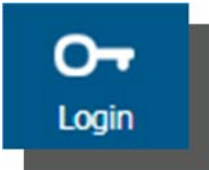
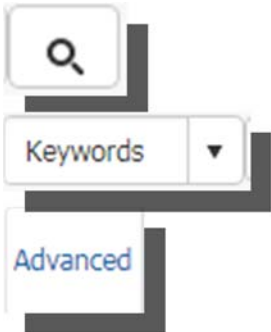

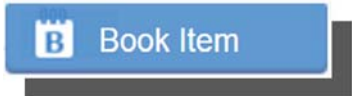
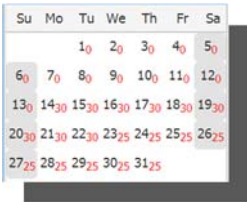
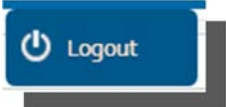


# Placing a Media Library Order

STEP	ACTION	WHERE TO CLICK ON SCREEN
Log on:	Go to <a href="http://medialibrary.btbores.org">http://medialibrary.btbores.org</a> Click the login key icon on the top right. On the login page, enter your username and password, then click "Login" Username: first initial and last name with no space or punctuation   Password: media	
Search:	Enter a keyword search by typing into the long white box at the top of the page. Then click enter or the search icon  Or click down arrow for search type.  Click Advanced Search to narrow search by material type, collection type, audience level	
Select:	For streaming content, you can view immediately. Click "Click to View" button to the right of the item.	
Select:	For physical items - Click "Book Item" icon to the right of the title. To choose multiple items – Click the item box to checkmark each item then click any Book Item icon.	
Order:	Click on calendar date to check availability and length of loan time. Red numbers are copies available. For multiple copies use Copies arrow up and down to pick how many. When done click Book Item(s). To see what you have borrowed, click on My Account—My Borrowing—Booking.	
Log off:	Exit the Media Library catalog by hovering your mouse over your name at the top right of the page, then clicking Logout	

*When you have logged in, please check to see if your name and school appear correctly at the top of the page. For changes or problems, please call the Media Library at 766-3734.*

## IMPORTANT NOTES:

- When ordering **Multiple Copy Books**, be sure to indicate the number of copies in the box provided.
- Items will automatically schedule 4 days out from your selected date to allow for processing time.
- Need something immediately? Please contact Kristina Garcia at 766-3734 | kgarcia@btbores.org