



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. At the top, there's a navigation bar with 'Circulation' selected. Below it, there are tabs for 'Advanced', 'Author Browse', and 'Subject Browse'. A search bar contains 'Catching fire' and a 'Search' button. Below the search bar, there are radio buttons for 'Oneida-Herkimer Media Library', 'Cider Union Catalog', 'Database Discovery Search', and 'Oneida-Her...'. The results are sorted by 'Pub. Date'. Two results are shown for 'Catching Fire' by Suzanne Collins. The first result is a 'Multiple Book (52)' with a 'Book it' button circled in orange. The second result is a 'Compact Disc (1)' with an 'AVAIL: 1' status and a 'Book it' button. Callouts point to the 'Book it' button and the 'format & # of copies' information.

Collection Search Terms

☒ Oneida-Herkimer Media Library ☐ Cider Union Catalog ☐ Database Discovery Search ☐ Oneida-Her...

Sort

☐ Select page
☐ Select all pages

Catching fire
Series title: [Hunger Games bk. 2](#)
by: [Collins, Suzanne](#)
Published: 2009.
MB02051 60
Lexile measure: 820
Accelerated Reader: Interest level: G /
Reading Level: 5.3 / Points: 16.0 / Quiz #: 132824
Acquisition Date: 2021-01-15
Multiple Book (52)
Book it

Catching Fire
Series title: [Hunger Games 2](#)
by: [Collins, Suzanne](#)
Published: 2009
CD00398 1
Acquisition Date: 2021-01-25
Compact Disc (1)
AVAIL: 1
Book it

Other important information:

format icon

format &
of copies





Book a Title step 3

Oneida-Herkimer Media Library

Friday, September 17, 2021
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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

The screenshot shows the Oneida-Herkimer Media Library website. The top navigation bar includes links for Home, Search, My File, and Circulation. The 'Booking Manager' link is highlighted. The main content area is titled 'Booking'. Below this, there is a search bar with a 'Delivery Method' dropdown set to 'SHIP IT' and a date picker set to '2021-09-30'. The search results show '1 record(s) found.' for the book 'Hunger Games' by Suzanne Collins, published in 2009. A red alert message at the bottom of the book entry states: 'Not available on selected date' and 'Next available date 2021-11-22'. An orange arrow points from the text box on the left to this alert message.

Oneida-Herkimer Media Library

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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

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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
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Previous step Submit

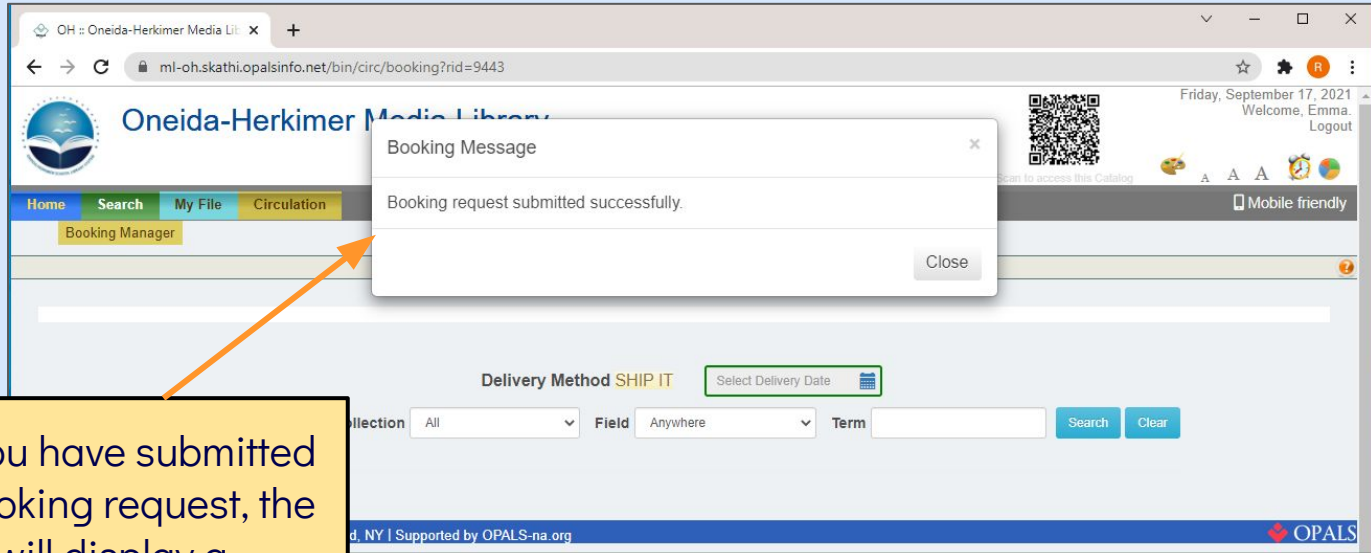
Oneida-Herkimer School Library System, New Hartford, NY | Supported by OPALS-na.org

OPALS





Book a Title step 7



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



THANKS!

Do you have any questions?

Email us at
mediacenter@oneida-boces.org

CREDITS: This presentation template was created by **Slidesgo**, including icons by **Flaticon**, infographics & images by **Freepik**

