APS Multi-Media Library

Reserve DVDs from the APS Multi-Media Library and have them delivered to your school through inter-office mail.

For assistance, contact:

Sara Sabol
848-8882
sabol@aps.edu
Step 1: Go to your School’s Library Catalog

• If you don’t know how to get there, go to https://library.aps.edu and choose your school from the list.
Step 2: Log in

- Click “Log in” in the upper right corner.

(If your school library catalog doesn’t look like this, go on to the next slides, Step 2a. Log in on Destiny Discover or Step 2b. Log in on Destiny Quest.)
Step 2a : Log in on Destiny Discover

• If your school Destiny catalog looks like this, click on the three horizontal lines next to the words “Destiny Discover” to expand the menu. Click on “Destiny”.

(If your school library catalog doesn’t look like this one either, go on to the next slide Log into Destiny Quest.)
Step 2b: Log in on Destiny Quest

• If your school Destiny catalog looks like this, click Exit.
Step 2, continued: Log in

- Use your APS username and password to log in. This is the same username and password you use to log into your APS email.
Step 3: Find the Catalog

• Click on the Catalog tab.
Step 4: Search

- Make sure you are in the basic search screen. Uncheck the school name and check Multi-Media Library. Type in the keyword or title you are looking for, and press “Enter”.
Step 4 continued: Search

- To see more about a title, click on Details.
Step 5: Book

• Click “Book It” to reserve the item.
## Step 5, continued: Book

- Select reservation dates from the calendar. The dates you select will appear in the from and to boxes. Click the Save button.

### Example Image

![Example Image](https://library.example.edu/catalog/services/presenthold/requestForm.do?bibID=473768&mediaSiteID=D6&reserveOnly=false)

**Requesting**

<table>
<thead>
<tr>
<th>From Multi-Media Library</th>
<th>Ship to patron's site</th>
</tr>
</thead>
</table>

**A History of Hispanic achievement in America 1959-2007**

- Produced by Centre Communications, Inc. for Ambrosia Video Publishing
- Copies: 1

**Book 1**

- From: [Calendar Icon]
- To: [Calendar Icon]

*The maximum loan period for this item in calendar days: 21*

- Save
- Cancel
Step 6: Confirm

- A confirmation message will appear.
Frequently Asked Questions

1. **How can I change or cancel my reservation?** Log in and click on My Info. If it hasn’t been sent yet, the reservation will show up under “Holds”. On the right side of the screen there are two icons: a pencil and a trash can. Click the pencil to change your reservation, click the trash can to delete it.

2. **How long will it take to get here?** That depends on how long it takes inter-office mail to get to your school. For most schools, it’s about 2-3 working days.

3. **Can I pick it up?** If you would like to pick it up from Library Services or Unified, please call or email Sara Sabol at 848-8882, sabol@aps.edu to make arrangements. Dropping by is no longer advised because the materials are in a different location and may not be accessible when you are here.