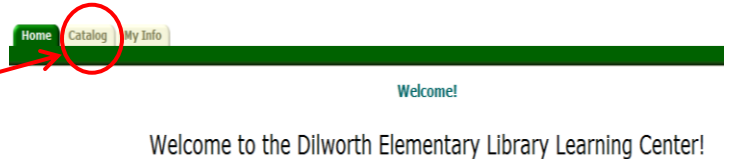


Salt Lake City School District District Media Center Catalog

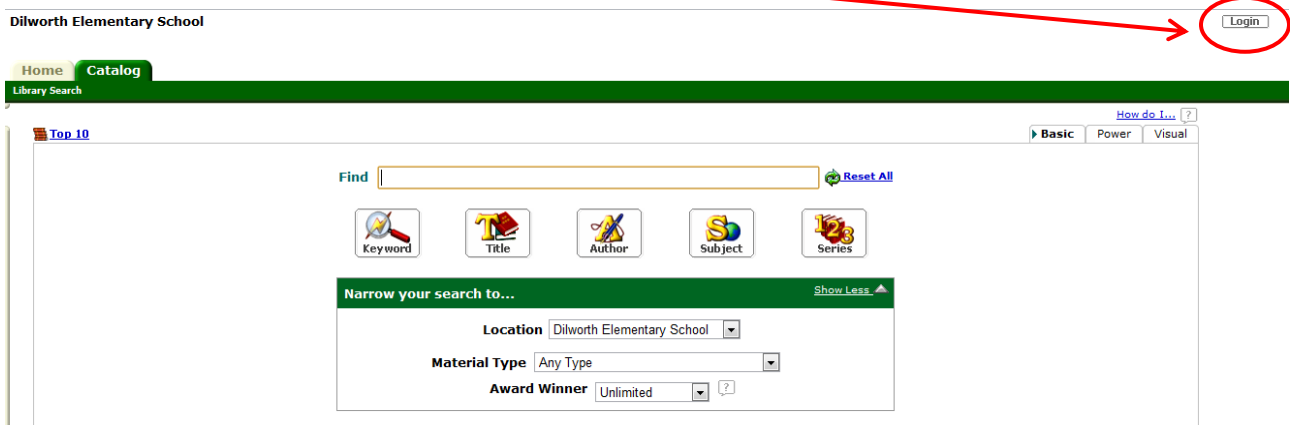
➔ The Salt Lake City School District Media Center has a new way to search for and reserve materials! Explore the new and improved way to locate your favorite curriculum DVDs or videos or to schedule any of the materials at the DMC. You can now locate district materials through your individual online school library catalog.

1. Go to the library catalog at your specific school. There is a link to each school's library catalog on each school's website.

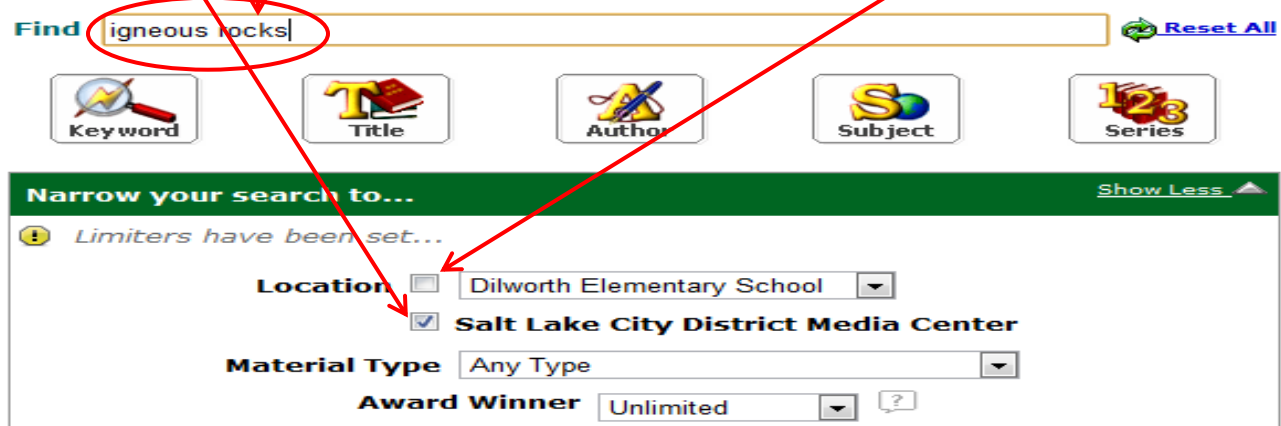


Click on Catalog.

