Cajon Valley Union School District

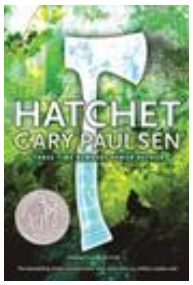
INSTRUCTIONAL MEDIA CENTER

Resources to help you teach!

Media Manager

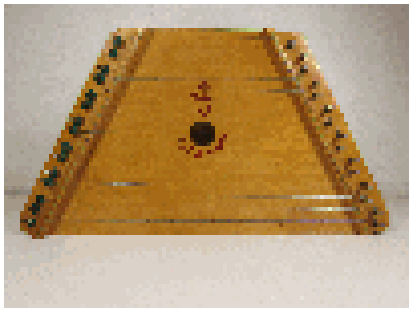
Online searching and booking instructions

Sample Items Available
Accessing
Logging In
Searching
Booking
Important General Information
Other Features
Material/Media Types Available
Curriculum Audience
Standards & World of Work



If you have any questions, contact
Karen McFann (ext.3030; mcfann@cajonvalley.net)

SAMPLE ITEMS AVAILABLE THROUGH THE IMC



Lap harp & music sheets
map

Kate Sessions kit – 2 books, 5 photographs, 1

Eyeball model

American Indian bandolier bag (kit) -
18th century artifacts for the classroom

Along acorn trails: the world of the Kumeyaay

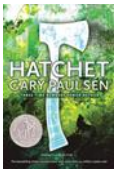
Rosetta Stone - 12”x9” reproduction

The little old lady who swallowed a fly –
finger puppets

Looking down Yosemite Valley -
art print

Butterfly families – Riker mount

DVDs



Literature sets

Check it out!

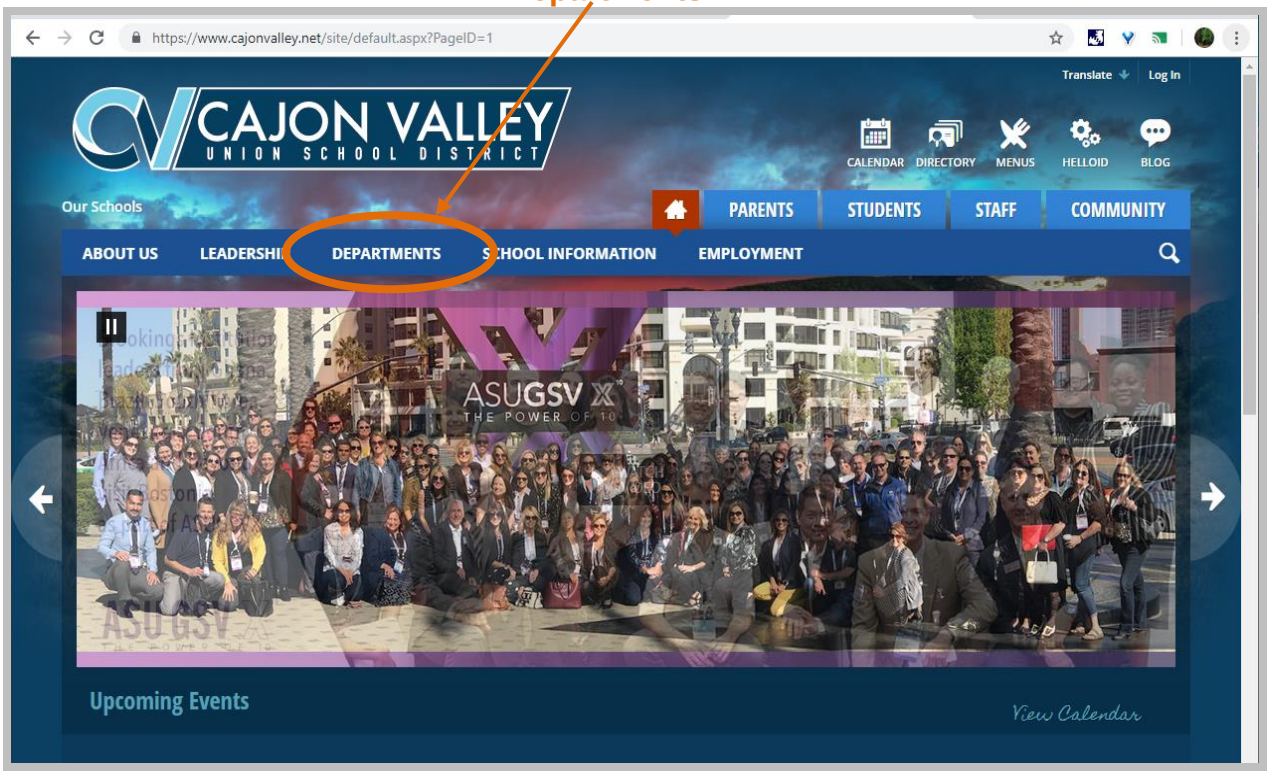
THREE WAYS TO ACCESS:

