

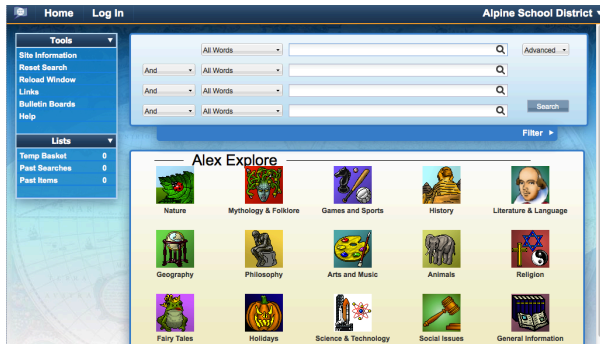
Alpine School District - INSTRUCTIONAL MEDIA CENTER

759 East Pacific Drive, American Fork
801-610-8054

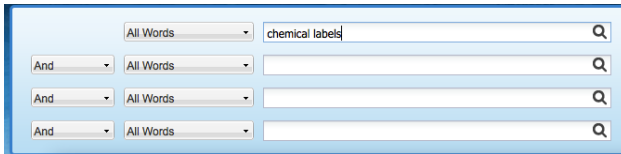
Step-By-Step Reservation Instructions

When you want a hotel room for a specific date, you make a reservation. It is just the same concept at the ASD Instructional Media Center. When you need a specific item on a certain date, then you place a **RESERVATION** on that item.

- Go to the ASD Instructional Media Center website at **aimc.alpineschools.org** and select **"Media Catalog"**
OR
District website (alpineschools.org) > Departments > Instructional Media Center > Media Catalog



- Type in a search term for the subject or topic you are interested in (i.e. Biome, Impressionism, Life Cycle, etc.)



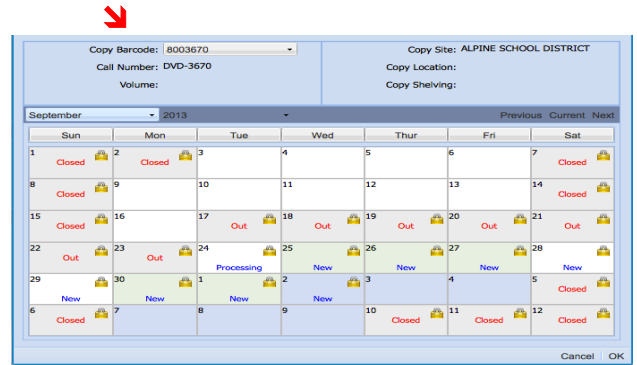
- You can check item "details" for more information. Select "Place a Reservation" in the upper right-hand corner.



- A window will appear requiring you to login to the system.

Username: District email address
(example: jdoe@alpinedistrict.org)
Password: your last name (example: doe)

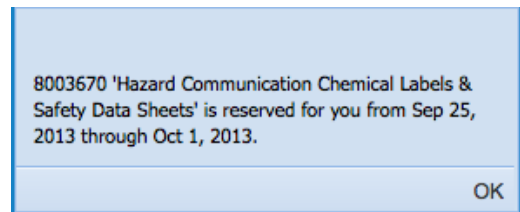
A calendar will appear. To place a reservation, use the **Copy Barcode** drop-down menu in the upper left-hand corner to select the item. Any current reservations will appear in red. (When making a reservation remember there is daily delivery and pick-up every afternoon to your school's Main Office in the District Media Delivery bin. (Ask your school secretary where they are located.)



- Once you have found the dates you desire and the item is available, select those dates by clicking and dragging from the starting date to the ending date. **Caution: Leave a buffer of one day between each checkout for processing.** (Select the date you want the item to be delivered to your school and drag the cursor to the date you will return the item.) Select "OK" in the lower left-hand corner.

NOTE: The following items checkout for 1 WEEK--
DVDs, Videos, Big Books, Art Prints, Equipment, some kits
The following items checkout for 2 WEEKS--
most kits, magazines, poster sets, sculptures, books

- A pop-up notice will appear that confirms your reservation. Select OK.



- Exit out of the system by selecting "Log Out" in the upper left-hand corner.

You have successfully made a reservation for an item for specific dates. It will be delivered to your school. An email will be sent reminding you of the delivery. When you are finished using the item please return it to the District Media Delivery bin marked "Return to Media Center" located in the same location at your school.

**If you have any questions please call
801-610-8054**