

# Booking Textbooks

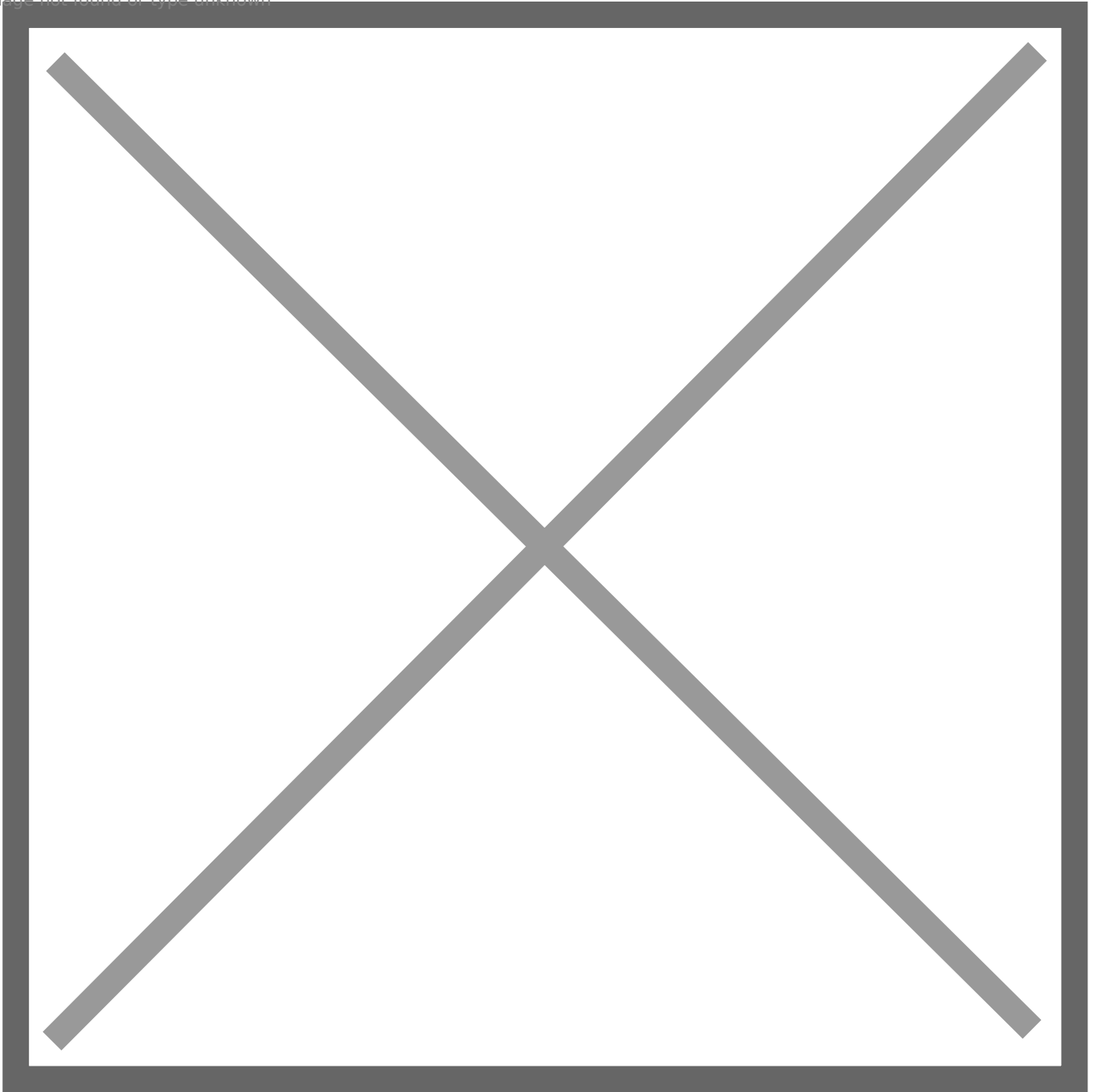
Please note: This is for Individualized Patrons with Encom Passwords.

