

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

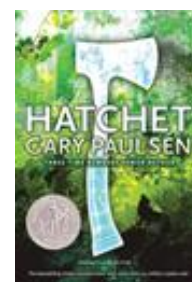
Important General Information

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



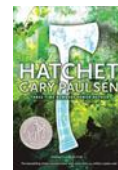
Looking down Yosemite Valley -
art print



Butterfly families – Riker mount



DVDs



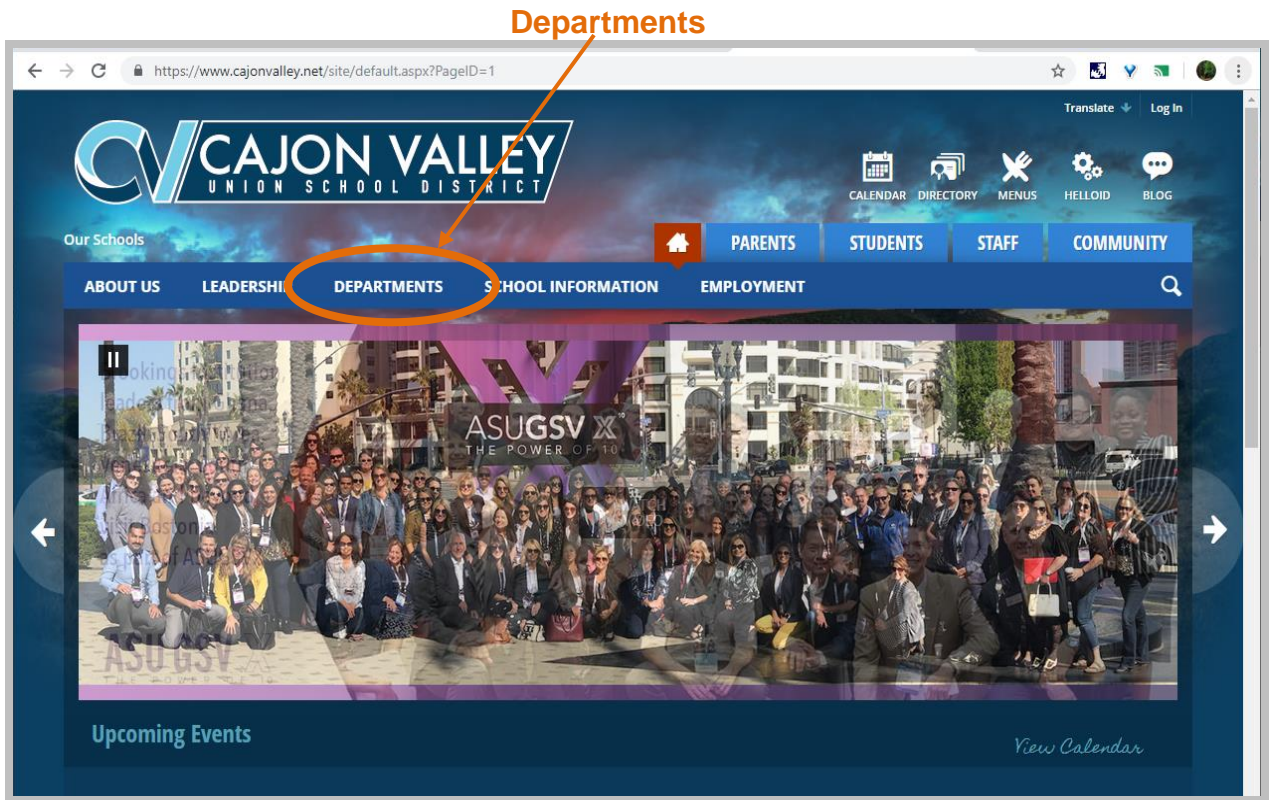
Literature sets

Check it out!

