

How do I order videos, DVDs & kits?

Videos cannot be "ordered" through the HIP database because it is not an online booking system. That is, you are not able to view the calendar that tells you if the item is available on a specific date.

However, you are able to request videos, kits, etc. using the "My List" function.

1. Ensure that you are in the correct database, i.e., the **Video Library**.
2. After you have done your search, add titles to "**My List**" by clicking on the "**add to my list**" button. This can be done from either the **Search Results** screen or the Item Information screen. You can also select a range of items in the "**Add/Remove My List**" box at the bottom of the screen.
3. Once all your titles have been added to "**My List**", open "**My List**" using the link that is located in the upper right corner of the screen.
4. If you wish to **fax** the list, use your Internet Browser's print function or for email instructions go to number 7.
5. Annotate the list to indicate which dates you would prefer and ensure that your name and school is on it.
6. **Fax** the list to **Media Booking** at 519-763-6870
7. **OR** click on **Email this list** at the bottom left corner of the page.
8. Email the list to **yourself**.
9. When you receive the email, annotate the list for preferred dates making sure to indicate your location.
10. Forward to media.booking@ugdsb.on.ca. This will give you a copy for your records as well as identifying you to us as the sender.