The ABCs of Searching and Booking on the L4U County Consortium Catalog

A. To sign up for an account:

All Mesa College faculty and staff are eligible to use the service. You'll need to register your email address and get a client code number to begin. There are two ways to do this:

- **Phone**: 619-718-4983 (8am-4:30pm, Mon-Fri)
- **Email**: fabbyc@sdcoe.net

Once you have your individual *client code*, your password is *Mesa*.

B. To search the L4U Catalog for videos:

1. Go to: [http://avserve.sdcoe.net](http://avserve.sdcoe.net)
2. Click on the word *MultiSeek* at the bottom center of the white area.
3. Type your search term(s) into the blue box(es). Use *Keyword* unless you have an exact title. (*To insure that you retrieve only titles which are closed captioned use the *Keyword* option and type *captioned* into another blue box.*)
4. In the *Media*: box select [*videorecording*].
5. Click on *Search*. (Continue to C.)

C. To make a selection online:

**From the results screen:**

1. Review the title(s) returned from your search. To reveal more information about a title place the cursor over the title which is in blue font.
2. Click the check box next to each title to select it.
3. Click on the *Add to Book Bag* the button will change to *Update Book Bag*.
4. Click *Display Book Bag* button to see all of the titles you have selected for booking.
5. Click *Place a Booking on Current Book Bag* button in order to continue with booking. A Login screen will appear (Continue to D.).
D. To book materials online:

1. Enter your client code in the blue box.
2. Enter your password in the white box.
3. Next to the Client For Date box, pick a date from the calendar (book at least 3 working days ahead to allow time for delivery).
4. Click on the Check Availability button.
5. If the title is available, you will get a message in green text stating it is available. If the title is not available, you will get a message in red text asking you to choose a different date. Click the Go Back button to choose a different date from the calendar. Change dates until you get a green message that the title is available for booking.
6. Click the Confirm button to complete your order. Order will not be completed until you click that button.
7. You will receive a confirmation email shortly after you’ve confirmed your order.
8. Click the Logout button to end your session.

E. To change a submitted order online (allow at least 3 working days - no weekends - prior to delivery):

1. Login with your Last Name/Client Code and Password/PIN
2. At the My Profile screen click on the Advanced Bookings button. You should then see a list of items you’ve booked.
3. Click the checkbox next to the item you wish to change to select it.
4. Click the Delete Booking button or Modify Booking button to change the status of your booked item.
5. Click the Confirm button to complete the transaction.
   Note: if items are overdue, please call 619-718-4983 to extend the due date.

F. To receive or return materials:

Deliveries and return pickups are made to Mesa College LRC (Audiovisual Services) twice per week (Mondays and Thursdays), or you may pick up and/or return materials in person at the SDCOE office at 5304 Metro St., open Monday – Friday 8:00am-4:30pm.