



Roanoke County Media Catalog

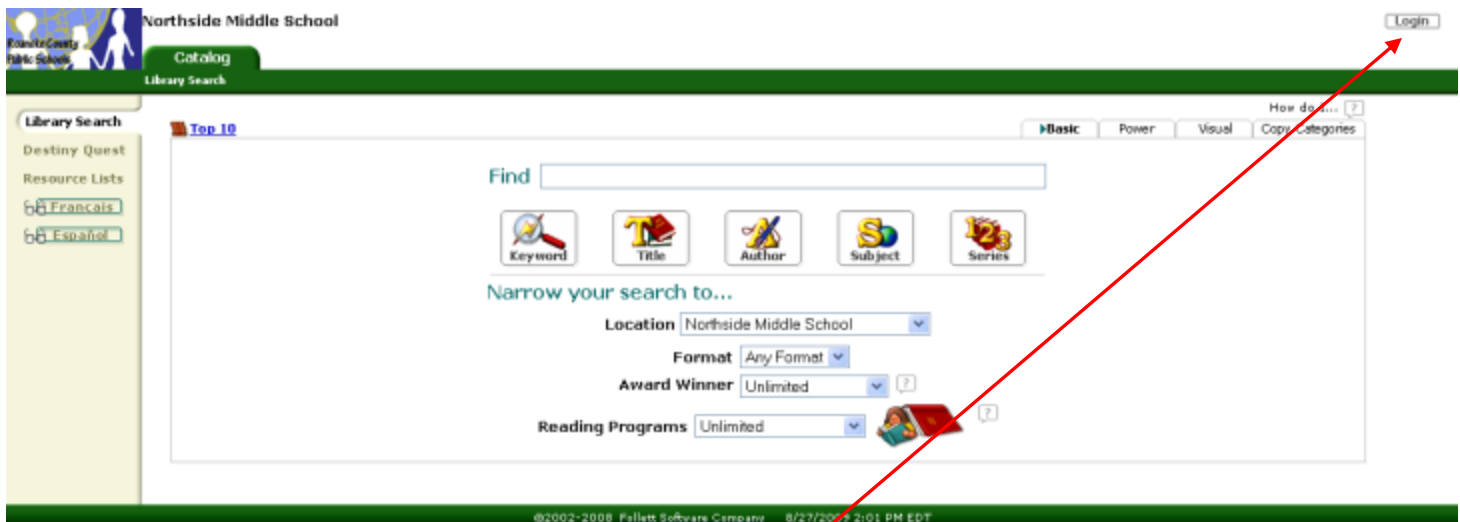
Directions for Teachers



Directions For Reserving Media From Central Office:

1. Go to the [Library](#) webpage and click on NMS Patrons Catalog. Click on [Northside Middle School](#) link **OR** just click on this link:

[Library Catalog](#) and select Northside Middle School



2. Log in under your user name (same as email login) and (nms).

User Name: password
 Password:

3. Select **CATALOG** tab on top of page



4. Location: deselect **Northside Middle School**
5. Select **ROANOKE COUNTY SCHOOLS MEDIA CENTER**

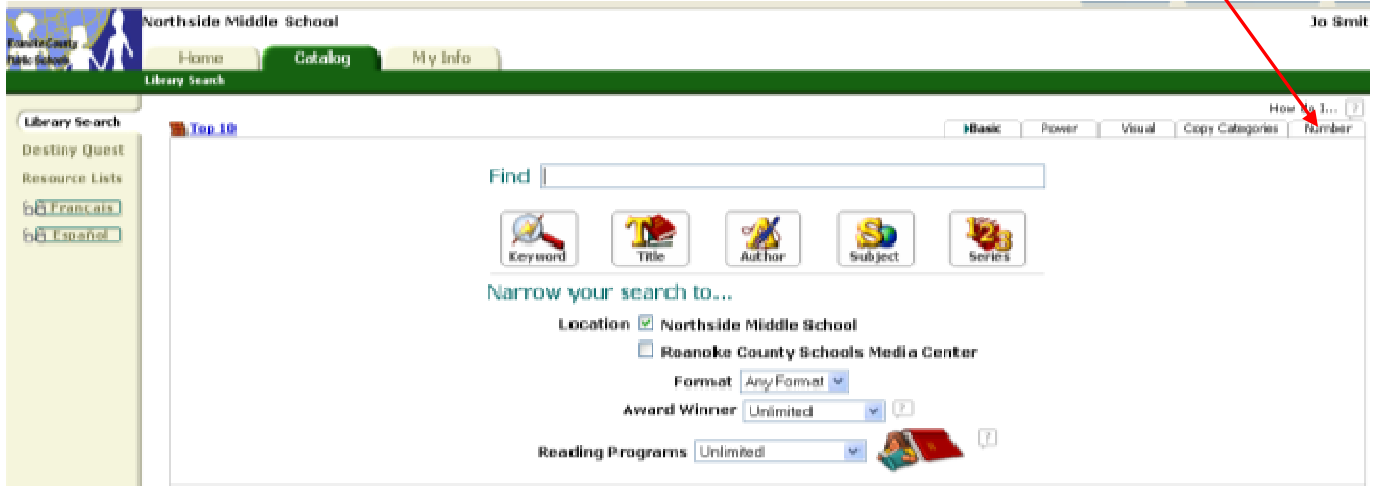
Find

Keyword Title Author Subject Series

Narrow your search to...

Location Northside Middle School
 Roanoke County Schools Media Center
 Format
 Award Winner
 Reading Programs

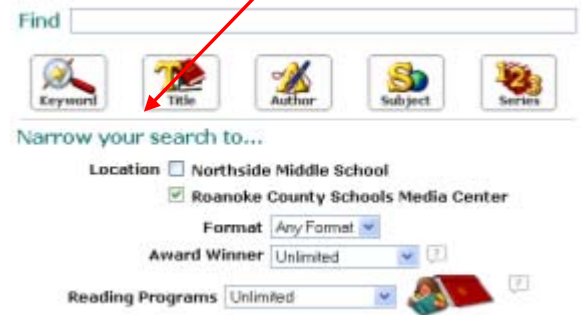
6. If you want to order your **media by its number** rather than title, click on the **NUMBER** tab.



7. Be sure **Roanoke County Schools Media Center** is still selected. Enter number and click GO.

8. Search for material by title, subject, author, keyword, series or Reading Programs.

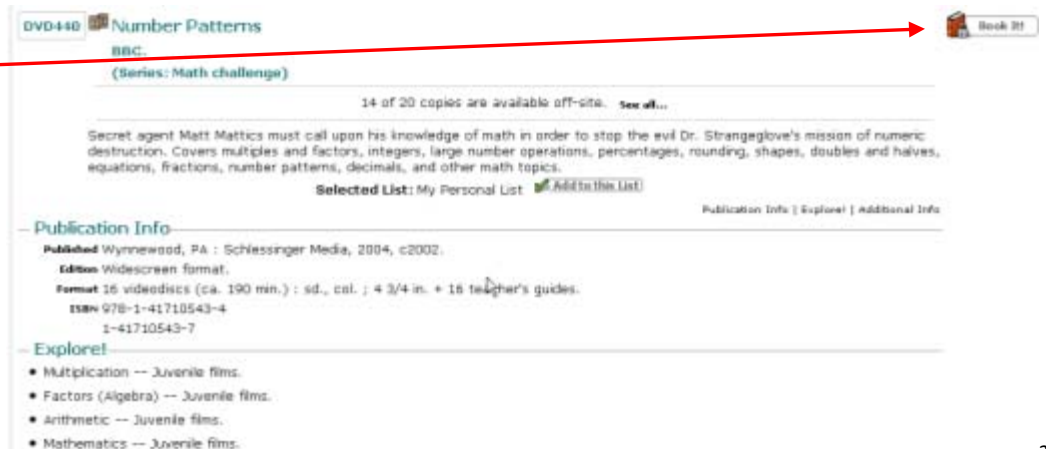
If you know the number of the video or dvd, see #6.



