

WHAT IS MEDIANET?

Medianet is the internet based, online catalogue and advance booking system for the Educational Media Library and Kit Services Discovery Centre.

Medianet offers HWDSB staff:

- access to approximately 7000 unique hands-on resources and streamed videos
- quick searching by subject, title or keyword
- Mediagraphies of resources by subject, grade and curriculum strand
- a simple and streamlined searching / booking system for educational support resources
- 24/7 availability for booking resources from any internet browser at home or school

WHERE IS MEDIANET?

- Go to the Library and Learning Resources Centre's homepage

www.hwdsb.on.ca/llrc.

- Click on the Medianet link on the right side

Digitized Resources

Resources marked "Digitized Video," Digitized Image" or "Digitized Audio" are links to video-streaming resources on www.learn360.ca. Click on the resource title, then click on the Learn360 link within the record and you will automatically be redirected to the Learn360 site to view the resource, no booking or shipping required. For more information, please see our "Video Streaming at the HWDSB" brochure.

Extending Items

If you need a resource for longer, please call us at (905) 574-1666 ext 258 for personalized assistance.

Overdues

Please respect our Due Dates and return resources promptly. Medianet sends overdue emails for items that have not yet been returned. We also follow up personally. If you need to extend a resource for longer, please call us at (905) 574-1666.

Questions?

Give us a call at (905) 574-1666 ext 258. We're happy to help you in any way.

Newsletter

Call us at (905) 574-1666 ext 258 or email us at media@hwdsb.on.ca and we'll add you to our monthly Medianet newsletter.

Library and Learning Resources Centre

50 Millwood Place, Hamilton

Phone: (905) 574-1666 ext 258

Fax: (905) 574-1669

www.hwdsb.on.ca/llrc

E-mail: media@hwdsb.on.ca

The Resources
of the
*Educational
Media
Library*
and
*Kit Services
Discovery
Centre*
at the
HWDSB



*Library and
Learning
Resources Centre*

*www.hwdsb.on.ca/llrc
(905) 574-1666*





SEARCHING RESOURCES IN MEDIANET:

Go to the Library and Learning Resources Centre's homepage

www.hwdsb.on.ca/llrc

Click on the Medianet link on the right side

SEARCH OPTIONS

Keyword

- In the Medianet Catalogue Search screen, enter your keyword(s) in the first search bar and click SUBMIT

By Office (Educational Media / Kits)

- In the Medianet Catalogue Search screen, choose the "Office" drop down menu (3rd row) and select either "Educ. Media Library" or "Kit Services."
- Enter your keyword(s) in the first search bar and click SUBMIT



By Format

- In the Medianet Catalogue Search screen, choose the "Format" drop down menu (2nd row) and select a specific resource format (e.g. Literature Circle, Kit-Kit Services, Study Print)
- Enter your keyword(s) in the first search bar and click SUBMIT

Advanced Searching

- You can add an * to your search word to expand your search (insect* searches insect, insects, insecticide)

Mediagraphies

- You can view all the resources by curriculum strand through Mediagraphies
- Click "Mediagraphies" on the top blue menu bar
- Scroll through the Subjects (in alphabetic order) and click on the correct Grade or Grade range for your subject
- Scroll through the curriculum strands and click on the desired strand. A list of resources for that strand will appear

BOOKING RESOURCES IN MEDIANET

AVAILABILITY BUTTON

This button tells you only the current status of the item (in / out), not if it is available for your choice of dates.

Forgot your password? Give us a call at (905) 574-1666 ext 258 and we'll reset it for you.

SELECTING ITEMS

- Click on a title to display the detailed record.
- Click the "Pick" button
- (If you have not already logged in, at the "Client Login" screen, enter your last name, password and click OK. The initial password for first time users is your school's 7 digit phone number, you will then create a personal password)
- Click the "Show Date" field and enter your desired month and date. The default of "First" will ship the item on the first available date.
- Click on the "Test Availability" button
 - ✓ Indicates the dates are available
 - ✗ Indicates the dates are not available and you will need to select another booking period and "Test Availability" again.
- *You have not booked your order yet*
- Submit your order by clicking on (The Submit button appears only after all titles have been tested for availability)
- Your order is complete when you see the "Thank You" confirmation screen.
- Your order will be shipped to your school to arrive for your Show Date.

LOAN PERIODS

Loan Periods vary by resource type and are automatically assigned by Medianet. The Date Due will be printed on the label when you receive your items.