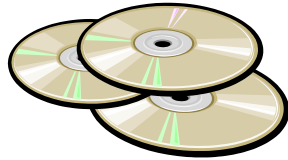


What's Available:

Resources in all curriculum areas are available in the following formats*:

- DVD
- Video
- Video /DVD Kit
- Laserdisc
- Kits
- Model/Exhibit
- CD (including Royalty Free Music)
- Professional Development Kits



**Be sure to verify the compatibility of your player with the media format before use.*

What's Included:

- *Free and unlimited* use of Community College consortia materials and SDCOE audio-visual materials
- 24-hour online access to the media catalog and online booking options
- Delivery and pick-up at City College LRC's Multimedia Center twice per week (during LRC business hours)
- Walk-in pick-up at SDCOE Media Services office at 5304 Metro Street (open Monday-Friday 8am-5pm)
- Mediographies (Lists of new titles, plus downloadable PDF catalogs)
- Staff development resources

FREE access to thousands of instructional audiovisual resources!



<http://avserve.sdcoe.net>

Contact Information

AV Scheduling(619) 718-4986
Toll Free.....(800) 950-9163
FAX.....(619) 291-5995
E-Mail Address: AVInfo@avsrv2.sdcoe.net

Located at: 5304 Metro Street, Suite C
San Diego, CA 92110

Hours: Monday-Friday
8 a.m. to 5:00 p.m.



College Consortium Audiovisual Services

WITH

24/7 Online Catalog

AND

Web Booking Options

A JOINT AGREEMENT OF



AND

SDICCLRC

San Diego and Imperial Counties Community
Colleges Learning Resources Cooperative

How to use the MediaNet Online Catalog and Web Booking Options

Please contact us for assistance
in getting started and using the service.

We're here to help!

Sign up for an account:

All City College faculty and staff are eligible to use the service. You'll need to register your email address and get a client code number to begin. There are three ways to do this:

- **Phone:** 619-718-4986 (8am-5pm, Mon-Fri)
- **Email:** AVInfo@avsrv2.net
- **Online:** <http://avserve.sdcoe.net>

Web site URL:

<http://avserve.sdcoe.net>

To search the MediaNet Catalog online:

1. Click **Search Full Catalog** link
2. Search for materials by Keyword (default), and/or select Title, Subject, Series, Collection, Language, etc. To narrow your search, click and hold the down arrows from the drop down menus to reveal other selections. Dropdown arrows will also reveal the codes for material type, language, collection, etc. that you will see in the catalog.
3. After you have defined your search, click on the **Submit** button.

To make a selection online:

If you already know the item numbers for what you want (Example: 029423), go directly to the Order Form and complete your booking.

1. Each title description is accompanied by a **Pick** button to aid in the selection process. Picks will be added to a Media Shopping Cart. Use your browser's **Back** button to continue to browse the catalog for additional materials or if you are selecting more than one item on a particular topic click on the **Brief Display** button and choose the Brief multi-pick (titles only) or Full multi-pick (titles & descriptions). This can be a real time saver.
2. The **Multi-Pick** option allows you to choose multiple titles from a single search and place them on the order form all at one time. You may also add more titles later by clicking on the **Add Title** button on the Order Form.
3. Materials may be **booked immediately** when the search is complete. Click on the small calendar date(s) for the titles(s) to be delivered to get instant confirmation of availability.

To book materials online:

To book over the Internet you must know your client code #.

1. Enter client code: _____
2. Enter password: _____
3. Click **OK** button
4. Pick a date. The Default Show Date is first date available, or you may enter a specific date (mm/dd//format) using the pop-up calendar or buttons.
5. Click on the **Test Availability** button. To add more items to your shopping cart after testing availability, use the Search button.

Available titles have a green checkmark: ✓.

Unavailable titles will show a red letter X, the reason title is not available, and alternate show dates.

6. Change dates as necessary. When satisfied with requests, click on Save Changes and Test Availability again
7. Click the **Submit** button when your order is completed.
8. Make sure you see "Thank you for your order" displayed on the final screen to know your materials were successfully booked.
9. Confirmation will be sent to you via email.



To change a submitted order online:

To change a previously-submitted order, go to the "Medianet Options" page. There you can:

- **Display bookings** (current, future, historical, overdue)
- **Update orders** (extend, cancel, change show dates).

Note: if items are overdue, please call 619-718-4986 to extend the due date.



To receive or return materials:

Deliveries and return pickups are made to City College LRC (Multimedia Center) twice per week, or you may pick up and/or return materials in person at the SDCOE office at 5304 Metro Street.