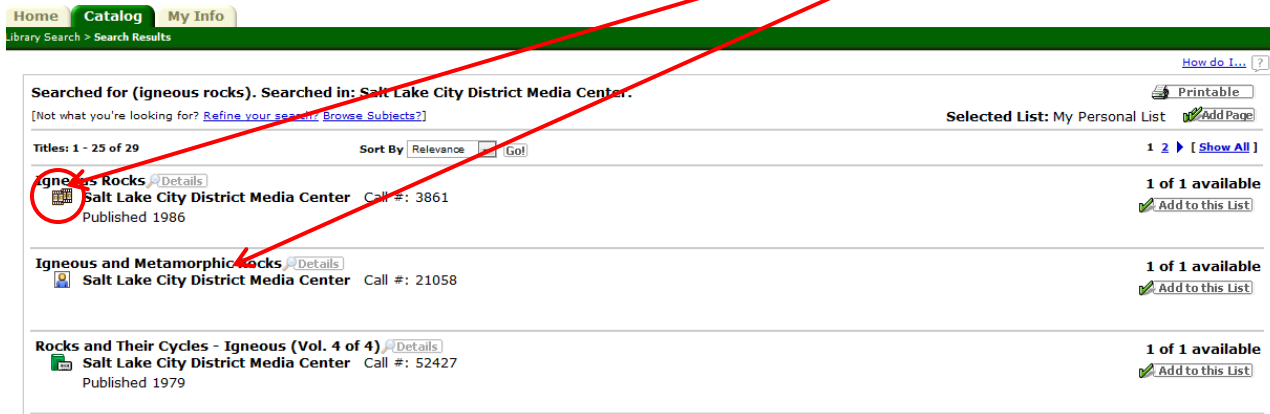
2. Log in to your school's catalog. You will use your Active Directory username and password to log in. This is the same username and password that you use to log into the network.



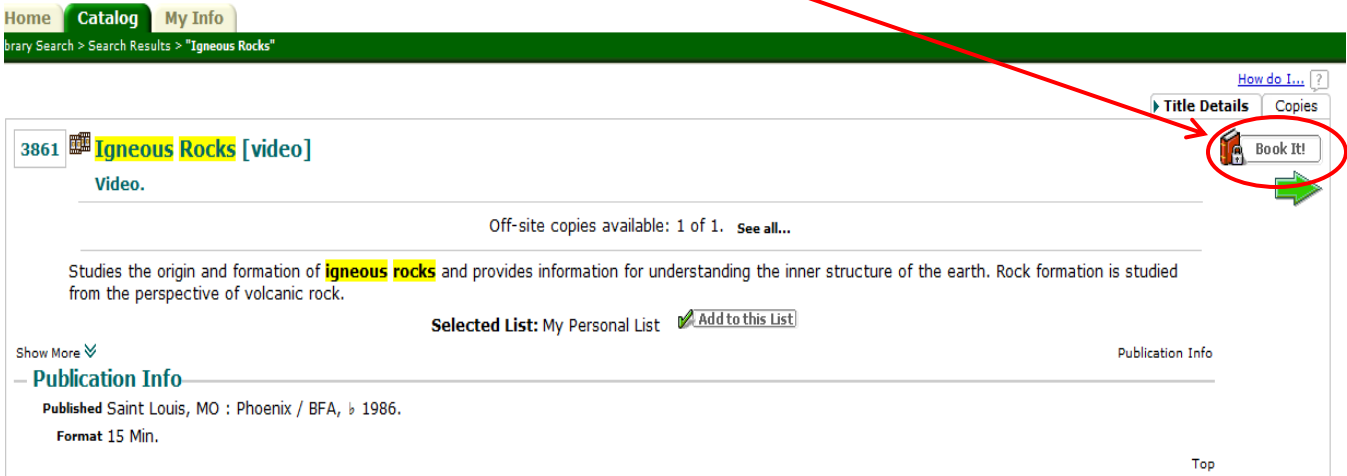
3. Click the box next to the Salt Lake City District Media Center and UNCLICK the box next to your school. Enter the topic you are searching for.



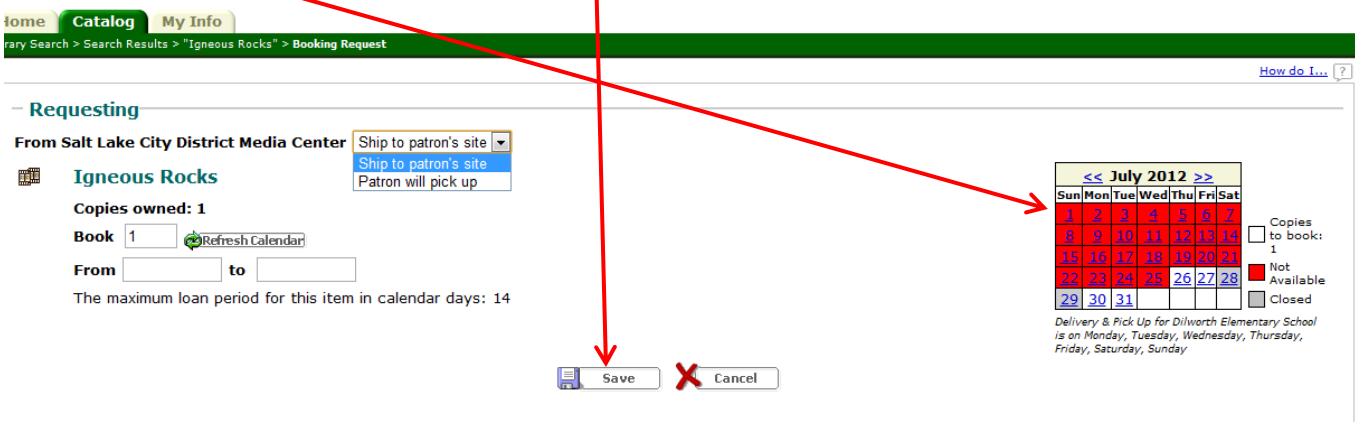
4. You will see a list of items available from the District Media Center. The icons to the left of the titles indicate if the item is a video, a kit, a big book, etc. Click on a title for more information about each item and to schedule the item for delivery to your school.



5. After you click on the item that you want, click on **Book It** to reserve it.



6. Select the dates for the item and click **Save**.



For further help in using the District Media Catalog, see your school's library technology teacher.