

## MEDIANET GUIDE

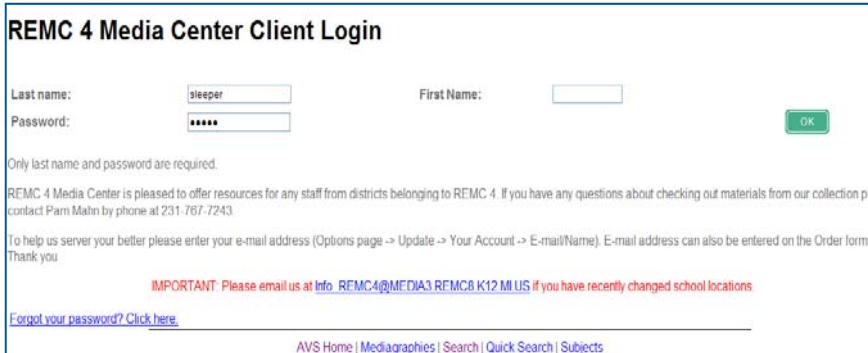
The MAISD utilizes MediaNet for checking out materials from our Media Center. Use of MediaNet allows us to maximize the availability of digitized content in collaboration with Kent and Ottawa Area ISDs.

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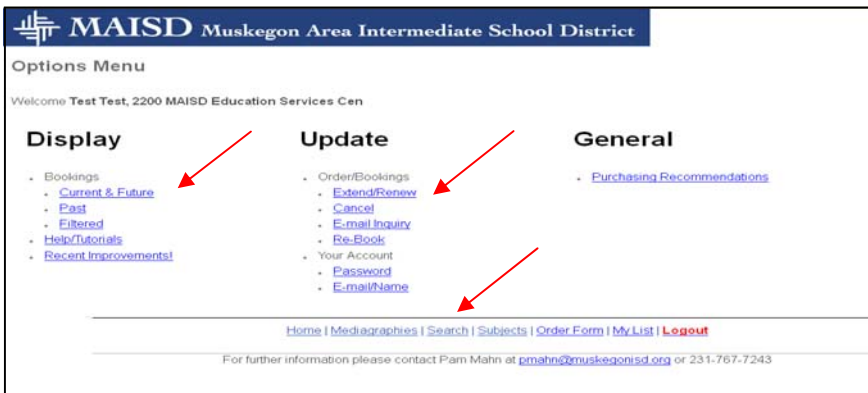
Click **Login** link. You will be taken to the login screen.



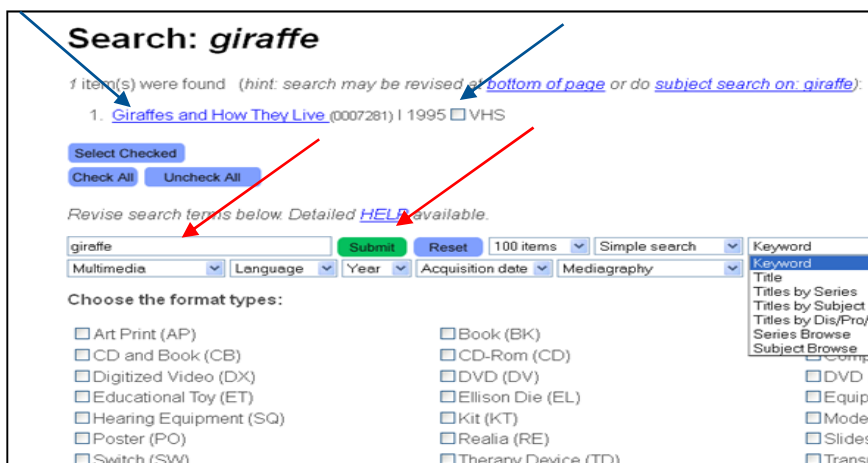
Only your last name and password are required to login. If you have a common last name, the system will ask for your first name. **The initial password is maisd.** You will be asked to change the password on your first login. If you are unable to login, please contact 231-767-7243.



