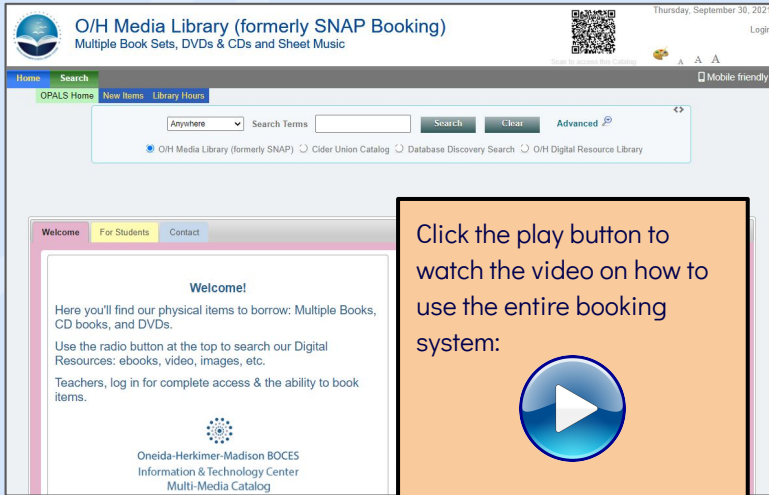


How to use the **BOOKING MODULE**



With OHM BOCES SLS OPALS



Click the play button to watch the video on how to use the entire booking system:



MAIN MENU

Click on a link below for information on how to

-  [Login to OPALS](#)
-  [Book a title](#)
-  [Book multiple items](#) *(same date only)*
-  [Check status and/or cancel a booking](#)

You can watch the video clip by clicking the play button.

You can return to this menu at any time by clicking on this icon





Login to OPALS step 1

OH - Oneida-Herkimer Media Library

mi-oh.skathi.opalsinfo.net/bin/home?logout=1

Oneida-Herkimer Media Library

Home Search

OPALS Home New Items Library Hours

Anywhere Search Terms Search Clear

Oneida-Herkimer Media Library Cider Union Catalog Database Discovery Search Oneida-Herkimer Media Library

BrainPOP CCC! Discovery Learning Resources epointplus ROSEN digital TUMBLE BOOK CLOUD TumbleBook Live! OverDrive World Almanac Kids Sound by Sound

PBS LearningMedia WQNY DT KHAN PlickLearning

Disclaimer: PBS Learning Media and Khan Academy are not 2D compliant. They have great resources that are being included here. There is no exchange of Personally Identifiable Information (PII) by accessing them through Media Library. Teachers should not enter any student data into either site because they do not have a signed contract agreeing to the NY EdLaw 2D requirements.

Welcome Resources Contact

Welcome!

Here you'll find our physical items to borrow: multiple books, CD books, and DVDs

Diverse Reads - Multiple Books

Friday, September 11, 2021

Login

Mobile friendly

On the main OPALS screen, click **Login**






Login to OPALS step 2

OH :: Oneida-Herkimer Media Lib x +

ml-oh.skathi.opalsinfo.net/bin/login

 Oneida-Herkimer Media Library

Home Search

OPALS Home New Items Library Hours

Anywhere Search Terms Search

Username/User ID

Password

Password is optional if you login as student...

If you need an account, please send an email to elhartnett@oneida-boces.org

Login

Enter:

