14  |
| 15  | 16  | 17  | 18  | 19  | 20  | 21  |
| 22  | 23  | 24  | 25  | 26  | 27  | 28  |
| 29  | 30  | 31  |     |     |     |     |

Copies to book: 1  
 Not Available  
 Closed

Delivery & Pick Up for CIMC Media is on Monday, Tuesday, Wednesday, Thursday, Friday

**9. You will get a confirmation that the booking request has been placed.**

Booking requested for "Hot dogs and cool cats" placed from 10/10/2017 to 10/24/2017.  
Copies: 1



**Hot dogs and cool cats**  
National Geographic Television.  
(Series: Really wild animals)

Call #: 599.74 HOT Copies available: 1 of 1. [See all...](#)

Location: MEDIA-DESK

Program proves that all cats and **dogs** are wild at heart and finds out what makes all **dogs** so doggone doggy, and why furry felines can feel ferocious.

To edit a booking, send an email to:

Kimberly.McIntyre@corvallis.k12.or.us

Questions:

Call Dana Zachary x 4580 or Kimberly McIntyre x5923