## Logging into the Search Portal:

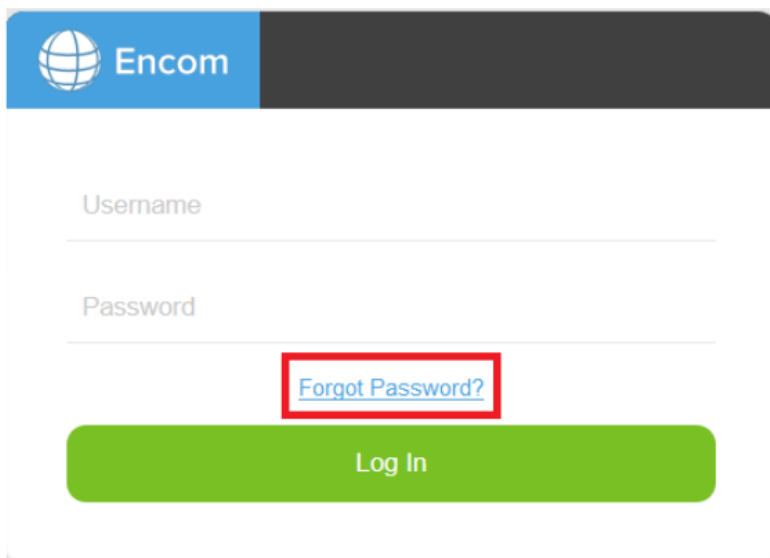
Click on this link: <https://hcs.insigniaails.com/LibrarySAML/Home>

You will see the Search Portal menu below; click on Login in the upper right-hand corner.