https://cvusd.follettdestiny.com ***or*** District website ***or*** HelloID dashboard

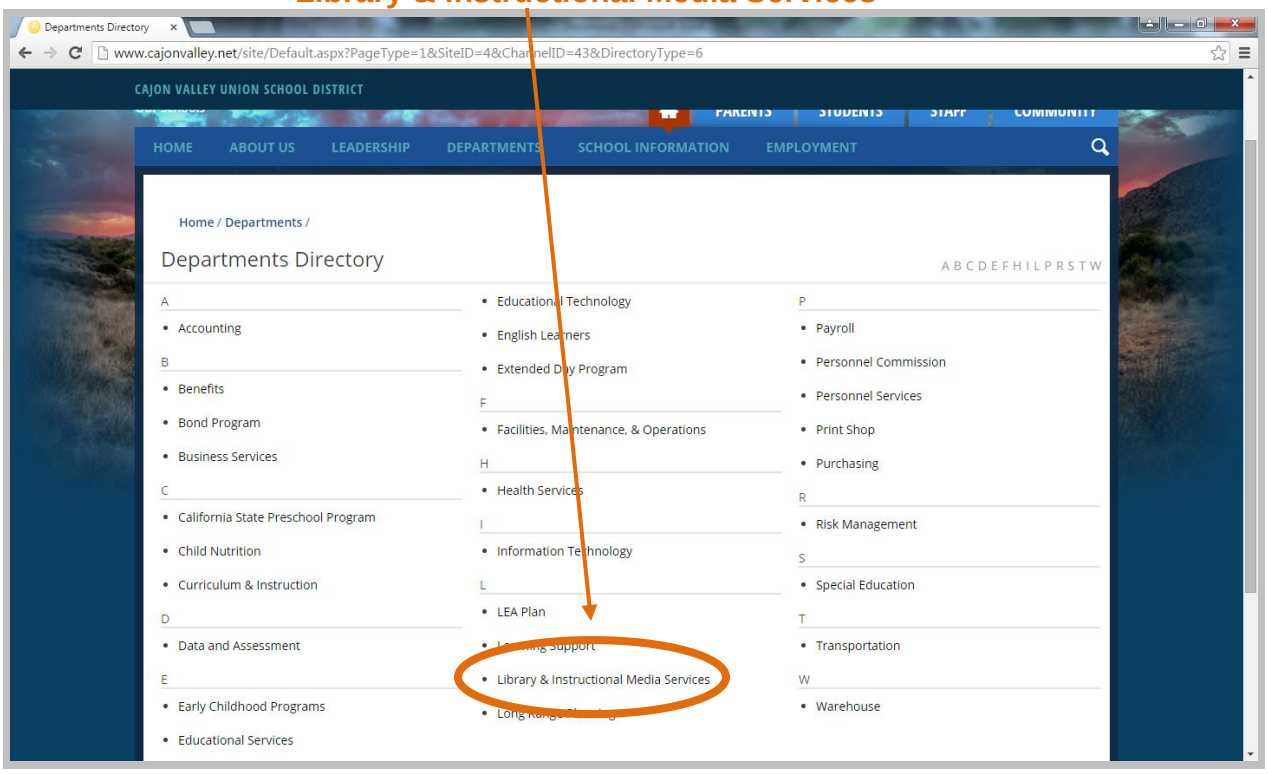
MEDIA MANAGER ONLINE ACCESS:

From District Website

Departments

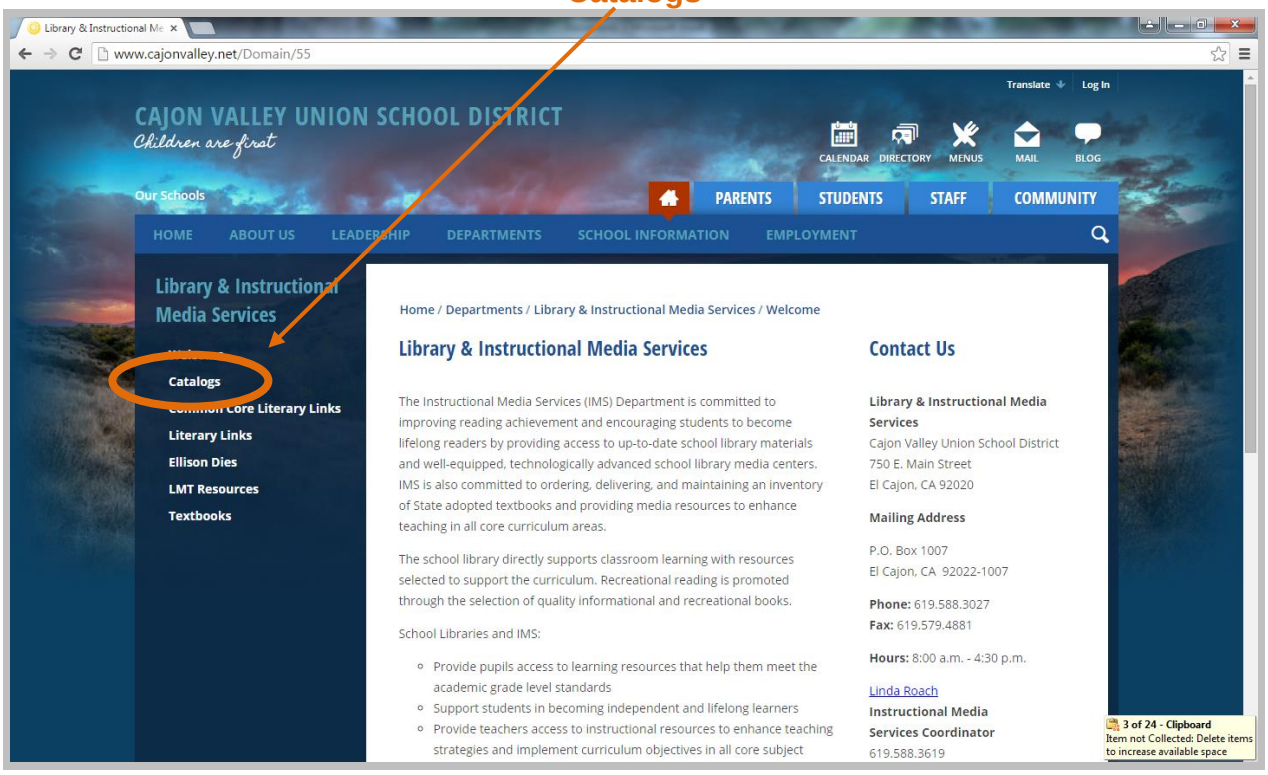


Library & Instructional Media Services

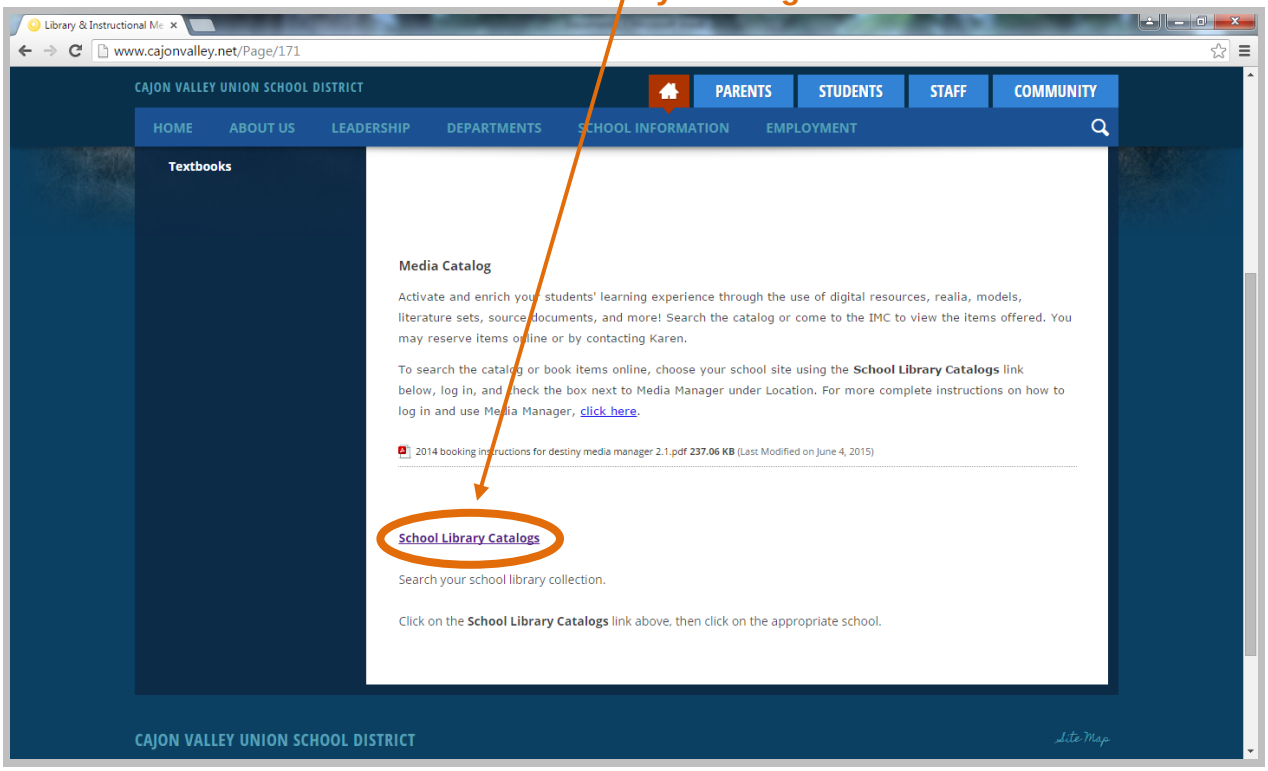


MEDIA MANAGER ONLINE ACCESS:
From District Website (continued)

