



## Registering to Use the System

Registration is required for booking of titles in the ESC 12 Media Booking System. To register for an account, complete the registration form available online at <http://www.esc12.net/instructionalmedia/html/mediacenter.html>

## Searching for Titles

1. Direct your browser to <http://follett.esc12.net>.
2. Click on **Circulating Media Collection**.
3. You may search for media titles in several ways:

### To search by keyword:

Enter the **keyword(s)** in the search box and click once on the **Keyword button** below the search box.

### To search by title:

Enter the **title** in the search box and click once on the **Title button** below the search box.

Find



## Booking a Title

1. **Login** by clicking the button in the upper right-hand corner of the screen:
  - Enter your **Username** and **Password**. Then click **Login**.
2. **Search** for and click on the media title you wish to book.
3. Click on the **Book It!** icon on the right side of the screen.
4. To book an item for delivery to your district:
  - Step #1: Select **Ship to patron's site** from the drop-down menu.
  - Step #2: Choose Date and Settings
    - Enter the **Date Requested** (date you wish to receive the media title) in the following format: (mm/dd/yy) or click the calendar to choose a date.  
**Please note:** Actual date of delivery may not be same as date requested. Truck Routes may vary.
    - Enter the **number of days** you will require the item (default loan period is 14 days).
  - Step #3: Click **Save**. Confirmation of your request will appear on the next page.
5. To book an item for pick up from the ESC Region 12 Waco:
  - Step #1: Select **Patron will pick up** from the drop-down menu.
  - Step #2: Choose Date and Settings
    - Enter the **Date Requested** (date you wish to pick up the media title) in the following format: (mm/dd/yy) or click the calendar to choose a date.
    - Enter the **number of days** you will require the item (default loan period is 14 days).
    - Click **Save**. Confirmation of your request will appear on the next page.
6. Click the **Catalog Tab** or click on **Media Search** to start a new search.

Login



## Technical Support



# Media Booking System Quick Start Guide

For technical support with this system contact Sherry McElhannon at [smcelhannon@esc12.net](mailto:smcelhannon@esc12.net) or 254-297-1291.