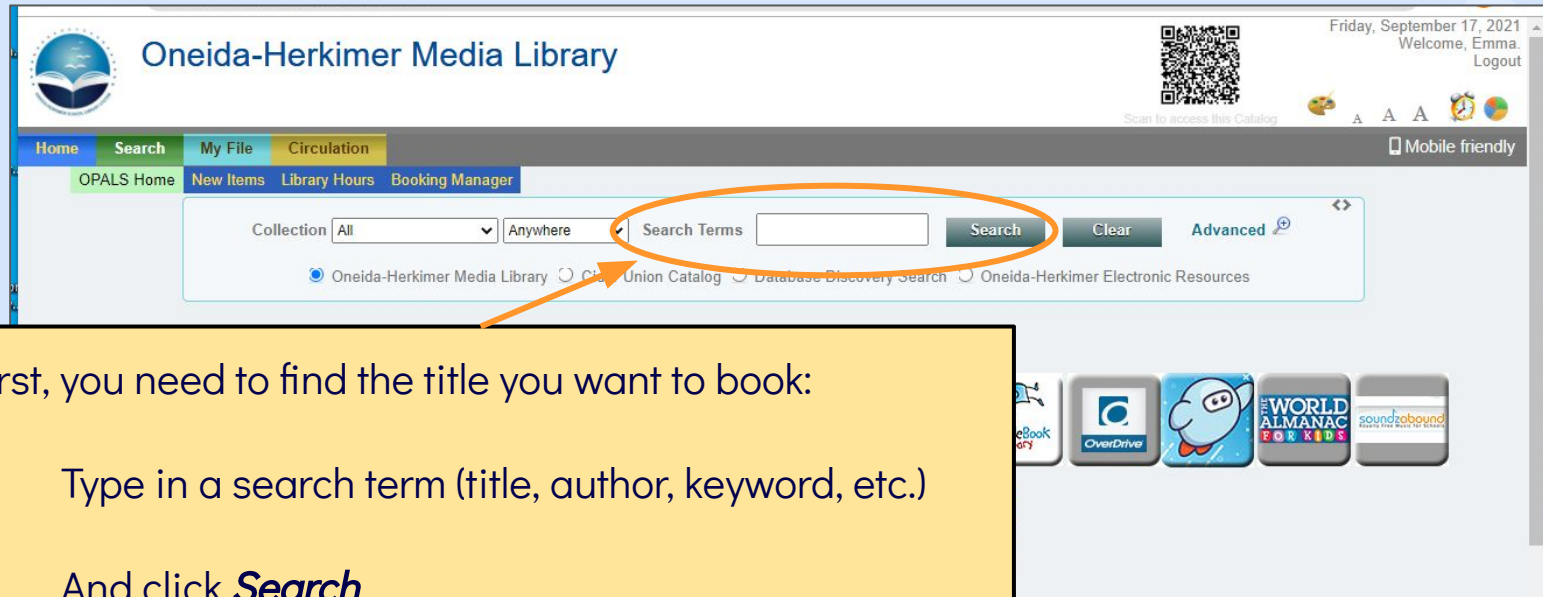
Username: *your email address*

Password: **media**

And click **login**



Book a Title step 1



Oneida-Herkimer Media Library

Friday, September 17, 2021
Welcome, Emma.
Logout

Home Search My File Circulation

OPALS Home New Items Library Hours Booking Manager

Collection All Anywhere Search Terms Search Clear Advanced

Oneida-Herkimer Media Library Union Catalog Database Discovery Search Oneida-Herkimer Electronic Resources

First, you need to find the title you want to book:

Type in a search term (title, author, keyword, etc.)

And click **Search**



Book a Title step 2

Once you find a title you want to book

Click **Book It**

The screenshot shows a library catalog interface with a search bar containing 'Catching fire' and a 'Search' button. Below the search bar, there are tabs for 'Circulation', 'Advanced', 'Author Browse', and 'Subject Browse'. A 'Collection' dropdown is set to 'All' and a 'Where' dropdown is set to 'Anywhere'. Below these are radio buttons for 'Oneida-Herkimer Media Library', 'Cider Union Catalog', 'Database Discovery Search', and 'Oneida-Her'. A 'Sort' dropdown is set to 'Pub. Date'. The search results show two entries for 'Catching Fire' by Suzanne Collins. The left entry is a 'Multiple Book (52)' with a 'Book it' button circled in orange. The right entry is a 'Compact Disc (1)' with an 'AVAIL: 1' status and a 'Book it' button. An orange arrow points from the 'Book It' text in the yellow box to the 'Book it' button on the left entry.

Other important information:

format icon

format & # of copies





Book a Title step 3

Oneida-Herkimer Media Library

Friday, September 17, 2021
Welcome, Emma.
Logout

Home Search My File Circulation

Booking Manager

Booking

Delivery Method SHIP IT

Select Delivery Date

Catalog: LIBRARY Collection All Field Record ID

1 record(s)

Catching fire

Series title: **Hunger Games**
by: *Collins, Suzanne*
Published: 2009

Today Done

OPALS

Click the *Calendar* button

And use the *date picker* to select the date you need the title.





Book a Title step 4

Oneida-Herkimer Media Library

Friday, September 17, 2021
Welcome, Emma.
Logout


Home Search My File Circulation
Booking Manager

Booking

Delivery Method SHIP IT 2021-09-30

All Field Record ID Term 9443 Search Clear

1 record(s) found.



Catching fire
Series title: **Hunger Games**
by: Collins, Suzanne.
Published: 2009.

Not available on selected date
Next available date 2021-11-22

Oneida-Herkimer School Library System, New Hartford, NY | Supported by OPALS-na.org

If you select a date that the title is not available, you will see an alert message:

Note that the system tells you when the title will be available.

To book this title, use the **Calendar icon** and **date picker** to select a different date.