Catalogs

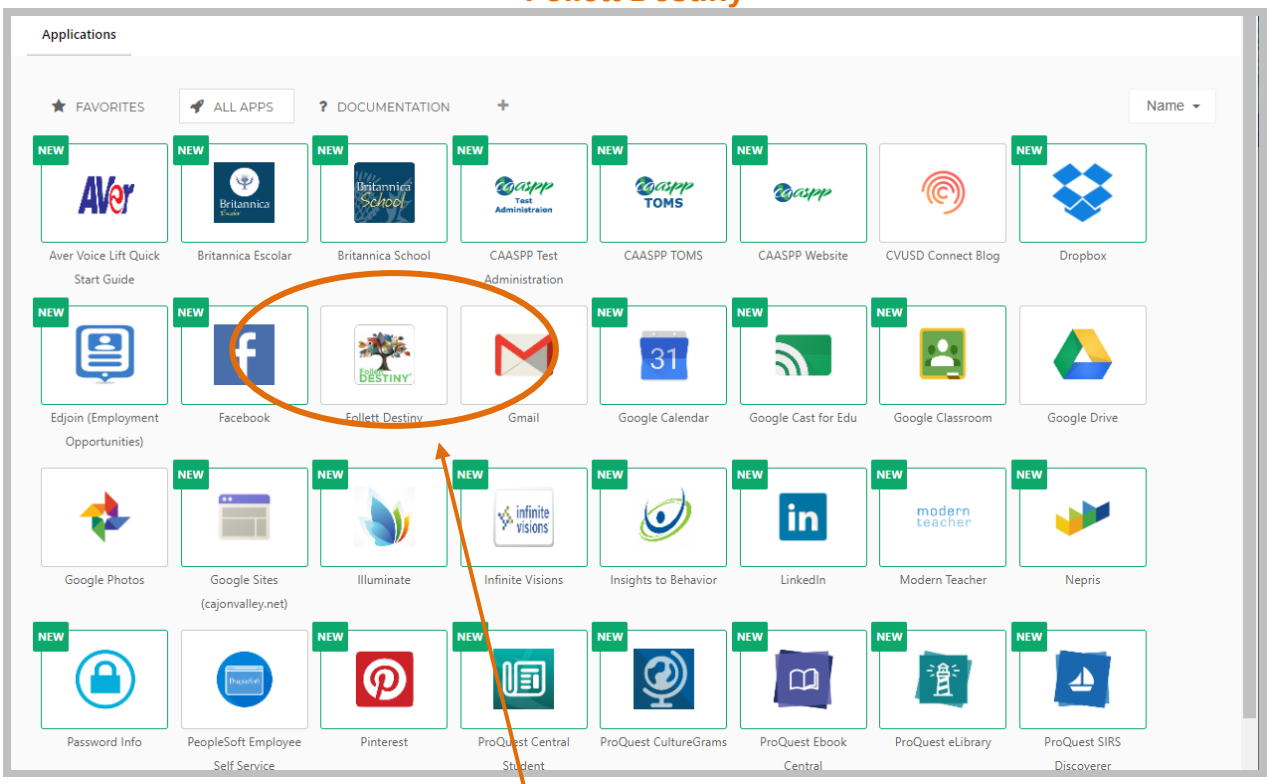


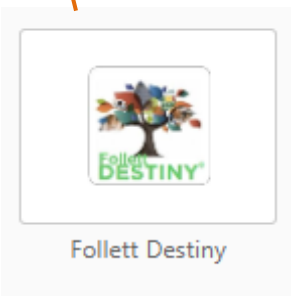
School Library Catalogs



