




# BOCES Media Resource Center

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**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.

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.

#### 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.

A screenshot of the Simple Search interface. It shows a search box with the text "Erie BOCES" entered. To the right of the search box is a dropdown menu labeled "Keywords". Further right is a search button with a magnifying glass icon. To the right of the search button is a link labeled "Advanced".


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 is a 'Refine Your Search' section with two main categories: 'Type of Material' and 'Subject'. Under 'Type of Material', there are checkboxes for various formats like Art Print, Audio Recording, DVD Master, DVD Single Copy, Kits, Multiple Copy Book, Video Master, and Video Single Copy. Under 'Subject', there are checkboxes for specific topics like 0541 Building Tra..., 0846 Environmental..., 1835 Poets, and 2650 Computer Sci... Each checkbox has a number next to it. A callout points to the 'Refine Your Search' header, stating 'Options for Refining your Search Results'. Another callout points to the checkboxes, stating '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 checkboxes, stating 'To refine to only one type of resource, click on the number'. The main search results area shows several items, including 'New York State Fun Facts I', 'New York State History Kit I', and 'Orphan of Ellis Island'. Each item has a call number, availability status, and a 'Book Item' button.

## 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 library search results page for the book 'Orphan of Ellis Island' by Woodruff, Elvira. The book is described as 'Historical Fiction. Immigration and Emigration. New York State. 1997. I'. The call number is MC00334 and the availability is 100 of 100. A callout points to the 'Book Item' button, stating 'Click here to Book'. Other buttons visible include 'Shelf List', 'Locate It', and 'More'.

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

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


Number of copies available.

Click to book the item.

Change to number of copies needed.

## 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