

BOOKING ITEMS FROM IMC

TO LOGIN AND MAKE A BOOKING

1. Go to <http://library.lakeheadschoools.ca/Library>
2. Click on **Login**.
3. Enter your login credentials. Your username is your staff ID and your password is your last name, lower case.
4. Click **Login**.



Library



Step 2



Step 6

Step 5

Federated Search

Refine Your Search

Limit Search Result

Type or Material

Book (1)

Primary Kit (1)

Subject

Aboriginal Artist... (1)

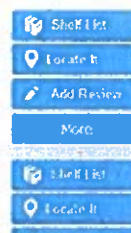
Aboriginal Basket... (1)

Aboriginal Craft (1)

Aboriginal Craft (1)

Aboriginal Artfact NW Ontario Theme Trunk
Call No: K03879 Published: 2014
Target Audience:Primary
Availibility: 1 of 1 (1 On Hold) All Your Library

Aboriginal theme trunk - grade 6 (G)
Call No: K03661 Published: 2010
Target Audience:Junior
Availability: 1 of 1 All Your Library

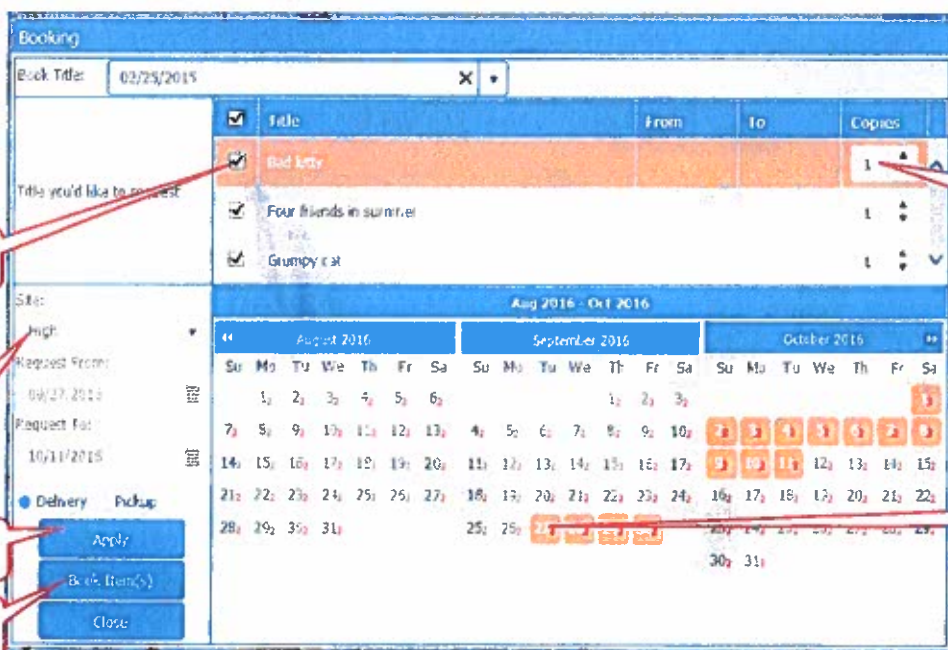


Step 8

Step 7

5. To search for the item that you want to book, select IMC from the dropdown menu at the top left corner.
6. Enter your search terms and click on the Search button.
7. Select one or multiple items using the checkboxes.
8. Click **Book Item**.

Book Item



Step 9

Step 10


Step 14


Step 11

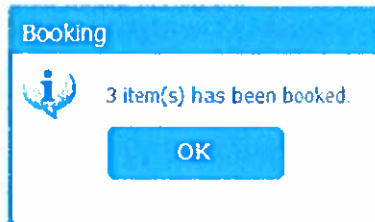
Step 6

Step 11

9. Enter the quantity desired on the right.
 10. If you are booking multiple items for the same dates, select the checkboxes on the left.
 11. The little red numbers indicate the number of available items on a given date.
 12. Select the date required.
- Note: The calendar will automatically adjust the delivery date and loan period based on courier delivery schedule.



13. Click **Apply** to confirm the dates. 
14. Repeat steps 10-12 if you want to request other items for a different date.
15. Verify the site to which the items will be delivered.

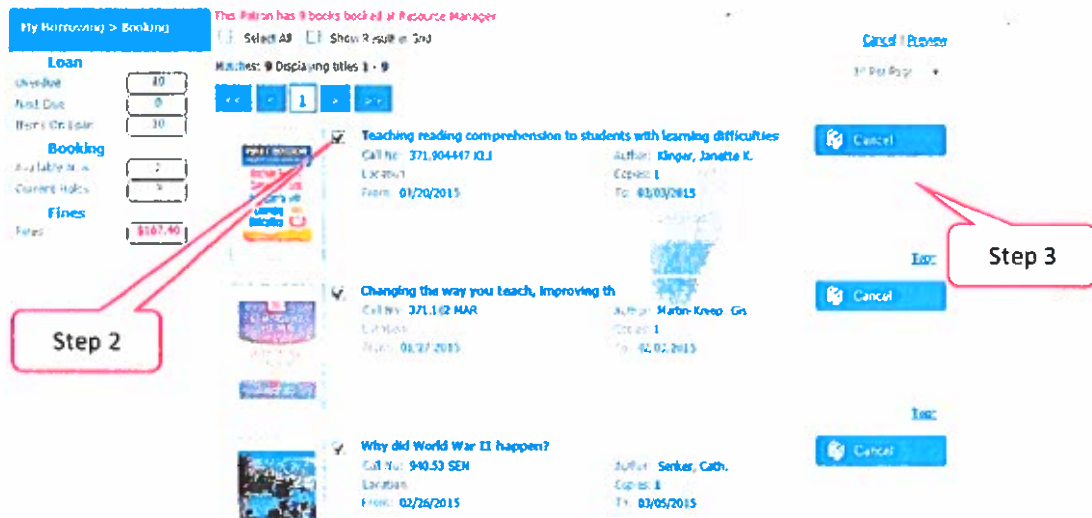
16. Click on **Book Item(s)**. 
17. A notification will appear: items have been booked successfully



18. Click **OK**

To VIEW OR CANCEL A BOOKING MADE ON THE OPAC:

1. Go to **My Account > My Borrowing > Booking**. 
2. From this view, you are able to see how many bookings you have and you can cancel any unwanted bookings by
3. Selecting the title(s) you would like to cancel using the checkboxes.
4. Click on **Cancel**. 



The screenshot displays the 'My Borrowing > Booking' interface. On the left, there are sections for 'Loan' (Overdue: 10, Next Due: 0, Items On Loan: 10), 'Booking' (Available: 2, Current Holds: 0), and 'Fines' (Total: \$107.40). The main area shows a list of books with checkboxes and 'Cancel' buttons. The books listed are:

- Teaching reading comprehension to students with learning difficulties** (Call No: 371.904447 KJ1, Author: Klinger, Janette K., Loan Dates: 01/20/2015 to 03/03/2015)
- Changing the way you teach, Improving th** (Call No: 371.112 MAR, Author: Marín-Kreop, Gr, Loan Dates: 01/27/2015 to 02/02/2015)
- Why did World War II happen?** (Call No: 940.53 SEN, Author: Senker, Cath., Loan Dates: 02/26/2015 to 03/05/2015)

Red callout boxes highlight 'Step 2' pointing to the checkboxes and 'Step 3' pointing to the 'Cancel' buttons.