CIRCULATION: TELELEARNING VIDEOS

To Process Videos for Circulation:
- Barcode applied to back, top, left side of container if video is to stand up on the shelf
- White sticker to identify video:
  - Course name and number
  - Lesson #
  - Length of loan (1 week)
  - Copy #

To add item from Voyager Circulation Module:
- At Log in, select the appropriate Tele Learning site
- Select Item icon
- Click on magnifying glass
- At Search by > Find, place cursor in field and select “Title” (or type T)
- Tab to type the title? (For example, Destinos?—truncate all titles with the question mark)
- Highlight title > OK
- Select appropriate Tele Learning site
- From the Item pull down menu, select:
  - Add Item
- At Link item to existing holding
  - Click Yes
- At Holdings tab:
  - Highlight appropriate Tele Learning site
- At Holdings/Item tab:
  - Enum.: # - # (For ex.: # 1 - # 4 or Lessons 1 – 4 or Less. 1 - 4)
- At Item tab:
  - Type: Select Tele Learning site video (For ex., Port Townsend video -- The video will have a 1 week discharge)
  - Copy #
  - Wand barcode
- Select OK after all tabs have been reviewed