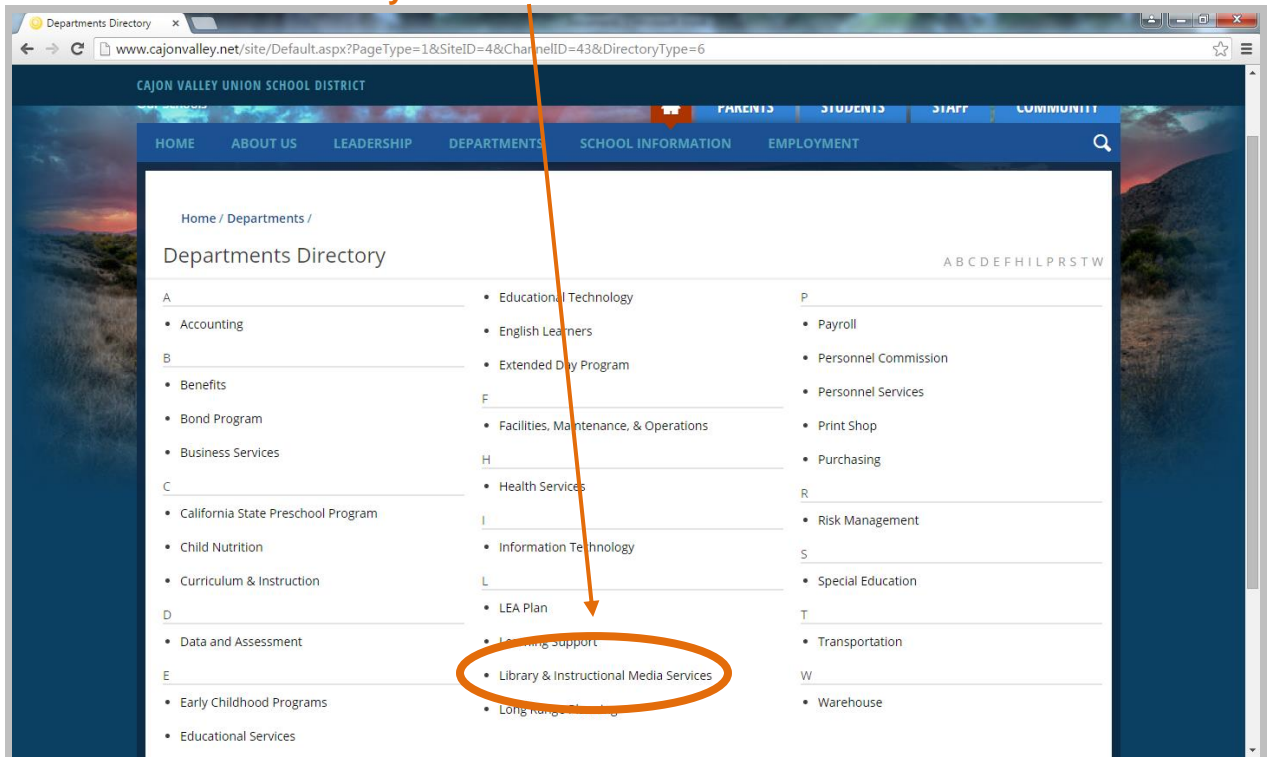
THREE WAYS TO ACCESS:

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

**MEDIA MANAGER ONLINE ACCESS:
From District Website**



Library & Instructional Media Services



MEDIA MANAGER ONLINE ACCESS: From District Website (continued)

Catalogs

Library & Instructional Media Services

Home / Departments / Library & Instructional Media Services / Welcome

Library & Instructional Media Services

The Instructional Media Services (IMS) Department is committed to improving reading achievement and encouraging students to become lifelong readers by providing access to up-to-date school library materials and well-equipped, technologically advanced school library media centers. IMS is also committed to ordering, delivering, and maintaining an inventory of State adopted textbooks and providing media resources to enhance teaching in all core curriculum areas.

The school library directly supports classroom learning with resources selected to support the curriculum. Recreational reading is promoted through the selection of quality informational and recreational books.

School Libraries and IMS:

- Provide pupils access to learning resources that help them meet the academic grade level standards
- Support students in becoming independent and lifelong learners
- Provide teachers access to instructional resources to enhance teaching strategies and implement curriculum objectives in all core subject

Contact Us

Library & Instructional Media Services
Cajon Valley Union School District
750 E. Main Street
El Cajon, CA 92020

Mailing Address
P.O. Box 1007
El Cajon, CA 92022-1007

Phone: 619.588.3027
Fax: 619.579.4881
Hours: 8:00 a.m. - 4:30 p.m.

[Linda Roach](#)
Instructional Media Services Coordinator
619.588.3619

3 of 24 - Clipboard Item not Collected: Delete items to increase available space

School Library Catalogs

CAJON VALLEY UNION SCHOOL DISTRICT

HOME ABOUT US LEADERSHIP DEPARTMENTS SCHOOL INFORMATION EMPLOYMENT

Media Catalog

Activate and enrich your students' learning experience through the use of digital resources, realia, models, literature sets, source documents, and more! Search the catalog or come to the IMC to view the items offered. You may reserve items online or by contacting Karen.

To search the catalog or book items online, choose your school site using the **School Library Catalogs** link below, log in, and check the box next to Media Manager under Location. For more complete instructions on how to log in and use Media Manager, [click here](#).

