

Welcome to the RISD Materials /Media Center **Online Public Access Catalog**

For years now, the Media Center has used Term-Lite as the online booking program. Starting in the 2016-2017 school year, the change has been made to switch the booking program to Destiny Media Manager. This will provide teachers with several benefits, including being able to use their library patron username and password to login and request media and to be able to search for books and videos at the same time.

Destiny Media Manager is designed to help teachers make sure that students get the learning resources they need. It's one of the first browser-based solutions that allow teachers to search for, reserve and track all sorts of instructional media, including software, videos, activity kits, manipulatives and more.

This tutorial will walk you through the log in and booking process. You will notice it is significantly different from the previous catalog but you will find to be more user friendly, provides in depth descriptions, pictures so you can see your items, faster booking process, and increased access to materials in addition to your own schools library catalog. It will provide an easier way to track your use of media and materials.

Let's get started but remember you can always call the Materials / Media Center @ 627-2540 if you have any concerns.

CHECK IT OUT! ✓

USING THE NEW MEDIA CENTER

Using the new Destiny Media Manager to book your resources is easy and can be done from anywhere you have an internet connection!

To start:

Login to the Destiny OPAC system by going to

<http://destiny.risd.k12.nm.us/>

(Book mark this link)

Where you will see the following:

The screenshot shows the 'Welcome to Roswell ISD Libraries' page. On the left, under 'Elementary Schools', there is a list of 14 schools with links and a small icon next to each. On the right, under 'Middle School', there is a list of 5 schools with links and a small icon next to each. Below the middle school list are sections for 'High School' (2 schools), 'Learning Center' (1 center), and 'District Media' (1 center). A blue arrow points from the text below to the link for 'Mt. View Middle School' in the middle school list.

Elementary Schools	Middle School
<ul style="list-style-type: none">Berrendo Elementary SchoolDel Norte Elementary SchoolEast Grand Plains Elementary SchoolEl Capitan Elementary SchoolMilitary Heights Elementary SchoolMissouri Avenue Elementary SchoolMonterrey Elementary SchoolNancy Lopez Elementary SchoolPecos Elementary SchoolSunset Elementary SchoolValley View Elementary SchoolWashington Avenue Elementary School	<ul style="list-style-type: none">Berrendo Middle SchoolMesa Middle SchoolMt. View Middle SchoolSierra Middle School

Click on the link for your schools library page

When that is opened, click on the login button in the upper right hand corner of the page

The screenshot shows the 'Mt. View Middle School' library catalog page. In the top right corner, there is a 'Login' button with a small icon next to it. A blue arrow points from the text above to this button.

Type in your user name (first initial, last name)

And your password (District ID in Destiny library patron info)

If you don't know yours, contact your librarian or call the Materials/Media Center at 2614 and it will be given to you.

Click on login

Mt. View Middle School Login

Catalog
Library Search > Login

Library Search
Destiny Quest
Resource Lists
Follett Shelf

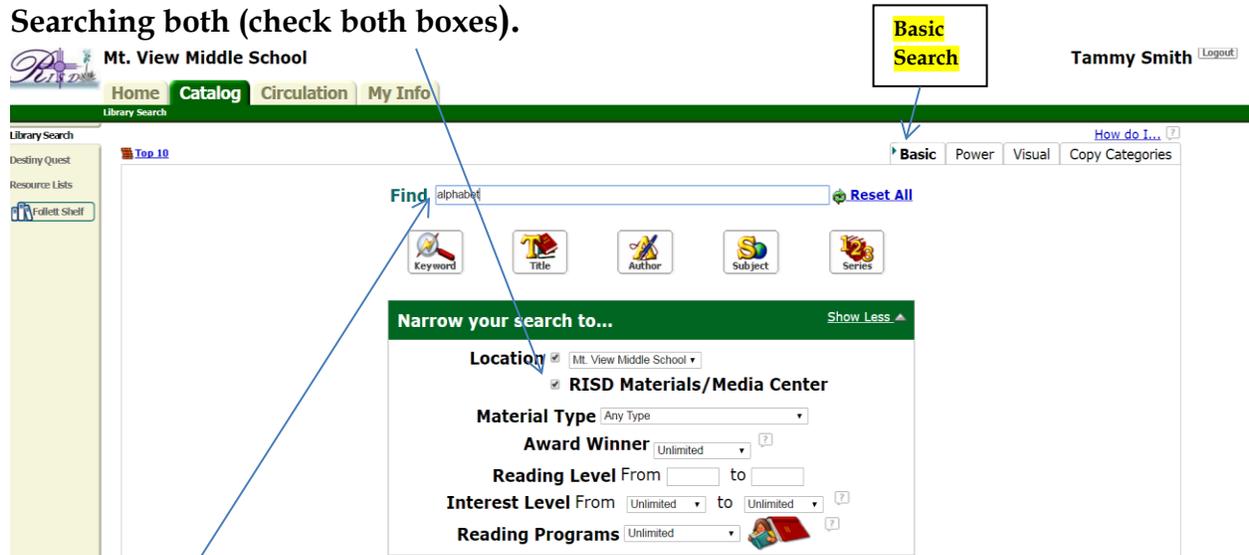
User Name:
Password:
 Login Cancel

The following window will open when you are successfully logged in.
Click on the tab for Catalog.

