Heilbrun Music & Media Library
Creating a Visual Item Booking in DiscoverE

1. Search for item in DiscoverE. Check if item is available and the location.

2. Click on Locations / Call Number tab to see which libraries own the item.

3. Click on the plus sign next to the desired library to view copies of item.
4. If you are not logged into DiscoverE, “sign in to request” appears under Request Options (within the Locations/Call Number tab).

5. Login to DiscoverE with your Emory ID and password at the top of the screen.

6. The Booking option now appears under Request Options (within the Locations/Call Number tab). Click on Booking to select the item you would like to book.
7. Currently, DiscoverE sends you to Euclid to complete your booking request. Notice that the **Euclid Booking Information** page now appears within the DiscoverE page.

8. Scroll down to the **Item Booking** fields.

Choose your booking date ranges and pickup and return times*. A calendar below the Item Booking Fields will show any conflicting dates.

Click on the **Go** button once you are finished.

*Faculty members can book media items for seven days. Graduate instructors can book media items for either the three day DVD-LEND loan period or for three hours, depending on the item.
9. On the next page titled **Details for Booking**, review your request and click on **Go** at the bottom of the page to confirm or **Back** to change the requested dates.

![Requested Item Details](image)

10. The item cannot be booked if it is already booked or checked out during the requested time, or the requested booking date range exceeds the allotted time. Click the **Back** button to select a new time/date range.

![Can't perform Booking Request](image)

11. If the request is a success, this message will appear at the top of the booking screen:

![Booking has been registered](image)

For questions, please email **mmdesk@mail.library.emory.edu** or call 404-727-1777.

Written by: Colin Bragg, 7/23/2012