




# BOCES Media Resource Center

## Casey Twichell, Media Center Associate

**Call: 1-800-344-9611 Ext. 2023**  
**Email: [ctwichell@e2ccb.org](mailto:ctwichell@e2ccb.org)**

Online catalog: <https://erie2.insignails.com/Library/Home>

To login, click the  Login button in the upper right corner.

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

**Password:** e2media

The password is the same for everyone – e2media

Please do not change your password, since this can cause changes to your booking profile that could result in booking errors. Your password should remain e2media. Once you login, you will notice that links for all of the video-streaming resources will appear. You can click on the icons that appear to access those resources.

<b>Resources and Services</b>	
<b>Sheet Music</b> Circulates for 6 Months	<b>Audio Books via iPod &amp; CD</b> Circulate for 32 - 35 Days
<b>DVDs</b> Circulate for 7 - 10 Days	<b>Digital Planetarium</b> Circulates for 14 Days
<b>First Aid Manikins</b> Circulate for 3 Weeks	<b>Instructional Kits</b> Circulate for 20 Days
<b>Movie Licensing</b> Provides public performance rights for a wide variety of movies. Call the Media Center for more details.	<b>Multiple Copy Books</b> Circulate for 32 Days
<b>Next Gen Standards Module Books</b> Circulate for 3 Months	<b>RealCare Baby Simulators</b> Circulate for 15 Days
<b>Video Streaming</b> Learn 360 Generation Genius Swank Motion Pictures	<b>OverDrive Digital Resources</b> Sora Ebook Class Sets Sora Audiobooks



## 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>



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**  to view refined search results.
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**  to view refined search results

## 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 and other options like "Add Review" and "Add To Favorite".

## 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 Woodruff, Elvira. The result includes the book cover, title, author, subject, call number (MC00334), and availability (100 of 100). On the right side of the result, there are buttons for "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

Title you'd like to request

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

Site: Bemus Point Maple Gro

Request From: 11/07/2018

Request To: 12/03/2018

Delivery  Pickup

Apply  
Book Item(s)  
Close

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>	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>	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>	
16 <sub>14</sub>	17 <sub>14</sub>	18 <sub>14</sub>	19 <sub>14</sub>	20 <sub>14</sub>	21 <sub>14</sub>	22 <sub>14</sub>	21 <sub>14</sub>	22 <sub>14</sub>	23 <sub>14</sub>	24 <sub>14</sub>	25 <sub>14</sub>	26 <sub>14</sub>	18 <sub>60</sub>	19 <sub>60</sub>	20 <sub>60</sub>	21 <sub>60</sub>	22 <sub>60</sub>	23 <sub>60</sub>	24 <sub>60</sub>	
23 <sub>14</sub>	24 <sub>14</sub>	25 <sub>14</sub>	26 <sub>14</sub>	27 <sub>14</sub>	28 <sub>14</sub>	29 <sub>14</sub>	28 <sub>14</sub>	29 <sub>14</sub>	30 <sub>14</sub>	31 <sub>60</sub>			25 <sub>60</sub>	26 <sub>60</sub>	27 <sub>60</sub>	28 <sub>60</sub>	29 <sub>60</sub>	30 <sub>60</sub>		

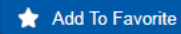
Change to number of copies needed.

Number of copies available.

Click to book the item.

## 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