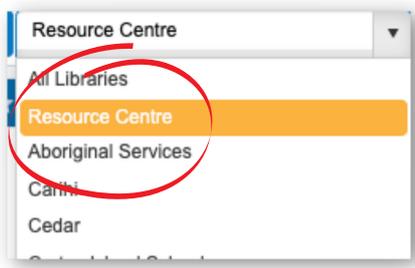# *Insignia OPAC*
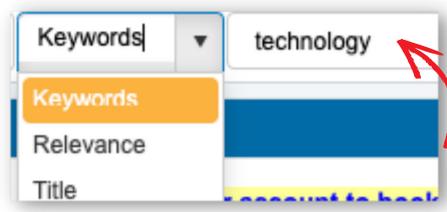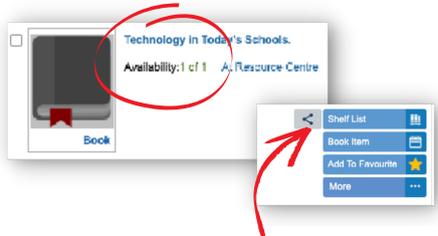## BOOKING ITEMS FROM RESOURCE CENTRE

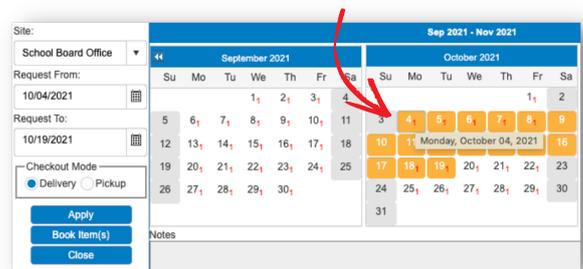## USER: SD72 Microsoft UserName   PSWD:Network Pswd

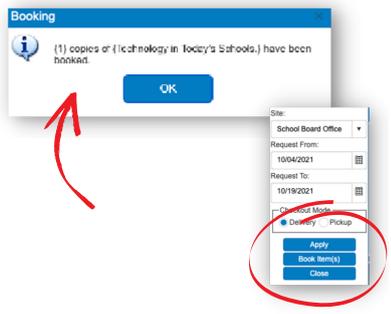Select 'Resource Centre' from the location dropdown.
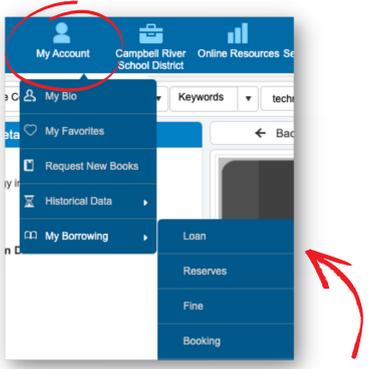
Search for desired resource.

Scroll to view collection.
Check availability.
Book Item.

Availability calendar is opened.
Click on start date - by default a two week time period is booked.

Click 'Book items' to reserve resource.
A pop up confirming the booking will appear.
Once the request is process, you will receive confirmation email.

From 'My Account -> My Borrowing' you can:

- Check what you have on loan
- Check what you have booked
- Edit/cancel bookings
- Extend loans (if available)

If for any reason you can't reserve/book items email the Ed Centre directly:
education.centre@sd72.bc.ca