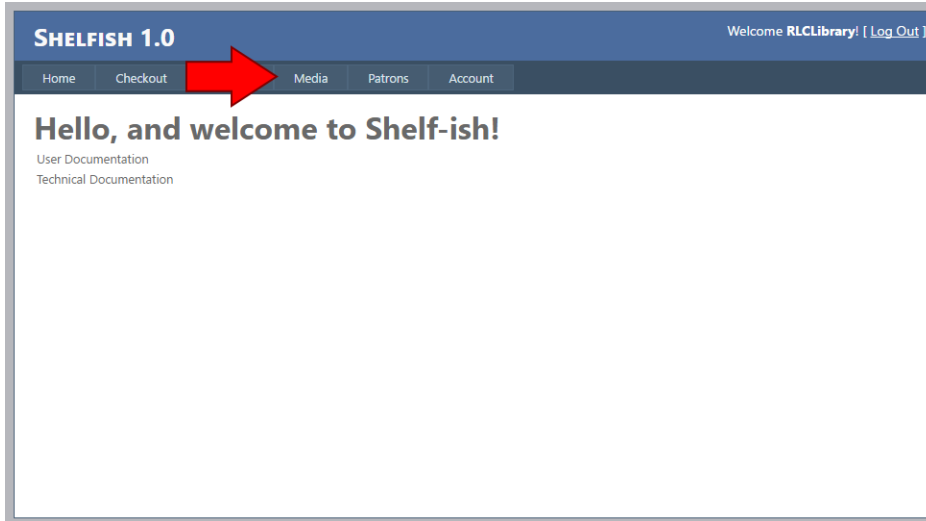


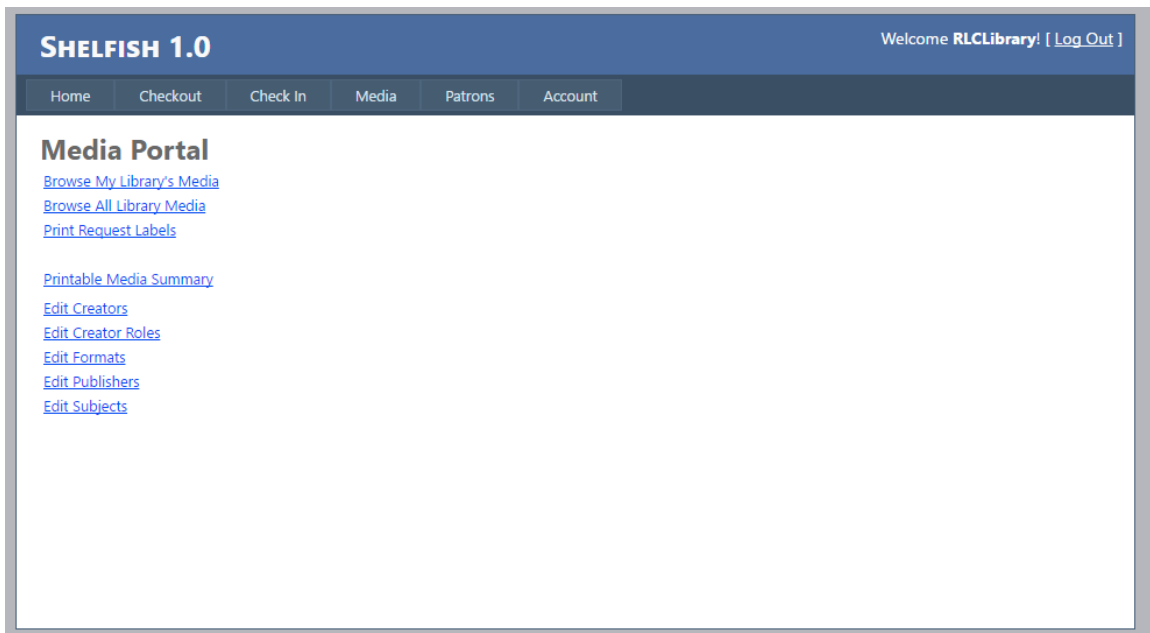
Managing Media

Browsing Media

1. Click the “Media” button at the top of the page.



2. From here, you can choose to manage the media owned by your library, or the media owned by all libraries.



Adding New Media

1. From either the “Browse All Library Media” or the “Browse My Library Media” screens, click the button labelled “Add Media”.
2. Fill in the relevant information, then click “Next”.