Image not found or type unknown

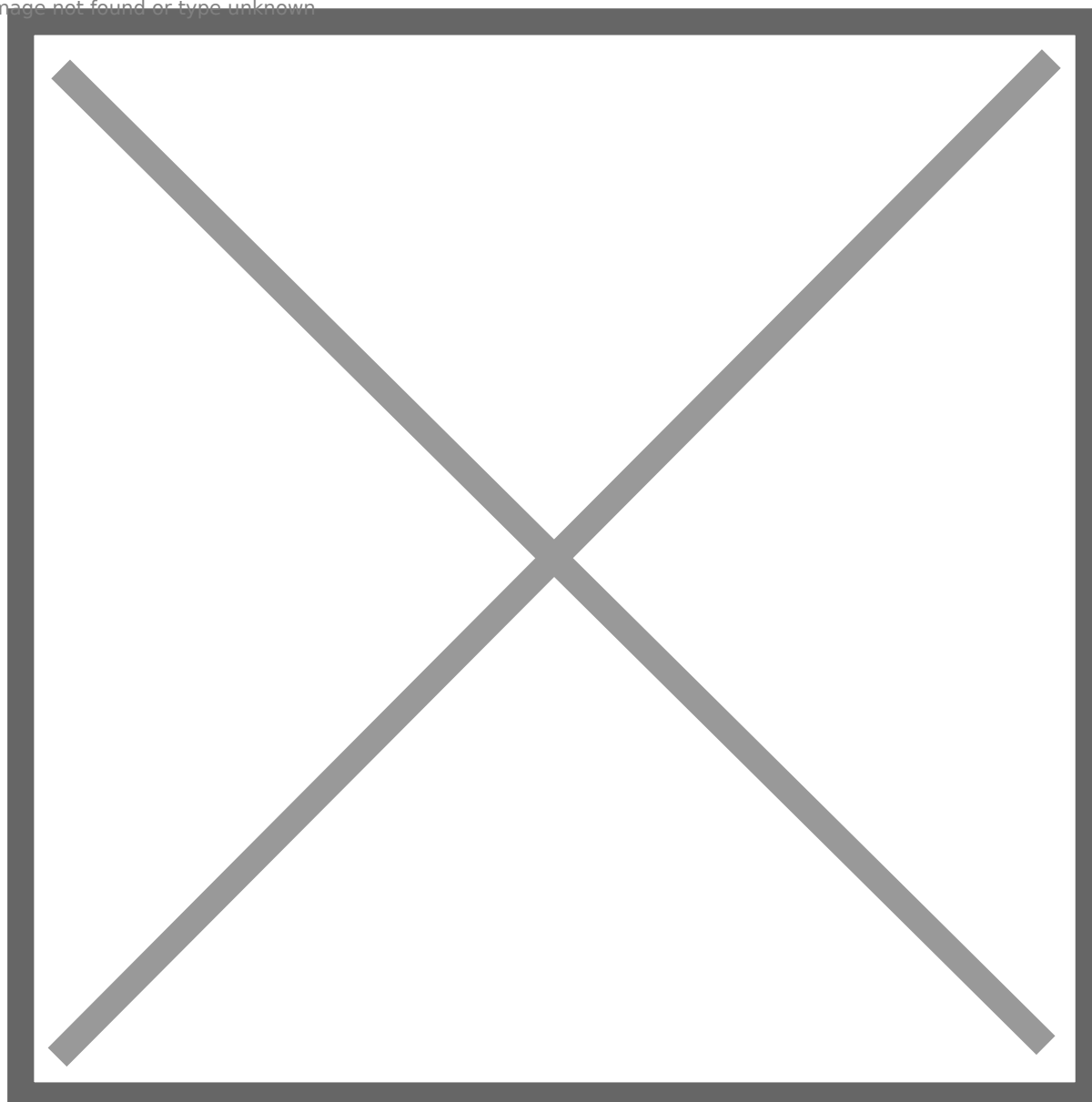


You will log in with your Encom username and password. If you have forgotten your password, choose the 'forgot password?' link, and the site will send it to your email. To find out your username or password, email [tech@onlineschool.ca](mailto:tech@onlineschool.ca).



You may arrive at this page if coming from the Learning Commons website. If so, click on the SAML link and follow the instructions above.

Image not found or type unknown



# Physical Resource Limits For Textbooks

- High School Textbooks are loaned out for up to 8 months with 1 month renewal option.

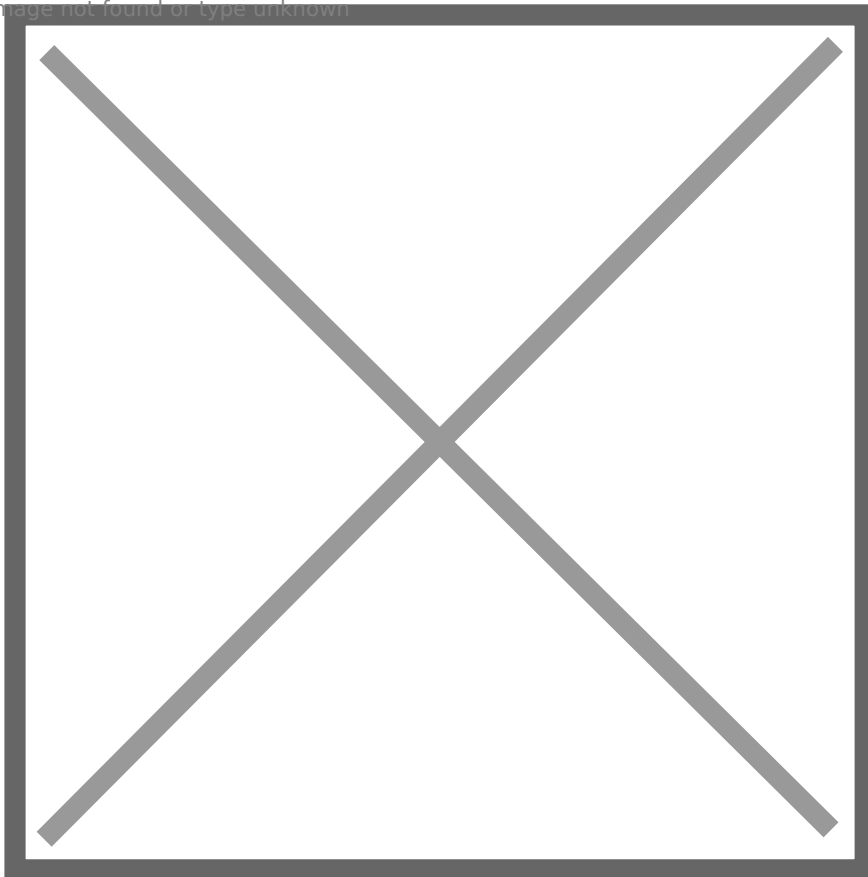
## Physical Resource Limits For Other Resources

- The loan period is 10 weeks, except for textbooks, so please consider aligning your return dates with other bookings. You receive eight free shipments (4 return trips).

