

## Requesting a Resource District Resource Learning Centre

The *District Resource Learning Centre* provides shared resources for SD42 staff. The Learning Centre comprises the *Aboriginal Education Library @Westview Secondary* and the *Riverside Centre Collection* (includes the *ELL Library*).

You can place an online request for a resource from the Learning Centre. The resource will be sent to you via District mail, or you can arrange to pick it up. Once you have finished with the resource, you can return it via District mail or drop it off.

### To request a resource from the District Resource Learning Centre:

1. Go to the [SD42 website](#).
2. Under the **Staff Tab**, choose **Learning Centre**.
3. **Log in** with **Username** **firstname\_lastname** (all lower case) and **PIN 1111**.  
*Note: A few people require **Firstname\_Lastname** (with caps).*
4. Search for the resource.
5. When you find your resource, click the orange **Place Hold** button.
6. Select the **I want a specific copy** radial button.
7. Check the box in the left column to select the item you want.

Select One

I want the first available copy

I want a specific copy

Hold	Library	Collection	Shelf Location	Status
<input checked="" type="checkbox"/>	District Resource	Picture Book	ABED PIC VER	Checked In

8. Click the blue **Submit Hold** button.
9. Watch the top of the screen. If your hold was successful, the message **Hold(s) Placed Successfully** displays in a green bar.
10. Email the appropriate contact listed below **to let them know that you have placed a hold** on a resource or resources.

*Note: If the **Shelf Location** starts with **ABED**, then it is an Aboriginal Education Library resource.*

Aboriginal Education Library @ Westview	Riverside Collection (includes ELL Library)
Contact <b>Alison Garneau</b> at <a href="mailto:alison_garneau@sd42.ca">alison_garneau@sd42.ca</a> or your <b>Aboriginal Resource teacher</b> .	Contact <b>Natalia Piaszczyk</b> at <a href="mailto:RMC_Reception@sd42.ca">RMC_Reception@sd42.ca</a> .

See the next page for instructions on **Cancelling Holds** or **Renewing** items that you have signed out.



## **Requesting a Resource District Resource Learning Centre**

### **To cancel a hold:**

1. Follow the instructions above to login.
2. At the top right of the screen, click your **Account**.
3. In the Account top menu bar, choose **Account Activity**.
4. In the Account side menu, choose **Holds**.
5. Select the check box to the right of the item(s) you want to cancel.
6. At the top of the check box column, click **Cancel Hold**.

### **To renew an item:**

1. Follow the instructions above to login.
2. At the top right of the screen, click your **Account**.
3. In the Account top menu bar, choose **Account Activity**.
4. In the Account side menu, choose **Loans** (it will likely already be defaulted to Loans).
5. Select the check box to the right of the item(s) you want to renew.
6. At the top of the check box column, click **Renew**.

*Effective March 2022*