When you first log in to Media Scheduling, you will be presented with the **Choose Booking Desk Location** window. Select the CIRC DESK of your campus.

When you enter Media Scheduling, the module will default to the Inventory tab. Click on **Bookings** and then **New Booking**.
In the **Booking - (New)** window, on the **Schedule** tab, enter the 900# for your patron in the **Requester** field and hit Enter. If you do not know the 900#, you can click “Requester” and enter the patron’s full name. It will not accept truncation like the name search in the Circulation module. This will populate the form with information from their patron record. You do not have to enter a **Pick-up Patron**, unless they are a different person from the Requester.

Select the **Date Needed** and **Date Finished**, and use the ruler at the bottom of the window to select the time duration of the booking. If the Dates Needed and Finished are not the same day, select 8:00am to 5:00pm for the time of the booking. (Doing otherwise will result in error messages.)
Then click on the **Media** tab. If you have the barcode for the item you want to book, you can scan it directly into the **Media Barcode or Item ID** field. Otherwise, click on the search box to locate your item. (If the Index Selection search is fussy about truncating titles, try a Builder Search.)
When you have found the item you wish to book, open the hierarchy to the item level, highlight the item, and click **Add**. (If you wish to book multiple volumes of a multi-volume set, please highlight them all and click Add, so they will go on a single booking.)

The title(s) will appear in the title list under the **Media** tab.
Then select the **Room** tab and choose the **Pick-Up Location** from the drop-down menu.

You may also select the **Notes** tab and enter free text notes based on local procedures.
Hit **Save and Close**. A confirmation number will flash briefly in the top left-hand corner of the window, but it’s nearly impossible to see. It is good to have this number however, should you need to retrieve the booking. To obtain this number, click on **Schedule**, then **Month View**, then double click the start date of your booking. The confirmation number will be available on the detail screen that follows.