

How to Check Out an Item from the WISD Online Catalog

From the <u>WISD Online Catalog</u> home page:

- 1) Select "Login to your account"
- 2) Enter your username and password

Washtena	w Intermediate S	chool District						
Home	Catalog							
					Welcom	e to the W	ashtenaw	ISD Online Catalog
		Browse by	Collection			Logir	n to your acco	ount Request an Account
	F	Problems, Questions, Comments				Ch	item Frequently Asked Questions	
Washten	aw Intermediate	School Distric	t					Lisa Pignotti
Home	Dashboard	Catalog	Circulation	Reports	Back Office	My Info	F-	
Login								
						I	User Name:	pignotti
							Password:	
							Log In	Cancel

Once you are logged in, your name will appear in the upper-right corner of the website. If you know the item you would like to check out:

- 3) Select the "Catalog" tab in the upper-left corner
- 4) Search for items in the "Find" box using keywords/titles

Washten	aw Intermediate S											Lisa Pignotti	➔ Log Out	⑦ Help
Home	Dashboard	Catalog	Circulation	Reports	Back Office	My Info	F-1							
Library S	arch													
Top 10									Basic	Power	Visual	Copy Categories	Number	Barcode
				~										
				Find						C	leset All			
					Q yword	Title	Author	Subject		3 Series				
				Narrow	your search to					Show L	ess 🔺			
					I	Location Wa	shtenaw Intermediate Sch	ool District 🔻]					
					Mat	terial Type A	ny Type		•					
						Reading Le								
					Intere	est Level From	m Unlimited v to U	nlimited •] ?					

Once you search for your keyword, a list of related items will appear in alphabetical order. The item title and description, as well as the item's availability, will be displayed.

5) Click on the title of a relevant item to view the details

Home	Dashboard	Catalog	Circulation	Reports	Back Office	My Info	F1		Messages
Library	Search > Search Result	s							
								Titles	How do I ?
Sea	rched for (Go Talk)	. Searched in	: Washtenaw Inte	ermediate Sch	ool District.				Printable
[No	what you're looking fo	or? Refine your	search? Browse S	ubjects?]				Selected List: My Personal List	Add Page
Titl	es: 1 - 23 of 23				Sort B	y Title	Go		
Fo	ul Shot Details Call #: 50-1361-3		l, Molly T.						1 of 1 available Add to This List
G	Talk 4 Details	Attainme	nt.	1					2 of 4 available (Add to This List)
	Talk 4+ Advanced		Details ment.						1 of 2 available Add to This List
	Talk 9 Details	Attainme	nt.						10 of 14 available Add to This List
	Talk 9+: Advanced	I model Attainme	Details nt.						2 of 5 available Add to This List

If you are not quite sure what you are looking for, you can also search the catalog via "Copy Categories," which will give you a list of categories of different items available.

Washter	naw Intermediate S	chool Distric	t									Lisa Pignotti	➔ Log Out	⑦ Help
Home	Dashboard	Catalog	Circulation	Reports	Back Office	My Info	P1							
Library S	earch													
Top 10)			Ke	yword y your search to		Author	School District V	Basic	Power Vis C Rese Series Show Less	et All	Copy Categories		
					м	laterial Type A		•	'					
					Inte	Reading L erest Level Fro		to Unlimited v						

You can click on the relevant category, and a list of titles, like in Step 5, will appear.

- Library Copy Categories
Name 🔻
AAC-High Tech View
AAC-Low Tech View
AACMid Tech View
AACMisc./Unique View
Academic aids View
Activities of Daily Living View
Alternate Mouse View
Arm and Wrist Supports View
AssistiveTechnology Collection View
AT hearing View
AT vision View
Auditory Processing View
Augmentative Alternative comm
Cause and effect View
Computer Peripheral View
Diverse Lending Library View
Eye Tracking Devices View
Head Control Devices View

6) After clicking on the title of the item you wish to check out, click "Hold It!" at the bottomright corner to reserve the item

lome	Dashboard	Catalog	Circulation	Reports	Back Office	My Info	F .			🖂 Mes	sages
ibrary Sear	ch > Search Result	s > "Go Talk 4"									
										Hov	v do I 🕥
									Title Details MARC View	Reviews	Copies
🖉 Go	Talk 4									Edit	Title
Att	ainment.									Dunl	icate It
Cal	#: 100.086					available: 2 of off-site copies		· See all			te Title
time, gi	ving a generous	16 seconds pe	message. Plus,	an extra messa	age (yellow button, ers can touch any p	below the han	dle) is avai le to comm	ng tool that kids can use independentlyl Go Talk4 has four level lable for frequent communications or as a personal ID. Messag- unicate. A light touch is all that needed. (Add to This List)		ou	Copies Wish List
						· · · ·			Explore! Additional I	nfo Recor	nmend
 Explore Viev 	ore!	in Titlewave	Find It							Edit Q	uiz Info
• Illus	tration of item									Site S	ubjects
Addi	tional Info									Digital F	Resources
•	Early Child Hood	l, Primary (1-3)	, Intermediate (4-	6), Junior High	(7-9), Senior High	(10-12), Adult	(EPIJSA.		•		
					age; Life Skills; Co ity-home; Commur			cal Impairment; Augmentative Alternative Communication (AAC ures.); Speaking Im		ld It
										f	y

(Unavailable items are items that are currently checked out to other patrons. Clicking "Hold It!" will place you on a waiting list for that item.)

After your click "Hold It!" a screen confirming when you would like the item will appear. Choose when you would like your item from the drop-down menu and click "Save."

		How do I 🕐
- Requesting-		
£	Go Talk 4 Attainment As soon as possible Copres: 4 (2) Hold 1	Save

A confirmation screen will appear. <u>Please disregard this automated message indicating your item</u> <u>is ready for pickup</u>. Your item will be sent to you via WISD van delivery (which is every Wednesday). If you wish to pick up your item from the WISD, please send an email request to <u>library@washtenawisd.org</u>. The ATAC Lab is open Tuesday, Wednesdays (remote), and Thursdays, 7:30 am to 3:30 pm.

			Hold requested for "Go Talk 4". "Go Talk 4" is available now. Please pick up before 2/1/2019.	iews Copies
6	Go Talk	1		Edit Title
	Attainmen			Eule Hele
	Call #:	100.086		Duplicate It
	can #.	100.000	Local copies available: 0 of 4. Estimated wait in days: 147 to 150. There are no off-site copies of this title. See all	Delete Title
tin	ne, giving a g	enerous 16 se		Add Copies
			Selected List: My Personal List	
	xplore!		Explorel Additional Info	Recommend
		ilar titles in Titl	tlewave Find It	Edit Quiz Info
•	Illustration o	fitem		Site Subjects
- F	dditional	Info		Digital Resources
	 Early Cl 	hild Hood, Prin	imary (1-3), Intermediate (4-6), Junior High (7-9), Senior High (10-12), Adult (EPIJSA.	
			echnology; Communication Device; Language; Life Skills; Cognitive Impairment; Physical Impairment; Augmentative Alternative Communication (AAC); Speaking Impairment; Activities of bility-School; Accessibility-work; Accessibility-home; Communication-symbols and pictures.	Hold It
			Тор	f У