

Accessing the IRC Media Library from the Information System

1. Log onto the Intranet.
2. Click on **IRC Media Library** in the left-hand menu bar.
3. Click on **Media Library** in the top menu bar to search for materials.

IRC Media Library

Title:

Order Number:

Grade Level: Adult Intermediate Primary
 Elementary Junior High Special Education
 High School Kindergarten Staff

Subject:

Series:

Format:

Description:

4. You may search for a specific title, by grade level, subject, etc. You may also simply enter a keyword in the **Description** box to search for a certain topic.
5. To sort the results by format or grade level, click on the titles at the top of each column.
6. Click on the title to read a description of each item.
7. Click on the **Request** button to request the item at this time. Click on the **Schedule** button to reserve the item for a later date.
8. You will receive an email confirmation message when your order has been processed.
9. You may view all materials that you have requested by clicking on the **Media Request** button in the top menu bar. You may also remove an item from your request log.