## Searching

We have curated the textbook list into Topic Lists, making it easier to find and book them. Click on the icon that says “Topic Lists”.

Image not found or type unknown



The next screen will show a list of topics by grade and subject. Click on the applicable icon:



The left scroll bar has subjects - click on the subject and scroll to view titles. If you hover over the title, a balloon pops up with information about the title. Not all browsers load all of the pictures (Chrome), so you may want to use Firefox or another browser.

Kiosk / **Topic Lists**

Topic Lists

Series

Page 1 of 1 of 54 items

Gr 10 - 12 Extended Loan

Gr.10-12 Course Extended Loan

English

French/Spanish

Math

Science

Anatomy and Physiology  
612 PRI

The Elegant Essay Writing Lessons  
Building Blocks for Analytical Writing  
Student Book  
Cynthia Meyer  
Excellence in Writing

Click on a book cover, then click on the Title.



**In**

S-KIT 808 MYE

**Title**  
Essentials In Literature 10

**By**  
Stephens, Matthew

**Summary**  
Essentials in Literature courses teach literary analysis, vocabulary, and

**At Your Library**

**In**

S-KIT 428 STE



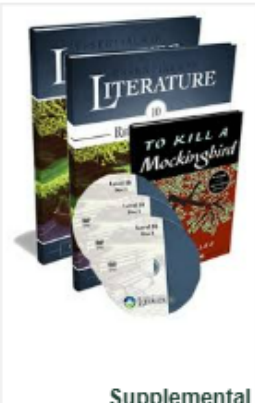
**In**

808 STE

You will be taken to the Title Details page, where you can book by clicking the Book Item icon.

**Item Detail Information**

← Back to Topic Lists



**Essentials In Literature 10 Extended Loan**

Copies 7 Total copies, 6 Copies are in, 1 Copies are out.

Shelf List Add Review Save to My Lists **Book Item**

Essentials in Literature courses teach literary analysis, vocabulary, and reading comprehension for grades seven through eleven with video instruction presented by Matthew Stephens. Students watch the video instruction and complete assignments in each course's companion worktext. They will read one full-length novel that comes with each course along with many shorter literary works that are available free through the Internet.

Literary analysis occurs across the curriculum by exploring short stories in the fiction unit. Short works of

## Booking items

A calendar will appear When you click "Book Item" (see image below). The small red numbers indicate how many copies are available on that requested day. In the top right corner you will see your unique shipping "Site," which shows the number of shipping days (HCOS5).

Book Title:  02/25/2025 Site:

<input checked="" type="checkbox"/>	Title	From	To	Copies
<input checked="" type="checkbox"/>	Essentials In Literature 10 Extended Loan			1

Please click here if the item is not available for the dates you need. Not Enough Copies

Feb 2025 - Apr 2025

February 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3 <sub>6</sub>	4 <sub>6</sub>	5 <sub>6</sub>	6 <sub>6</sub>	7 <sub>6</sub>	8
9	10 <sub>6</sub>	11 <sub>6</sub>	12	13	14 <sub>6</sub>	15
16	17	18 <sub>6</sub>	19 <sub>6</sub>	20 <sub>6</sub>	21 <sub>6</sub>	22
23	24 <sub>6</sub>	25 <sub>6</sub>	26 <sub>6</sub>	27 <sub>6</sub>	28 <sub>6</sub>	

