

# Media Department Resources

# Medianet

ON-LINE **web** BOOKING

## mediacentre.ca

- e-book over 40,000 titles
- user-friendly, convenient and efficient
- simple, streamlined approach to booking DVD's, Videos, Big Books, Science, Literature, Social Studies and Novel Kits, Streamed Video
- book from any internet browser
- an historical record file for past bookings
- print current & future bookings
- 4,000 teachers on-line

**DELIVERY**  
TWICE WEEKLY

**CHECK OUT OUR NEW  
DIGITAL RESOURCES!**

## MEDIA CENTRE

### WORKSHOP HOURS

**MON TUES THURS**

**8:30 - 5:00**

**WEDNESDAY**

**8:30 - 8:00**

**FRIDAY**

**8:30 - 4:00**

\* Check [www.mediacentre.ca](http://www.mediacentre.ca) for Summer Hours

24" & 48" laminating      deco-borders  
hundreds of die-cuts      bulletin board paper  
deco-edge cutting      grommets  
book-binding      badges      posters

**360 Fairview Ave. W., Essex**  
**Phone: (519)-776-5610**  
**Fax: (519)-776-9626**

For more information, visit our new website:

## www.mediacentre.ca

## Logging into Medianet

Medianet houses many digital library collections, including Access Media, Learn 360, NFB, CBC, with more production companies to follow.

- 1 • Log into any internet browser (home or school) and key in the following address:

### www.mediacentre.ca

\*click on Medianet icon

- 2 • Select "SEARCH FULL CATALOGUE".
  - You can filter media type by using the "Format" menu.
  - Check out the "Mediagraphies" section as well. **Excellent help section in the options menu.**
- 3 • Keep your search simple by using a keyword. Don't use the plural.
  - Click "Submit".
  - Double click the title for a description and use the pick button to book.
  - For **Digitized Video**, click the **Distributor icon** at the bottom of the description. **(Stay in Medianet to search digital resources).**

*For access to all digital media,  
only use Medianet for searching.*

- 4 • Enter your user ID and your password.
  - If you are using Medianet for the first time, your user id is your employee number with 30 in front. (3012345)
  - Your initial password is your school's phone number, without the dash or space. (9661234)

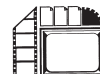
*Note: Your employee number is found  
in the upper left hand corner of your pay stub.*

- 5 • Pick a show date. There is a first available date option and an availability calendar to assist you.
  - Medianet knows your school's delivery day so only be concerned with the actual date you want to use the item.
- 6 • Click the "Test Availability" button to see if that date is available.
  - You will get a green check mark if it is available, or a red X to choose another date or title.
- 7 • Press "Submit".
  - You can check, extend or cancel your own bookings via the "Options" menu.

- 8 • **IMPORTANT:** Resources that are due must be placed out for pick up **THE DAY BEFORE** your school's delivery day. Medianet will automatically **BLOCK** your shipments if you have *late resources*.



**GREATER  
ESSEX COUNTY**  
District School Board



**THE  
EDUCATIONAL  
MEDIA CENTRE**