2014 booking instructions for destiny media manager 2.1.pdf 237.06 KB (Last Modified on June 4, 2015)

[School Library Catalogs](#)

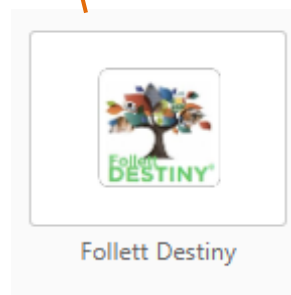
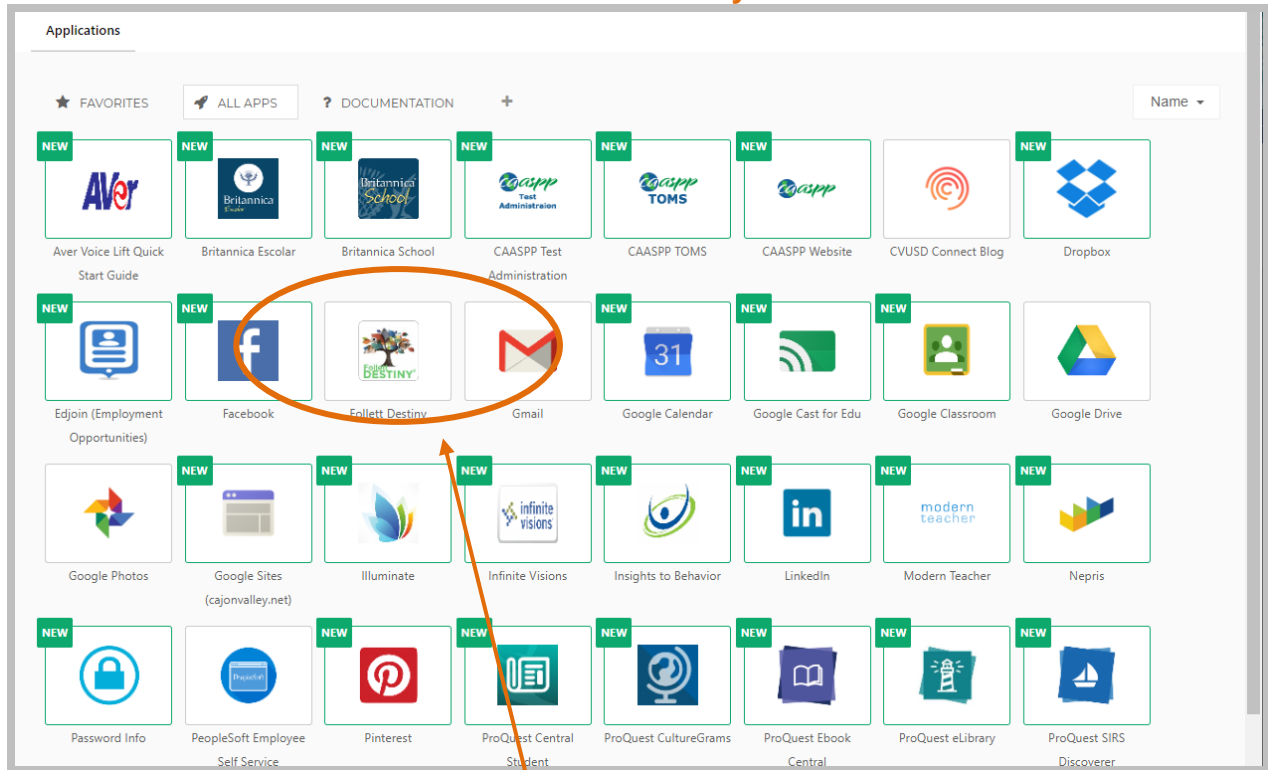
Search your school library collection.

Click on the **School Library Catalogs** link above, then click on the appropriate school.

CAJON VALLEY UNION SCHOOL DISTRICT [Site Map](#)