March 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3 <sub>6</sub>	4 <sub>6</sub>	5 <sub>6</sub>	6 <sub>6</sub>	7 <sub>6</sub>	8
9	10 <sub>6</sub>	11 <sub>6</sub>	12 <sub>6</sub>	13 <sub>6</sub>	14 <sub>6</sub>	15
16	17 <sub>6</sub>	18 <sub>6</sub>	19 <sub>6</sub>	20 <sub>6</sub>	21 <sub>6</sub>	22
23	24 <sub>6</sub>	25 <sub>6</sub>	26 <sub>6</sub>	27 <sub>6</sub>	28 <sub>6</sub>	29
30	31 <sub>6</sub>					

April 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1 <sub>6</sub>	2 <sub>6</sub>	3 <sub>6</sub>	4 <sub>6</sub>	5
6	7 <sub>6</sub>	8 <sub>6</sub>	9 <sub>6</sub>	10 <sub>6</sub>	11 <sub>6</sub>	12
13	14 <sub>6</sub>	15 <sub>6</sub>	16 <sub>6</sub>	17 <sub>6</sub>	18	19
20	21	22 <sub>6</sub>	23 <sub>6</sub>	24 <sub>6</sub>	25 <sub>6</sub>	26
27	28 <sub>6</sub>	29 <sub>6</sub>	30 <sub>6</sub>			

Request From:

Notes

Message

In the screenshot above, we've selected HCOS5, which means this patron is five shipping days away from Kelowna. Be sure to choose a date that allows the number of shipping days before you want to receive your items.

The system will automatically change your date to allow for the correct shipping days.

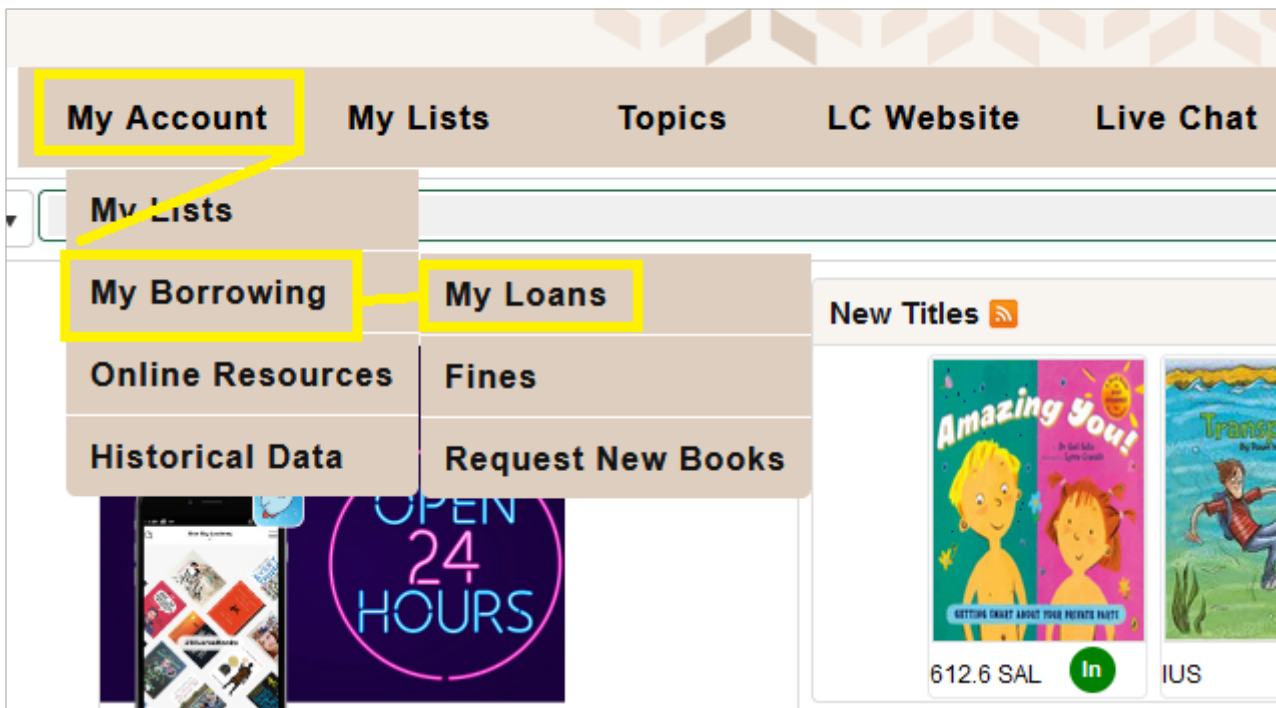
**Click on the date.** In this example, March 6th was chosen. Next, **click "Book Items"**.

