

# Video Library Medianet

ON-LINE **web** BOOKING

[www.mediacentre.ca](http://www.mediacentre.ca)

- e-book over 40,000 titles
- user-friendly, convenient and efficient
- simple, streamlined approach to booking DVD's/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)-776-4457

Check out our website at:

[www.mediacentre.ca](http://www.mediacentre.ca)

W E C D S B

## How to Order Videos

### 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](http://www.mediacentre.ca)

\*click on Medianet icon

- 2 • Select "SEARCH FULL CATALOGUE".  
• From the "Format" menu, select DVD or Digitized Video or VHS.

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.  
• 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 40 in front. (4012345)  
• 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 **Applies to DVD and VHS Bookings Only:**  
• 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*.



WINDSOR-ESSEX  
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MEDIA CENTRE