BOOKING FROM OPAC

OPAC

ACCESSING AND LOGGING IN

1. To access ON BOCES OPAC: Go to: https://onboces.insigniails.com/library

2. To Login: Click “Login” (top right hand corner)
   a. Select the Login method and click on button to take you to the correct log in method
   b. Google (All districts except Niagara Falls and North Tonawanda)
   c. Microsoft SSO (available to Niagara Falls and North Tonawanda districts)

3. If upon entering your SSO credentials to log in, the system doesn’t match your email to any account, you will be prompted to register for a new account.
   a. Enter your First Name, Last Name, Email, and confirm your Email.
   b. Select your District and Site from the dropdown menu.
   c. Click Assign to place the Site in the table. If you belong to multiple sites, please add them accordingly.
   d. Click Submit to complete registration.
SEARCHING OPAC

SIMPLE SEARCH
1. Select the search criteria (Keywords, Relevance, Title, Author and etc.).
   
   **Tip:** When searching by author name enter Last Name, First Name.
2. Enter the search term(s).
3. Press **Enter** or click **Find**.
4. Refine search results by clicking one of the headings on the left:
   4.1. Availability
   4.2. Metadata Source (Learn 360, EBSCO, PBS, CCC)
   4.3. Subject
   4.4. Type of Material (i.e. eBook, Educational Video, Video, Learning Songs etc.)
   4.5. Author
   4.6. Publication Date (range)
   4.7. Collection (i.e. Fiction)
   4.8. Language
   4.9. New Books (New Books/Old/Books)
5. Click the **Reload** to view refined search results.
6. If a word is misspelled, the system will do spell check and phonetic search.
Advanced Search allows the patrons to define more parameters for their search.

1. Click the **Advanced** button to the right of the search box on the Home Page.
2. Select the library to search. By default, the system will detect the library based on the patron’s IP address or the last library selected. To select more than one library or different library, check the boxes beside the desired libraries in the At category.
3. Enter search terms then choose the desired search criteria and Boolean operators (And, Or, and Not) to limit the search.
4. The Refine Your Search toolbar can sort your results according to your preferences. Click **Reload** to view refined search results.
ORDERING AND SHIPPING

BOOKING

1. Enter a search term and search for an item
2. “Refine Your Search” if desired
3. Select one or multiple items using the checkboxes.
4. Click on Book Item.

5. Enter a Booking Title or Choose from Existing.
6. Choose items for same desired dates using the checkboxes.
7. Enter quantity desired.
8. Verify the site to which the items will be delivered.
9. Select the date required. Note: The calendar will adjust the delivery date and loan period based on configuration settings.
10. Click Apply to confirm the dates.
11. Click on Book Item(s).
12. A pop up notification will appear: “{ } copies of {title} have been booked.”
VIEW/CANCEL REQUESTS

1. Go to: My account -> My borrowing -> Booking.
2. Select item or Select all for multiple items -> Click “Cancel”.

[Image of a software interface showing a calendar and a list of book titles with dates and a button to apply or close the request]

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