Book a Title step 5

Oneida-Herkimer Media Library

Friday, September 17, 2021
Welcome, Emma.
Logout

Home Search My File Circulation


Booking Manager

Booking

Delivery Method SHIP IT 2021-12-01

Catalog: LIBRARY Collection All Field Record ID Term 9443 Search Clear

1 record(s) found.


Catching fire
Series title: **Hunger Games**
by: Collins, Suzanne.
Published: 2009.

1 Add

Oneida-Herkimer School Library System, New Hartford, NY | Supported by OPALS-na.org

OPALS

Use the drop down box to select the number of copies you need.

Then, click **Add**.





Book a Title

step 6

Click *Next Step*

Booking


LIB: 29

Next step

Delivery Method SHIP IT 2021-12-01

Catalog: LIBRARY Collection All Field Record ID Term 9443 Search Clear

1 record(s) found.



Catching fire
Series title: **Hunger Games**
by: *Collins, Suzanne.*
Published: 2009.

29 Update Cart | Remove

Next step





Book a Title

step 7

Review your booking.

Then, click ***Submit***

Mobile friendly


Booking

LIB: 29

Previous step Submit

Please verify your booking

Booking for: Emma Woodhouse

	Collins, Suzanne. (2009), <i>Catching fire</i> . New York, Scholastic Press. QTy: 29 Period: 2021-12-01 - 2022-01-26
---	--

Previous step Submit

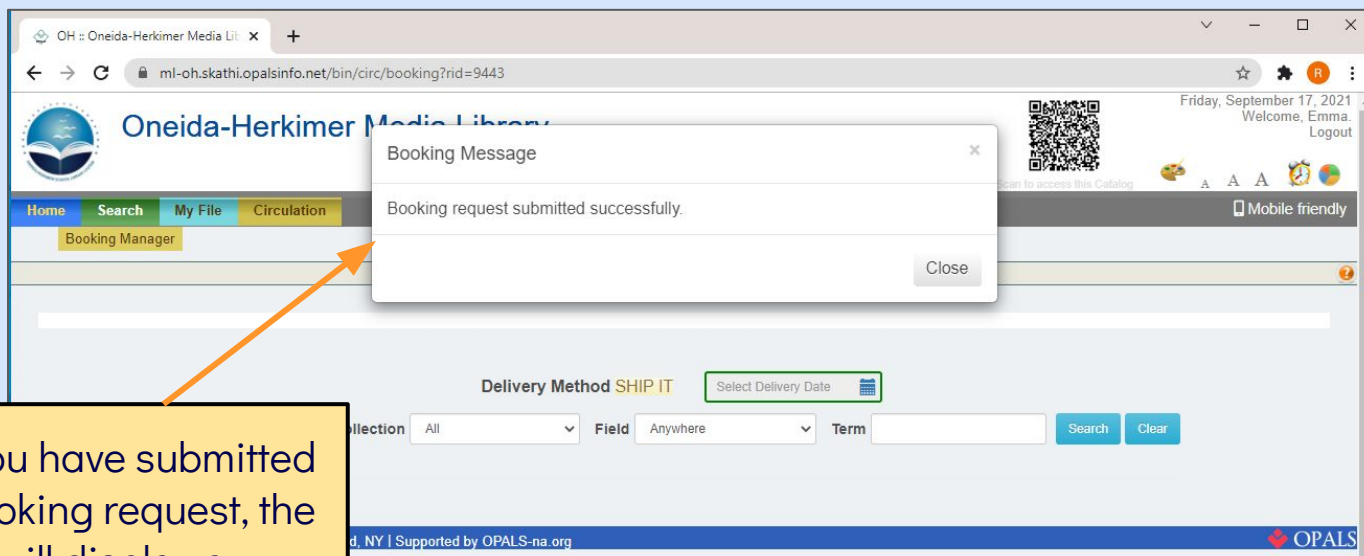
Oneida-Herkimer School Library System, New Hartford, NY | Supported by OPALS-na.org

OPALS





Book a Title step 7



Once you have submitted your booking request, the system will display a message indicating your request was successful.





Book Multiple Titles

step 1

****ONLY FOR ITEMS NEEDED FOR THE SAME DATE****

If you have added items to the cart and want to add another title to your book request ***FOR THE SAME DATE***,

Enter in a new term and click ***Search***.

The screenshot shows a library search interface. At the top, there's a 'Delivery Method' dropdown set to 'SHIP IT' and a date field showing '2021-12-01'. Below this, the search filters are: 'Catalog: LIBRARY', 'Collection: All' (highlighted with an orange box), 'Field: Anywhere' (highlighted with an orange box), and 'Term: ' (highlighted with an orange oval). To the right of the 'Term' field are 'Search' and 'Clear' buttons. An orange arrow points from the 'Search' button in the text box above to the 'Search' button on the interface. Below the filters, it says '1 record(s) found.' and displays a book cover for 'Catching fire' by Suzanne Collins. A callout box points to the 'Collection' dropdown menu.

