

#### **How to Order Media Online**

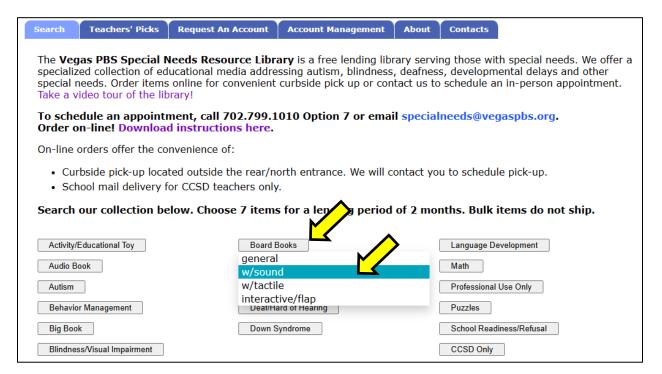
Online orders offer the convenience of scheduled, curbside pick-up or school mail delivery for CCSD teachers.

Choose 7 items for a lending period of 2 months. Note: bulk items do not ship. Please review attached loss policies.

Go to: vegaspbs.org/special-needs/media

NOTE: To return here any time, select "search" tab.

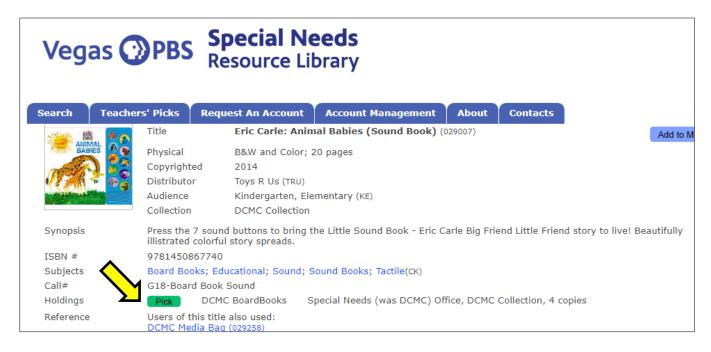
1. Search by collection. Select desired category in the drop-down menu.



### 2. Choose title image to view details.

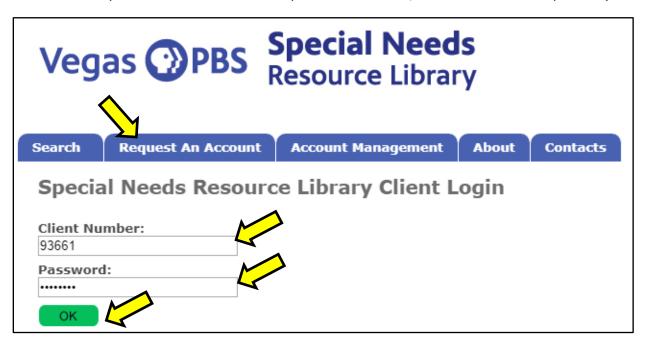


### 3. Choose "Pick" to select item for booking.

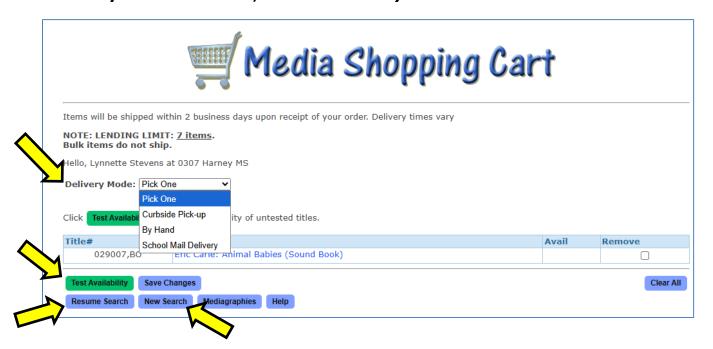


### 4. Enter client number and password. Select, "OK."

(If you do not have a client number, select, "Request Account" tab. Account information will be emailed to you within two business days. For assistance, call 702.799.1010 option 7.)



5. Media selected will appear in "Media Shopping Cart." Select "Resume Search" or "New Search" to pick additional media. When finished, select, "Delivery Mode" and then, "Test Availability."



6. Items available for shipment will appear with green check-mark. Select "Submit" to complete your order. Items not available "X" will not appear in the final order.



7. Confirmation of your order will appear on the final screen. You will receive email confirmation of items ordered. You may now Logout. We will contact you to schedule pick-up when your order is ready. School mail orders will ship within two business days.





Vegas PBS Special Needs Resource Library is a free lending library solely serving special needs populations. We operate on an honor system. By creating an account, you agree to the following policies for

## **LOST/STOLEN/UNRETURNED ITEMS:**

# 1<sup>st</sup> Loss:

- Library privileges will continue with a LIMIT of 5 items.
- If the client volunteers to pay for the item, the 7-item privilege continues.

### **Each additional loss:**

 Payment of additional item(s) <u>required</u> to continue the library privilege of 5 items. Payment for all losses will resume the privilege of 7 items.

### **DAMAGE BEYOND NORMAL WEAR AND TEAR:**

- Payment is required for items damaged <u>beyond normal wear and</u>
  <u>tear</u>. Library privileges will be temporarily on hold until payment is
  received. Please return damaged items to the library.
- Damage beyond normal wear and tear includes, but is not limited to:
  - \*water damage
  - \*excessive parts/pieces missing
  - \*excessive tearing of materials
  - \*cracked CD/DVDs
  - \*materials defaced by marker/ink, etc.
  - \*damaged beyond repair