Mt. View Middle School Tammy Smith Logout

Home Catalog Circulation My Info

You will have the option of
 Searching your own library (check school library box),
 Searching the District Media Center (check that box), or
 Searching both (check both boxes).



To do a **basic** search just type in your search terms in the “Find” box.
 Your search results will appear on the next screen:

Titles: 1 - 25 of 185 Sort By Title Go! 1 2 3 4 5 8 > [Show All]

	The 21st century Details Call #: 303.49 ENC 1 edited by George Thomas Kurian, Graham T.T. Molitor. Location: MTV Library Series: Macmillan compendium Published 1999 Interest Level: Young Adult	1 of 1 available Add to this List
	A is for aloha : a Hawai'i alphabet Details Call #: 996.9 GOL Goldsberry, U'ilani. Published 2005 Reading Level: 4.3 Interest Level: K-3 Accelerated Reader® Level: 6.7 / 1.0 pts.	1 of 1 available Add to this List
	A is for America : an American alphabet Details Call #: 973 SCI Scillian, Devin. Published 2001 Reading Level: 3.5 Interest Level: 3-6	1 of 1 available Add to this List
	A is for arches : a Utah alphabet Details Call #: 979.2 HAL Hall, Becky, 1950- Published 2003 Reading Level: 4.4 Interest Level: K-3 Accelerated Reader® Level: 6.0 / 1.0 pts.	1 of 1 available Add to this List
	ABC Chalk Talk. Details RISD Materials/Media Center Call #: REA-5717 Location: RISD Materials/Media Center Published 2006	1 of 1 available Add to this List

Click on the title or the “details” button to get more information about a resource.

The following page will open. The details button options give valuable information such as item type, subjects, contents, and grade levels, and if its something you would like to sign out, click on the "Book-it" button

The screenshot shows the library catalog interface for Mt. View Middle School. The user is logged in as Tammy Smith. The page displays the title 'ABC Chalk Talk. [kit]' with call number REA-5717. It indicates that there is 1 off-site copy available. A 'Book It!' button is highlighted with a red arrow. Below the title, there is a 'Selected List' section and an 'Explore!' section with various subject tags like 'ALPHABET' and 'LETTERS'. The 'Publication Info' section shows it was published in 2006 as a Media Kit. The 'Additional Info' section lists the contents (game mat, chalk board, pointer, chalk, eraser, batteries) and the audience (Primary Kindergarten).

The booking page will open. Use the calendar to choose the date you would like it shipped. During the school year, the delivery pony runs to each school each day. During the summer school, the delivery schedule is abbreviated and runs only on certain days.

The screenshot shows the booking page for the same item. The 'Requesting' section is set to 'From RISD Materials/Media Center'. The item is 'ABC Chalk Talk.' with 1 copy. There is a 'Refresh Calendar' button. A calendar for June 2016 is displayed, with dates 1 through 30. A legend indicates that red dates are 'Not Available' and white dates are 'Available'. The 'Save' button is highlighted with a red arrow.

<< June 2016 >>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

You can also choose to pick it up, if the delivery date doesn't fit your schedule. We are open from 8:00 am to 4:00 pm.

Click on **save** to complete your booking.

A message will appear on your screen indicating that the booking was successful.

Booking requested for "ABC Chalk Talk." at RISD Materials/Media Center placed from 6/22/2016 to 7/22/2016.
Copies: 1

If you click on the “My Info” tab at the top of the page you can see what items you have out, and what items are pending for delivery.

Mt. View Middle School Tammy Smith

Home Catalog Circulation **My Info**

Items Out
Library Materials
There are no library materials checked out for this patron.

Fines
There are no fines for this patron.

Holdings

Title	Requested	Quantity	Status	
Alphabet and Key Words (Phonics and Reading For Students.	[RISD] (6/22/2016 to 6/27/2016)	1	Pending	 
ABC Chalk Talk.	[RISD] (6/22/2016 to 7/22/2016)	1	Pending	 
Amphibians (Bill Nye The Science Guy).	[RISD] (6/22/2016 to 6/27/2016)	1	Pending	 

You can also edit or delete the holds from the page and extend items currently signed out to you if that item can be extended. Extension feature may not be available on all items.

There are many more features to the new system, and this is just the basics but feel free to explore! We hope to help in any way and if you experience any difficulty please call Media Center staff (Shawna or Rose) at 575-627-2540.