Delivery Method SHIP IT 2021-12-01

Catalog: LIBRARY Collection All Field Anywhere Term | Search Clear

You can also narrow your search by format using this drop down menu.

1 record(s) found.

Catching fire
Series title: **Hunger Games**
by: Collins, Suzanne.
Published: 2009.

NOTE: If you need items for multiple dates, you must start a new booking.





Book Multiple Titles step 2

****ONLY FOR ITEMS NEEDED FOR THE SAME DATE****

Once you find the title want,

Select the number of copies
from the drop down menu

And click **Add**.

The screenshot shows a library catalog search results page. At the top right, there is a shopping cart icon labeled 'LIB: 29' and a green 'Next step' button. Below this, the search criteria are displayed: 'Delivery Method SHIP IT', '2021-12-01', 'Section Compact Disc', 'Field Title', 'Term catching fire', and buttons for 'Search' and 'Clear'. The results section shows '1 record(s) found.' and a card for the book 'Catching Fire' by Suzanne Collins. The card includes the book cover, the title 'Catching Fire', the author 'Suzanne Collins', the series title 'Hunger Games', and the publication year 'Published: 2009'. At the bottom of the card, there is a dropdown menu showing '1' and an 'Add' button, which is highlighted by an orange box and an arrow from the text box on the left. A green 'Next step' button is also visible at the bottom right of the page.

The item(s) will automatically
be added to your cart.

Click the **Next Step** button.

And follow the instructions to
[finalize your booking.](#)



Check the Status and/or Cancel a Booking step 1

The screenshot shows the Oneida-Herkimer Media Library website. The navigation bar includes links for Home, Search, My File, and Circulation. The 'My File' menu is open, showing options like Profile, Account Info, My Loans, My Booking, My Request, My eShelf, and Change Password. The 'My Booking' option is highlighted with an orange circle. A yellow callout box with an orange arrow pointing to the 'My File' tab contains the text: 'Click the *My File* tab And select *My Booking*'. The main content area is titled 'Booking' and includes a 'Delivery Method' dropdown set to 'SHIP IT', a 'Select Delivery Date' button, and search filters for Collection, Field, and Term. The footer mentions 'Oneida-Herkimer School Library System, New Hartford, NY | Supported by OPALS-na.org' and the OPALS logo.

OH :: Oneida-Herkimer Media Lib x +

ml-oh.skathi.opalsinfo.net/bin/circ/booking?rid=9443

Oneida-Herkimer Media Library

Home Search **My File** Circulation

Booking Manager Profile

Account Info

My Loans

My Booking

My Request

My eShelf

Change Password

Booking

Delivery Method SHIP IT Select Delivery Date

Collection All Field Anywhere Term Search Clear

Oneida-Herkimer School Library System, New Hartford, NY | Supported by OPALS-na.org

OPALS

Check the Status and/or Cancel a Booking step 2

The system will display a list of your bookings.