9. Click on **TITLE** or **DETAILS** beside appropriate item



10. Select **BOOK IT**



11. Make sure **SHIP TO PATRON'S SITE** is selected. Located at the top of the screen.

The screenshot shows the 'Requesting' section of the library system. At the top, there is a navigation bar with 'Home', 'Catalog', and 'My Info'. Below this, the breadcrumb trail reads 'Library Search > Search Results > "Number Patterns" > Booking Request'. The main content area is titled '- Requesting' and shows the item 'Number Patterns' from the 'Roanoke County Schools Media Center'. A dropdown menu is set to 'Ship to patron's site'. The item details include 'BBC.', '1 copy owned', and 'Book 1'. There is a 'Refresh Calendar' button and 'From' and 'to' date fields. A note states 'The maximum loan period for this item is 4 open days.' At the bottom are 'Save' and 'Cancel' buttons. On the right, there is a calendar for September 2009 with a legend for 'Book 1 copy', 'Not Available', and 'Closed'. A red arrow points to the 'Ship to patron's site' dropdown menu.

12. All media is delivered on **Monday** and picked up on **Friday**. Choose the **Monday** that you want the media delivered (**even** if it is a holiday). The system will **automatically reserve it for 5 days** – (four days to use with pickup on Friday). The program automatically fills in the FROM date fields.

This screenshot is similar to the previous one but includes a yellow callout box with the text 'This area should fill in automatically with dates.' pointing to the 'From' and 'to' date fields. The calendar on the right shows the date 7 (Monday) highlighted in blue, indicating it is the selected delivery date. A red arrow points to the highlighted date in the calendar.

13. Click **SAVE**

14. You will receive an onscreen confirmation.

Booking requested for "Number Patterns" at Roanoke County Schools Media Center.
A request for 1 copy has been placed from 9/7/2009 to 9/11/2009.

NOTE:

Teachers must have all media back to the library by Thursday afternoon for pickup on Friday morning. If media is desired for **two weeks or more**, you **MUST** submit an additional booking for each week.

EXCEPTION: All videos/DVDs are booked from Monday through **Thursday**, items being returned on Friday. If an item needs to be used on a Friday by a teacher, the item needs to be booked for two consecutive weeks.

If the media is due on a Friday and does not make it into the pony, teachers will be responsible for delivering it to central office by 5:00 p.m. so that it is ready to be delivered on Monday.

MY INFO TAB

You can navigate to the My Info tab to see a list of all items ordered. If you accidentally booked an item or decide you do not wish to check that item out or revise your order, you can click the trash can icon to delete or the pencil/paper icon to edit.

The screenshot shows the 'My Info' tab of a library website. At the top, it says 'orthside Middle School' and 'Jo Smith' with a 'Logout' link. There are navigation tabs for 'Home', 'Catalog', and 'My Info'. Below the navigation is a green bar with the text 'later for Jo Smith'. The main content area is titled 'Items Out' and 'Library Materials'. It contains a table with columns: Due Date, Title, Call Number, Price, and Checked Out. The table has one row: Due Date: 6/5/2009, Title: 86# Screen 60X60. (Copy: T 58229), Call Number: (blank), Price: \$28.00, Checked Out: 5/7/2009. Below this is a 'Holds' section with a table with columns: Title, Requested, Quantity, and Status. It has two rows: 1. Title: Fundamentals of Pre-Algebra I, Requested: T 17744, Quantity: 1, Status: Ready. 2. Title: Number Patterns, Requested: [RCS] (9/7/2009 to 9/11/2009), Quantity: 1, Status: Pending. There are edit and delete icons next to the second row. Below the holds is a 'Recommended Titles' section with the text 'There are no recommended titles for this patron'. A 'Printable' link is at the bottom right.

Due Date	Title	Call Number	Price	Checked Out
6/5/2009	86# Screen 60X60. (Copy: T 58229)		\$28.00	5/7/2009

Title	Requested	Quantity	Status
Fundamentals of Pre-Algebra I	T 17744	1	Ready
Number Patterns	[RCS] (9/7/2009 to 9/11/2009)	1	Pending