Under the Options Menu you can view your current/future & past bookings, extend the loan period of an order, and change your password. Click **Search** to begin your search.



Enter your search criteria, and click **Submit**. You can search by keyword, title or subject. You can also choose format type. If you are familiar with the item in your search, click the box at the end of the link to reserve and click **Select Checked**. You will be taken to the Order Form. If you need more information, click the item link.



If you clicked the item link for more information, this is the view. If this is what you would like, select **Pick**. You will be taken to the Order Form.

**MAISD Muskegon Area Intermediate School District**

Title: Giraffes and How They Live (0007281) [Add to MyList](#)

Physical: 19 minutes  
 Produced: 1995  
 Producer: AIMS MULTIMEDIA (0004)  
 Audience: Intermediate (4-6) (1)  
 Synopsis: Examines the giraffe's world: it's predators, traveling companion and its daily struggle to survive.  
 Subjects: [Animals - Mammals](#)  
 Holdings: **Pick** VHS 1 copy

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For further information please contact Pam Mahn at [pmahn@muskegonisd.org](mailto:pmahn@muskegonisd.org) or 231-767-7243

Select the day you would like to receive the item under **You Receive** and number of days you need the item under **#Days**.  
 Standard=2 weeks  
 Double= 4 weeks  
 Click **Test Availability**.

**Order Form**

Click **Test Availability** to check availability of untested titles.

Title#	Title	You Receive	#Days	Avail	Remove
0007281,VH	<a href="#">Giraffes and How They Live</a>	First   Any   1	Standard		<input type="checkbox"/>

If you have changed any information above (e.g. receive date), press one of the following buttons before exiting the form.

**Test Availability** | [Export Titles](#) | [Save Changes](#) | [Clear All](#) | [Logout](#)  
[Resume Search](#) | [New Search](#) | [Mediographies](#) | [Options Menu](#) | [Help](#)

To request specific title(s), enter title code(s) below and press the "Add Title" button.

Title# 1:  Title# 2:  Title# 3:  [Add Title](#)

This screen indicates whether your selected item is available for the dates you requested. If an item is unavailable for your chosen dates, information will be provided as to when the resource is available. Click **Submit** to process your order.

**Order Form**

✓ means title is available. Click **Submit** to place your order.

Title#	Title	You Receive	#Days	Avail	Remove
0007281,VH	<a href="#">Giraffes and How They Live</a>	May   31   1	Standard	✓ May 31 - Jun 13	<input type="checkbox"/>

If you have changed any information above (e.g. receive date), press one of the following buttons before exiting the form.

**Submit** | [Test Availability](#) | [Export Titles](#) | [Save Changes](#) | [Clear All](#) | [Logout](#)  
[Resume Search](#) | [New Search](#) | [Mediographies](#) | [Options Menu](#) | [Help](#)

To request specific title(s), enter title code(s) below and press the "Add Title" button.

A confirmation screen will appear indicating your reservation was received without any issues or conflicts. If you do not receive this confirmation, your order was not processed. Your item will be delivered to your school according to your request and the MAISD courier schedule. Please return all items via courier, or drop them off during MAISD normal business hours.

**Order Form**

Active client: Jennifer Sleeper, 2200 Education Services Center, (231)777-2637, [jsleeper@muskegonisd.org](mailto:jsleeper@muskegonisd.org)

**Thank you** for your order. The following items have been successfully booked:

Delivery Mode: Normal  
 Ordered via: Internet web order

Title#	Title	Show Period	Order
0007489,VH	All about Bears	Jul 25 - Aug 09	<a href="#">000015</a>
0020517,BK	Defining Moments	Sep 12 - 27	<a href="#">000016</a>
MT00140,VH MT140	Concepts in Nature: Instincts in Animals	Jul 14 - 27	<a href="#">000017</a>

[change client](#) | [logout](#)  
[resume search](#) | [new search](#) | [mediographies](#) | [options menu](#) | [help](#) | [me!](#)