

# BOCES Media Resource Center

## Call 1-800-344-9611 Ext. 2035

The link to the system: <https://erie2.insignails.com/Library/Home>



Login

Click the  Button Upper right corner of screen.

**Username:** (this is your school email)

**Password:** e2media

The password is the same for everyone – e2media

Do not change your password because it can cause changes to your booking profile that could result in errors in what you book. Your password should remain e2media. Once you log-in you will notice off the links for all the video-streaming resources – you click on those icons to log-in to those resources.

### Resources and Services

<p><b>Sheet Music</b> Circulates for 6 Months</p>	<p><b>Audio Books via iTouches &amp; CDs</b> Circulates for 20 Days</p>
<p><b>DVDs</b> Circulates for 7 to 10 Days</p>	<p><b>Digital Planetarium</b> Circulates for 8 Days</p>
<p><b>First Aid Manikins</b> Circulates for 3 Weeks</p>	<p><b>Instructional Kits</b> Includes Sensory &amp; Electronics Kits Circulates for 14 Days</p>
<p><b>Movie Licensing</b> Provides for public performance rights for a wide variety of movies. Call the Media Center for more details.</p>	<p><b>Multiple Copy Books</b> Circulates for 15 - 25 Days</p>
<p><b>Next Gen Standards Module Books</b> Circulates for the length of time needed to complete each module.</p>	<p><b>Real Care Babies</b> Circulates for 8 Days</p>
<p><b>Video Streaming</b> CCC! Video On Demand Learn 360 Swank Movies</p>	<p><b>Audiobook Streaming</b> Sora Overdrive Platform</p>



## Using the Erie 2 ONLINE Media Catalog

The Online Media Catalog empowers patrons to do much more than just search the library for books. You can share favorites, add book reviews, rate & review books, and much more. The Discovery Layer can be accessed from any current browser.

### LOGGING IN

Erie 2 BOCES Media Catalog: <https://erie2.insigniaails.com/Library/Home?LibraryID=0001>



\*NEW  
Click Login in the Upper right corner of screen.

### Login Information:

**Login:** Your school email address

**Password:** e2media

### SEARCH (SIMPLE SEARCH)

1. Simple Search will display at the top of the page.

2. Select the search drop down box to search on a specific criteria (Relevance, Title, Author and etc.).

**Tip:** When searching by author name enter Last Name, First Name.

3. Enter the search term(s).
4. Press **Enter** or click **Find**
5. **Refine search results** by clicking one of the headings on the left. The system lists related subjects, authors who have written similar titles, series, publication dates, etc. on the left.
6. Click the **Reload**
7. If a word is misspelled, the system will do spell check and phonetic search.
8. Click the **Home** button to clear out your search and do another

### ADVANCED SEARCH

Advanced Search allows the patrons to define more parameters for their search.

1. Click the **Advanced** button to the right of the search box.
2. Enter search terms then choose the desired search criteria and Boolean operators (And, Or, and Not) to limit the search.
3. The Refine Your Search toolbar can sort your results according to your preferences. Click **Reload**

## Narrowing Your Search

Once you have search results, you can narrow the results further with the options on the left side of the page:

The screenshot shows a library search results page. On the left, there are two sections for refining search results: "Type of Material" and "Subject". Each section has a list of categories with checkboxes and a refresh button. A callout points to the "Refine Your Search" button at the top left. Another callout points to the checkboxes in the "Type of Material" section, with the text: "To select more than one limiter, check the boxes you want to include, then click the refresh button". A third callout points to the numbers next to the categories, with the text: "To refine to only one type of resource, click on the number". The main search results area shows several items, each with a "Book Item" button on the right.

## Booking Physical Items

Once you see the title you want in the results, click **Book Item** on the right side of the screen.

The screenshot shows a search result for the book "Orphan of Ellis Island" by Elvira Woodruff. The result includes a cover image, the title, author, subject, call number (MC00334), and availability (100 of 100). On the right side of the result, there are four buttons: "Shelf List", "Locate It", "Book Item", and "More". A callout points to the "Book Item" button with the text: "Click here to Book".

