

BOCES Media Resource Center

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Call: 1-800-344-9611 Ext. 2023

Email: ctwichell@e2ccb.org

Online catalog: https://erie2.insigniails.com/Library/Home

To login, click the 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.

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



BOCES Media Center Online Ordering Information

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.

Erie 2 BOCES Media Catalog: https://erie2.insigniails.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 Q.
 - 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** ot 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:



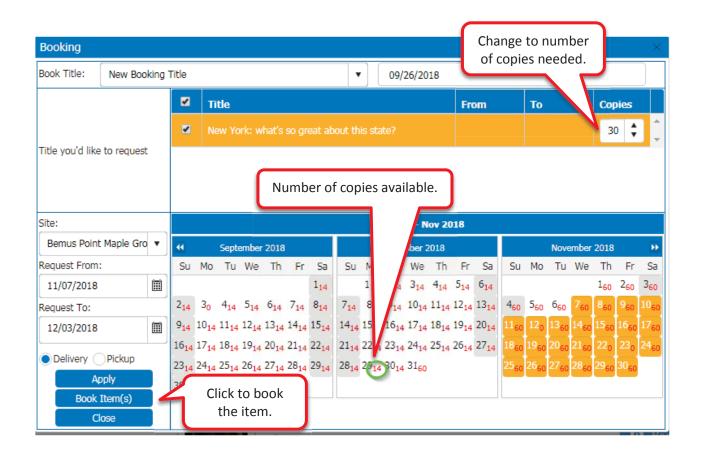
Booking Physical Items

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



- 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.





Creating a Favorite List

Favorite lists can be shared with other users.

- 1. Click the **Add to Favorites** Add To Favorite 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