

WEB BOOKING INSTRUCTIONS

Go to: www.dlc.sd57.bc.ca and click on **DLC Bookings** to book DLC resources.

If you have never had an account, please call or email the DLC using the number or address below.

To book Choral Music, please email either DLCbookings@sd57.bc.ca or call 250-645-4334 and press 1. All other resources can be booked online using the following instructions.

How to log into your account:

Click on the blue **Options Menu** tab. Fill in the **Client Number** using your 4 digit employee number and the temporary password issued to you by the DLC. Click **OK**. Your name and school will be listed near the top. Please note: if you teach at more than one location you will only be able to book for the location listed in your Client Profile.

How to change password:

We require you to change your password IMMEDIATELY for security purposes. Click on **Password** under **Update** on the **Options Menu** page and follow the instructions.

If, at any point, you can't remember your password, please click on the 'Forgot your password?' link on the DLC Media Catalogue Client Login page.

How to Search catalogue and book resources:

1. Click on the blue Search tab.
2. Type in the item you are searching for and hit **Submit**.
3. Scroll through the list.
4. Click on the item to view the full record or **Pick** to immediately add to your order (you can also **Pick** on the full record page).
5. Please call the DLC for next day delivery items or items you would like to pick up yourself.
6. Click on **Submit** if item(s) is available on requested day. If not, change date or add and remove item(s) and click **Test Availability**. Once you are happy with your selections, click **Submit**.
7. Your confirmation order page will show booked items and dates they will be delivered. You will also receive an automated email.
8. Press **Logout** if you are done, or **New Search** if you wish to continue booking.
9. Clicking on **Logout** will bring you back to the DLC Home Page.
10. To cancel an item, click on **Cancel** under **Update** on the **Options Menu**. Choose the item you wish to cancel and click **Submit**.
11. Please **LOGOUT** of the program when you are finished. (This is important! Someone else may sit at the same computer and continue to book under your name!)

For more detailed instructions, please click on the **Tutorials** on the **Options Menu** page, watch our instructional video, or contact the Circulation Clerk at the DLC at DLCBookings@sd57.bc.ca or by calling 250-645-4334.