MEDIA MANAGER ONLINE ACCESS:
From HelloID Dashboard

Follett Destiny

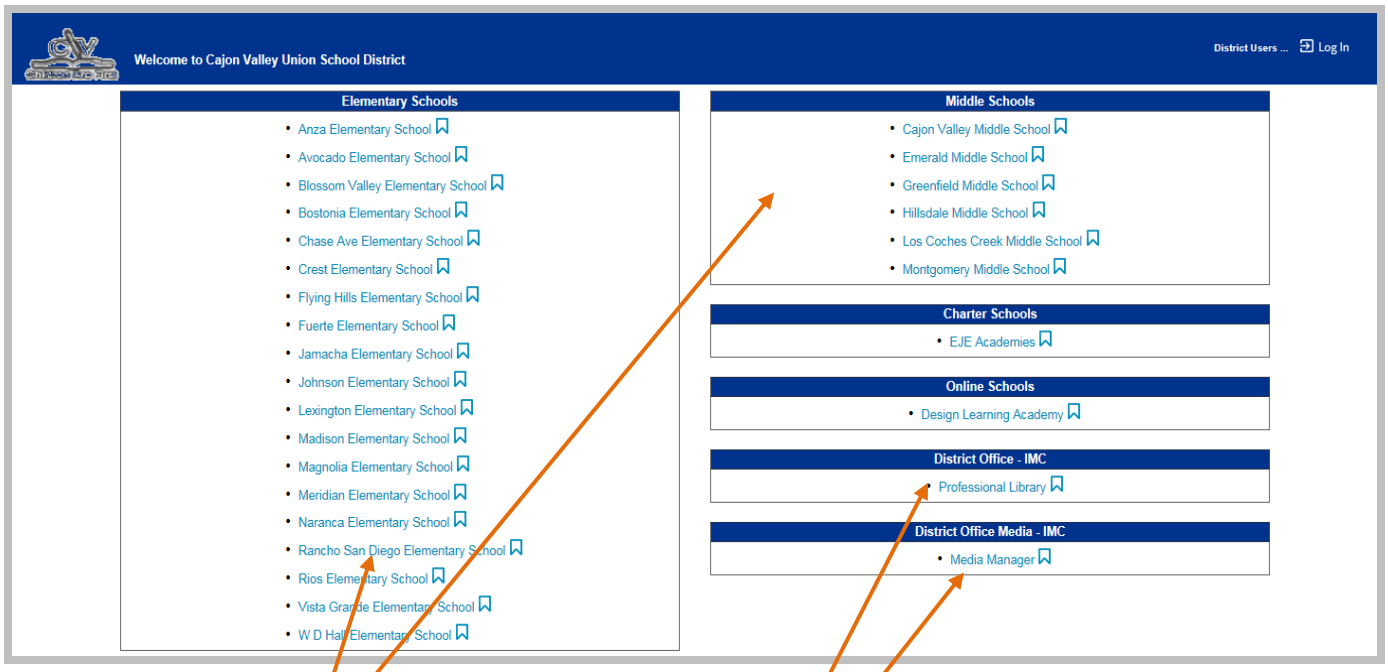




NOTE:

Navigate through Media Manager using the breadcrumbs (not the back arrow)

MEDIA MANAGER LOGIN

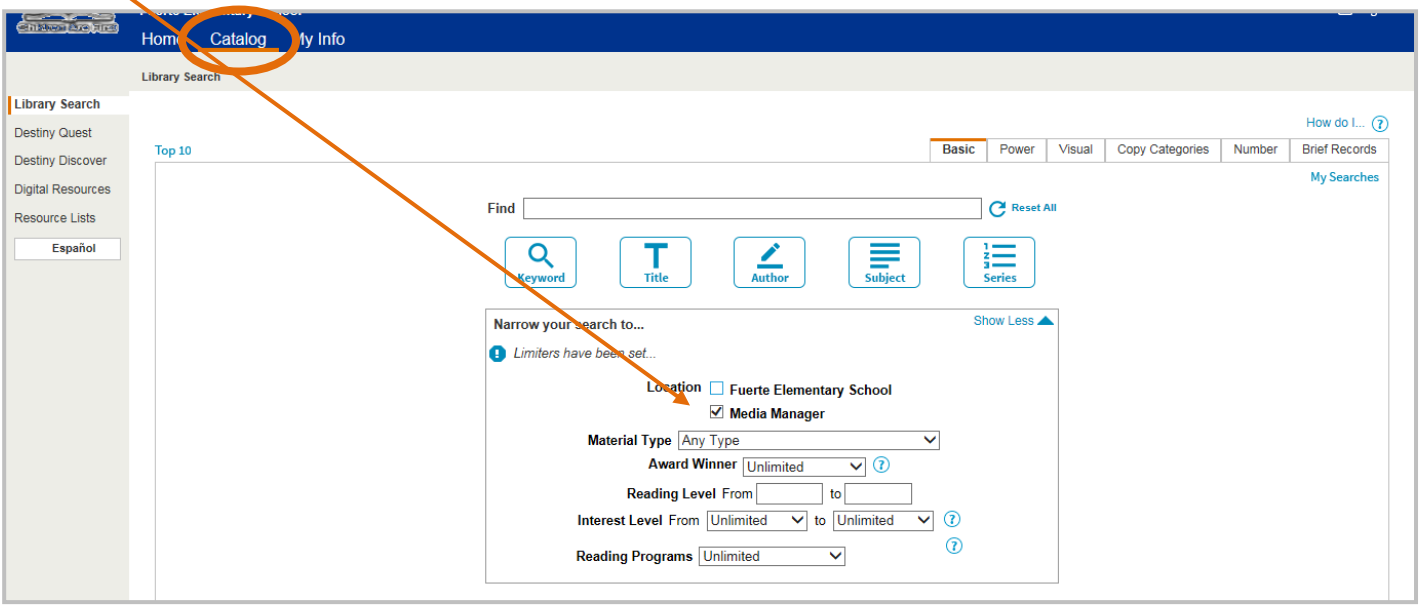


Log in/Book items:
CLICK on your school
Log in and reserve using booking instructions

<u>Browse</u> Media Manager or the Professional Library:
CLICK on Media Manager or Professional Library (contact the IMC to check out Professional Library items)
No need to log in

CLICK **Login** on top right
ENTER **User Name** and **Password** (same as your HelloID information)
CLICK **Login** button

CLICK **Catalog**
CLICK **box** to choose Media Manager under “Narrow your search to…” or “Limit your search for titles…”



TO SEARCH

(see SearchTips)

CLICK **Catalog** tab

Basic Search:

CLICK **Basic** tab
CLICK **box** to choose Media Manager under "Narrow your search to…"
ENTER Keyword, Title, Author, Subject, or Series in box next to Find
CLICK **appropriate button** [Keyword, Title, Author, Subject, or Series]
CLICK the **title** to see details or to book the item

Power Search:

Use Power Search to narrow your search by Audience, Material Type, etc.
CLICK **Power** tab
CLICK **box** to choose Media Manager under "Limit your search for titles…"
ENTER Keyword, Title, Author, Subject, or Media Type in **top box** next to Keyword
Repeat in other fields using AND, OR, or NOT Boolean operators

Audience:

CLICK on **circle** next to "AND" if it is not already selected (indicated by a dot in the circle)
ENTER audience level (primary*, intermediate*, junior high*) in **second box** next to Keyword

IMPORTANT: Use an asterisk after the grade level as shown above

Material type:

CLICK **arrow** next to **Material Type** to select a specific type
CLICK **arrow** next to **Subtype** to narrow your results, if available

CLICK **Search**
CLICK the **title** to see details or to book the item

TO BOOK THE ITEM

CLICK the t**itle** you wish to book
CLICK **Book It** button (right side)
Note: By default, items will be shipped to your school site; use the drop-down arrow to choose "Patron will pick up" if desired
CLICK the **arrows** on the calendar to select the desired month
Note: The item is not available on the dates that appear in red or gray
CLICK on the **date** you would like to use the item***** (From and To dates will automatically be filled in)
Note: If you need to change the date, delete the dates in the From and To boxes before choosing the new date from the calendar
CLICK **Save** button
Message should appear: "Booking requested for [title] at Media Manager placed from [dates] "

Repeat these steps for each additional item you wish to reserve.

* **IMPORTANT**

DVDs: DVDs are delivered daily. A **three day advance booking** is required if you wish to have a DVD delivered to your school. If you need an item sooner, please contact Karen at the IMC.

All other Items: All other items are delivered on your school's regular delivery dates. When booking, please **check your school's delivery schedule** and select a booking date at least **one week *before*** the delivery date you wish to receive the item. If you need an item sooner and wish to pick it up, please contact Karen.

TO BOOK THE ITEM (continued)

Optional:

CLICK on **My Info** tab to see booking(s)
CLICK on **Patron Status** (at left)

CLICK **Printable** button to print
OR…
CLICK **Edit** icon to change dates
CLICK **Trashcan** icon to delete booking

CLICK **Logout** on top right

OTHER MEDIA MANAGER FEATURES

Help on every screen

CLICK either **How do I…?** or ⓘ icon

Catalog – Library Search – Media Manager

- Search the IMC catalog
- Book items
- Add items to your resource lists

My Info – Patron Status

- View items currently checked out
- View materials you have booked (listed under “Bookings” with status: Pending)
- Delete or edit bookings
- View your checkout history
- Print lists

My Info – Resource Lists

- My Lists: Create, view, and edit your resource lists
- Public Lists: View public resource lists from the IMC, your Library Media Technician, etc.
  - IMC lists contain items available for checkout on subjects such as character education, World of Work, etc.

SEARCH TIPS

MATERIAL TYPES

The following may be used to search the collection by media type:

CALL NUMBER *Use with Number Search*	**MATERIAL TYPE** *Use as Keyword with Power Search*
AP	Art Print
AT	Antiquity
BK	Book
CD	Compact Disc
DVD	DVD
KIT	Kit
LP	Listening Post
LS	Literature Set
MO	Model
MP	Map
RE	Realia
SP	Study Print
TD	Teaching Device
VCD	Video CD
	Professional Library
	Website

CURRICULUM AUDIENCE

The following may be used as a keyword to search the collection by audience:
*(Important: Always include an **asterisk** at end of audience level)*

Primary*
Intermediate*
or
Middle School*

Approximate grade levels:
Primary = pre-school – 3rd
Intermediate = 4th – 6th
Middle School = 7th – 8th
Note: Many items are appropriate for more than one audience level

STANDARDS OR WORLD OF WORK

The following may be used as keyword or subject to search the collection by:

Standards by grade, trimester, and/or subject (i.e. standards, first grade, first trimester, science)
[Subjects: Language Arts, Social Studies, Science, Math, WOW, SEL, PE]

WOW or World of Work by grade (i.e. WOW, third grade)