

SCHOOL DISTRICT 79

DISTRICT LEARNING

COMMONS

How to Access the On-Line Catalogue

Go to www.sd79.bc.ca and follow the links below

-> **Services**

-> **District Learning Commons** (under **District Services** heading)

-> **DLC Catalogue Login** (on the right)

-> **On-line catalogue** (on the left)

- Into the blue box where the prompt is, enter a **Keyword** for the item/subject you are interested in; the screen will be populated with one or more choices
- Select the item ✓ - then click on the item (blue link) you want - one at a time as multiples will not work
- Click on **Place a booking** button at the top of the page
- It will bring you to the **Log-in** window
- Your **client code** is your district e-mail name preceded by the letter C (for client) e.g. cjdoe. - do not add the sd79.bc.ca extension
- Your **password** or pin # is 1234
Click the **login** button.
- The next window (step 1) **Choose Date & Settings**. You can click on the calendar next to the blank **date required** box and click the date you wish to receive the item, making sure it is a delivery day for your school:

Monday – South (Bench, ECH, Discovery, FKSS, GBonner, Mill Bay)

Tuesday – Central (Alexander, CALSC, CSS, CVOLC, Khow, Quam)

Wednesday – West (Drinkwater, Prevost, LCSS, Palsson, Tansor)

Thursday – North (A Aitken, Chem El/Sec, CVAS, Crofton, Maple Bay & Thetis)

OR type in the date using the mm/dd/yy format, then click on the **Submit** button.

Please Note: The “Required for” (number of days booked for) window is pre-set within our system.

The next window (step 2) is the **Confirmation** window. It will show you the date you will receive the item as well as the return date. If that is the date you want, click the “confirm” button.

The next window (step 3) will show you the **Booking details**. You can then click the **home** button if you are finished or the new search button if you wish to book additional items. When finished booking items, close window. You will get an email with booking details. You can also add items to a booking to save for later.

The items you have booked will now automatically show in our L4U computer system when we check for bookings and pull the materials the day prior to delivery to your school.

When booking on-line, be sure to place the booking before 12:30 p.m. on the day before your delivery, i.e. if your delivery is on Wednesday, the booking must be placed in the computer before 12:30 p.m. on Tuesday.

If you do not receive an item on the day you were expecting it, please call the District Resource Centre at 250-748-0321, ext. 244 between 8:00 and 4:30, or e-mail us at:

dlcbooking@sd79.bc.ca

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