Oneida-Herk

Friday, September 17, 2021
Welcome, Emma.
Logout

Home Search My File Circulation

Profile Account Info My Loans My Booking My Request My eShelf Change Password

Collection All Anywhere Search Terms Search Clear Advanced

My Booking List

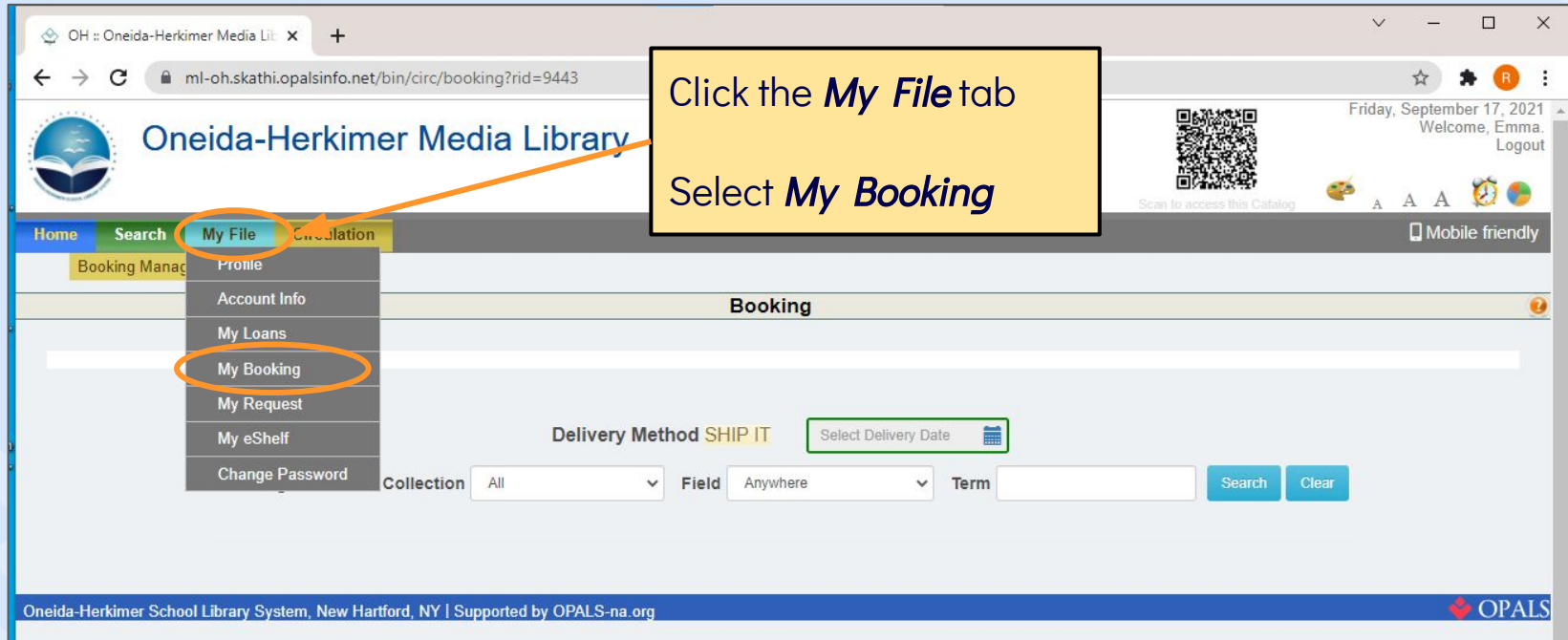
ACTIVE

BID	Date Request	Status	Quantity	Title	Author	Call number	Booked From	Booked To	Action
00000022	2021-09-17	PENDING	2	Catching fire	Collins, Suzanne.	MB02051 1	2021-12-01	2022-01-26	CANCEL
				Catching Fire	Collins, Suzanne	CD00398 1	2021-12-01	2022-01-26	

The status (pending, shipped, etc.) will be displayed here.

If you need to cancel a booking, click the **CANCEL** button.

Check the Status and/or Cancel a Booking step 3



The screenshot shows the Oneida-Herkimer Media Library website. The navigation bar includes links for Home, Search, My File, and Circulation. The 'My File' dropdown menu is open, showing options: Profile, Account Info, My Loans, My Booking (highlighted with an orange circle), My Request, My eShelf, and Change Password. An orange arrow points from the 'My File' tab to the 'My Booking' option. A yellow box contains the text: 'Click the *My File* tab' and 'Select *My Booking*'. The main content area is titled 'Booking' and includes a 'Delivery Method' dropdown set to 'SHIP IT', a 'Select Delivery Date' button, and search filters for Collection, Field, and Term. The footer mentions 'Oneida-Herkimer School Library System, New Hartford, NY | Supported by OPALS-na.org' and the OPALS logo.

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ml-oh.skathi.opalsinfo.net/bin/circ/booking?rid=9443

Oneida-Herkimer Media Library

Home Search **My File** Circulation

Booking Manag Profile

Account Info

My Loans

My Booking

My Request

My eShelf

Change Password

Booking

Delivery Method SHIP IT Select Delivery Date

Collection All Field Anywhere Term Search Clear

Oneida-Herkimer School Library System, New Hartford, NY | Supported by OPALS-na.org

OPALS

Check the Status and/or Cancel a Booking step 4

ml-oh.skathi.opalsinfo.net/bin/user/myBooking

Oneida-Herkimer Media Library

Friday, September 17, 2021
Welcome, Emma.
Logout

Scan to access this Catalog

Mobile friendly

My eShelf Change Password

Anywhere Search Terms Search Clear Advanced

My Booking List

ACTIVE

BID	Date Request	Status	Quantity	Title	Author	Call number	Booked From	Booked To	Action
00000022	2021-09-17	PENDING	2	Catching fire	Collins, Suzanne.	MB02051 1	2021-12-01	2022-01-26	CANCEL

The status will be listed here:

To cancel a booking:

Find the one you wish to cancel

And click **CANCEL**.

THANKS!

Do you have any questions?

Email us at
mediacenter@oneida-boces.org

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