






Online Ordering from the IMC Libraries

1. Go to destiny.sandi.net
2. Find your school
3. At the Destiny Home page, click the Login button at the top right
4. Select the Catalog tab
5. In the Narrow your search to . . . box, uncheck the box next to your school name and check the box next to IMC (Media Manager)


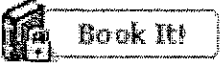
Find

 Keyword  Title  Author  Subject

Narrow your search to...

 *Limiters have been set...*

Location Lincoln Complex
 IMC (Media Manager)

6. Type your search term(s) into the Find box and press enter or click the appropriate button
7. To place an order for a title, click the  button at the end of the title
8. Want this title? Click the  button in the upper right
9. Enter the number of copies in the Book box (under Copies Owned)
10. Select Ship to patron's site OR Patron will pick up from the drop-down menu
11. Select the day of the week that is your delivery/pick up day (it is possible to order weeks or months in advance)
12. Click the Save button
13. To view your requests, click the My Info tab and scroll down to Holds

* If you are in a central office department, you can search the IMC's catalog as a guest. Scroll to the bottom of the list of schools and select IMC (Media Manager).

CONTACT INFORMATION:

IMC Libraries (General Information): (858) 496-8122
Martha Karanopoulos, Supervisor, IMC Services (858) 496-8439
mkaranopoulos@sandi.net Fax: (858) 560-7218