MEDIA MANAGER ONLINE ACCESS: From HelloID Dashboard

Follett Destiny

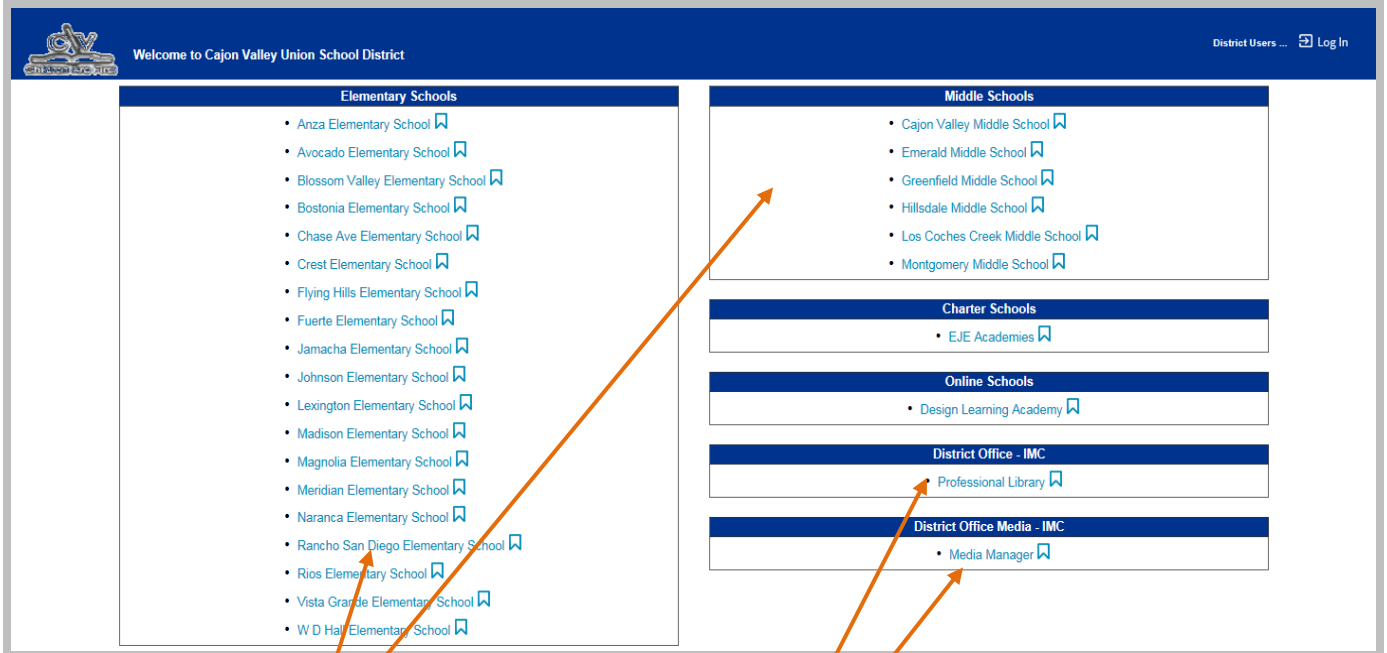


NOTE:

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

Browse 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

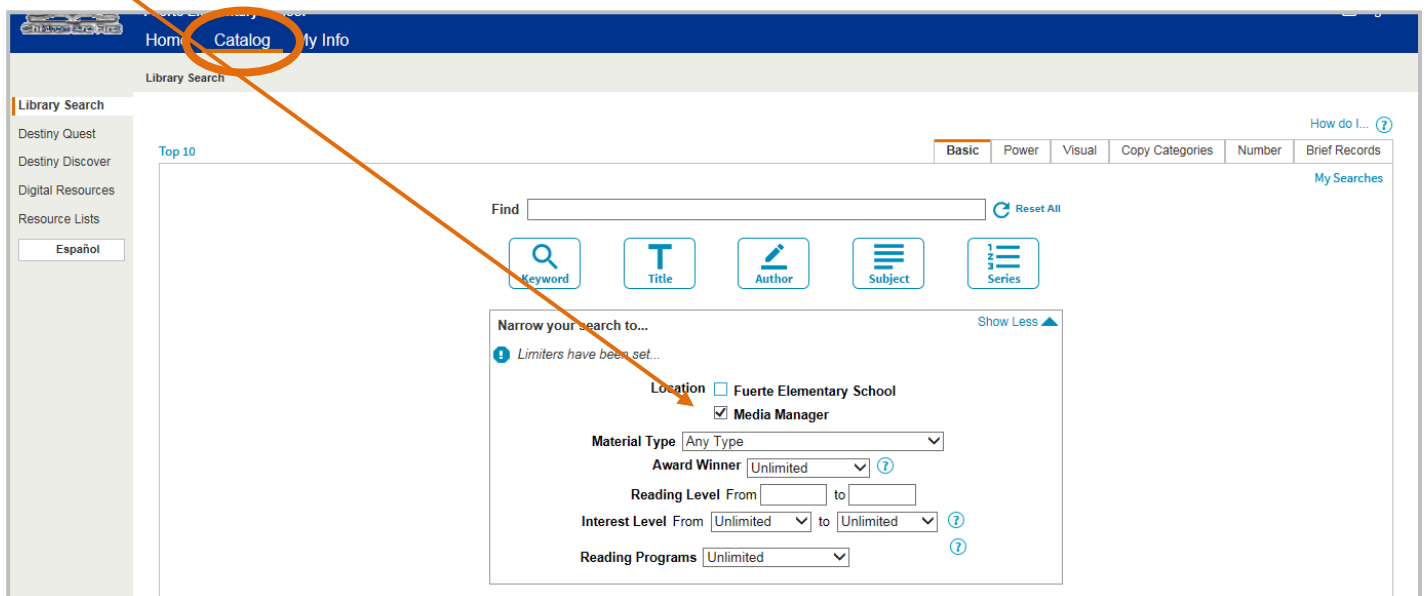
CLICK **Login** on top right

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 **title** 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)

