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**
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.