1. A pop-up window will open allowing you to:
  - 1.1. Choose the **number of copies** (if applicable).
  - 1.2. **Click on the date** you need the item on, the loan period will be automatically selected.
  - 1.3. Click **Book Item(s)**
2. When your item has been successfully booked:
  - 2.1. A confirmation message will pop up
  - 2.2. You will get a confirmation email.

**Booking**

Book Title:  09/26/2018

Change to number of copies needed.

Title	From	To	Copies
<input checked="" type="checkbox"/> New York: what's so great about this state?			30

Title you'd like to request

Site: Bemus Point Maple Gro

Request From: 11/07/2018

Request To: 12/03/2018

Delivery  Pickup

Apply  
Book Item(s)  
Close

Number of copies available.

Click to book the item.

Nov 2018

September 2018							October 2018							November 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1 <sub>14</sub>	1 <sub>14</sub>	2 <sub>14</sub>	3 <sub>14</sub>	4 <sub>14</sub>	5 <sub>14</sub>	6 <sub>14</sub>						1 <sub>60</sub>	2 <sub>60</sub>	3 <sub>60</sub>
2 <sub>14</sub>	3 <sub>0</sub>	4 <sub>14</sub>	5 <sub>14</sub>	6 <sub>14</sub>	7 <sub>14</sub>	8 <sub>14</sub>	7 <sub>14</sub>	8 <sub>14</sub>	9 <sub>14</sub>	10 <sub>14</sub>	11 <sub>14</sub>	12 <sub>14</sub>	13 <sub>14</sub>	4 <sub>60</sub>	5 <sub>60</sub>	6 <sub>60</sub>	7 <sub>60</sub>	8 <sub>60</sub>	9 <sub>60</sub>	10 <sub>60</sub>
9 <sub>14</sub>	10 <sub>14</sub>	11 <sub>14</sub>	12 <sub>14</sub>	13 <sub>14</sub>	14 <sub>14</sub>	15 <sub>14</sub>	14 <sub>14</sub>	15 <sub>14</sub>	16 <sub>14</sub>	17 <sub>14</sub>	18 <sub>14</sub>	19 <sub>14</sub>	20 <sub>14</sub>	11 <sub>60</sub>	12 <sub>60</sub>	13 <sub>60</sub>	14 <sub>60</sub>	15 <sub>60</sub>	16 <sub>60</sub>	17 <sub>60</sub>
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## Creating a Favorite List

Favorite lists can be shared with other users.

1. Click the **Add to Favorites**  button to add a resource to a saved list.
2. Choose the existing list to add your resource, **or**
3. Create a new list by clicking "New Favorite Title"

## Review your Account History

Click the **My Account** button to:

1. View your Borrowing History
2. Confirm your Booked Items
3. Access your Favorites
4. Order Module Books
5. View your Module Book Orders

## Module Books

You can order books from the Module Book Catalog

1. Click **Module Books > Module Search** in the menu bar, **OR**
2. Click **My Account > Order Module Books**
3. Search for the title you are looking for
4. Click the **"Order"** button

**\*Make sure you put the Blue checkmark in the box next to "Order Date Needed" after you choose your date! Or your order will come through without a date and we will not know when to ship your books.**

Click here to Order

1. Select # of Copies
2. Click Order Date Needed By
3. Select your Date
4. Click OK

5. The name of the order defaults to the current day's date.
6. A pop up window will appear asking you to select the **Number of Copies** and **Date Needed by**
7. Click **OK**
8. The **Orders** screen comes up with your most recent order underlined on the left.

Order you just created is underlined and Date Needed by is shown.

- 8.1. If you need to adjust the number of copies click **Change Qty**.
- 8.2. If you want to remove the book from your order click **Remove**.
- \*8.3. Very Important! Don't forget to Click the **Submit** button to process the order.
- 8.4. Click **Delete** if you want to cancel the order.
- 8.5. You can add multiple book titles to an order before you click the submit button.

**Note:** You cannot delete an order once you have submitted it.