The screenshot shows the 'Add/Edit Media' form in the SHELFISH 1.0 interface. The form includes fields for ISBN (124321), Title (Maximum Overdrive), Description (Semi trucks kill people), Format (Videocassette), and Qty Owned. A 'Next' button is at the bottom.

SHELFISH 1.0 Welcome **RLCLibrary!** [Log Out]

Home Checkout Check In Media Patrons Account

Add/Edit Media

ISBN: 124321

Title: Maximum Overdrive

Description: Semi trucks kill people

Format: Videocassette

Qty Owned:

Next

3. Use the dropdown boxes to select creators and their roles in the creation of the media. If the creator or creator role does not yet exist, click “Edit Creators” or “Edit Creator Roles”, then return to editing the media afterwards.

The screenshot shows the 'Link Media to Creators' form in the SHELFISH 1.0 interface. It features a listbox with creator roles (Stephen King, Author; Stephen King, Director; Stephen King, Screenwriter; Emilio Estevez, Actor), a 'Delete Selected' button, a 'Clear All' button, and dropdown boxes for Creator (Stephen King) and Creator's Role (Author). There are also links for 'Edit Creators' and 'Edit Creator Roles', and 'Add' and 'Next' buttons.

SHELFISH 1.0 Welcome **RLCLibrary!** [Log Out]

Home Checkout Check In Media Patrons Account

Link Media to Creators

Stephen King, Author
Stephen King, Director
Stephen King, Screenwriter
Emilio Estevez, Actor

Delete Selected Clear All

Creator: Stephen King Edit Creators

Creator's Role: Author Edit Creator Roles

Add Next

4. After selecting the creator and their role, click “Add”.
5. If there are any mistakes, select them in the listbox, then click “Delete Selected”.
6. Click “Next”.

- Repeat the process from steps 3-5 in order to insert the publisher and the date published.

The screenshot shows the 'SHELFISH 1.0' interface with a navigation bar containing 'Home', 'Checkout', 'Check In', 'Media', 'Patrons', and 'Account'. The user is logged in as 'Welcome RLCLibrary!' with a '[Log Out]' link. The main heading is 'Link Media to Publishers'. Below this is a list box containing 'De Laurentiis Entertainment Group' with 'Delete Selected' and 'Clear All' buttons. Further down, there is a 'Publisher:' dropdown menu set to 'Colombia Pictures' with an 'Edit Publishers' link, and a 'Date Published:' text input field with a placeholder 'mm / dd / yyyy' and an 'Add' button. A 'Next' button is located at the bottom right of the form area.

- Click "Next".
- Repeat the process from steps 3-5 in order to insert the subject of the media.

The screenshot shows the 'SHELFISH 1.0' interface with the same navigation bar and user status. The main heading is 'Link Media to Subjects'. Below this is a list box containing 'Action', 'Camp', and 'Horror' with 'Delete Selected' and 'Clear All' buttons. Further down, there is a 'Subject:' dropdown menu set to 'Action' with an 'Edit Subjects' link, an 'Add' button, and a 'Finish' button.

- Click "Finish".

Editing Media

- From either the "Browse All Library Media" or the "Browse My Library Media" screens, click the button labelled "Edit Media".
- Follow the process outlined in the "Adding New Media" section of this guide, taking note that most of the information will automatically be filled in for you.

Adding Media From Other Libraries to Your Library

1. When browsing media from other libraries, click the “Select” button next to the media you wish to add.
2. Click “Edit Media”.
3. Change the “Qty Owned” to however many copies of the media your library owns.
4. Click “Next”.
5. Your library has now been linked to the media.

Printing Media Summary

1. From the “Media Portal” page (which can be accessed at any time by clicking the “Media” button at the top of the screen), click “Printable Media Summary”.
2. A fully detailed view of all library media will be generated.

The screenshot displays the SHELFISH 1.0 web application. At the top, a dark blue header contains the title 'SHELFISH 1.0' on the left and a welcome message 'Welcome RLCLibrary! [Log Out]' on the right. Below the header is a navigation bar with buttons for 'Home', 'Checkout', 'Check In', 'Media', 'Patrons', and 'Account'. The main content area features a media entry for 'Stand By Me'. It includes an ISBN field with the value '95148489', a title field with 'Stand By Me', a description field with the text 'After the death of a friend, a writer recounts a boyhood journey to find the body of a missing boy.', and a format field with 'DVD'. Below this information is a section titled 'Publishers' which contains a table with two columns: 'Name' and 'Date Published'. The table is currently empty. The interface also includes a search bar at the top of the main content area with the text '1 of 2 ?' and a 'Find | Next' button.

Name	Date Published
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