Shipping days are marked in **orange** on the calendar, excluding weekends and holidays. These days are added to the booking date before and after to determine the shipping timeframe.

A pop-up will confirm if your booking was successful, and you will receive a confirmation email.

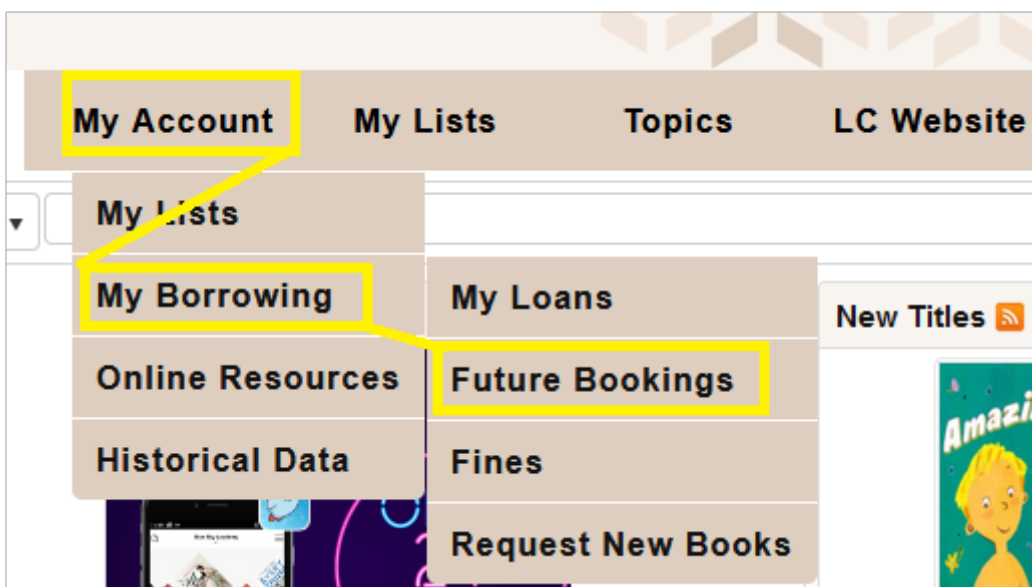
## View your bookings

Hover over "My Account," then "My Borrowing," and then select "Booking."



You can view all of your bookings for the year.

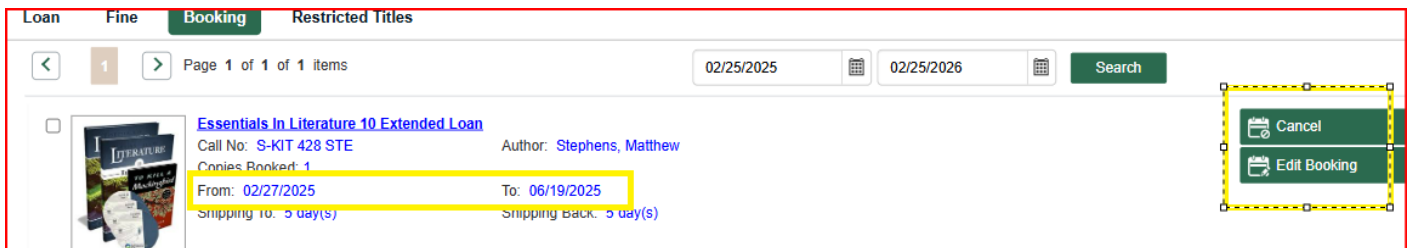
Hover over “My Account,” then “My Borrowing,” and then select “Future Bookings”:



You will see:

1. The booking loan period with Shipping to and from days
2. The Cancel button - click to cancel your booking
3. Edit Booking button - click to change your date



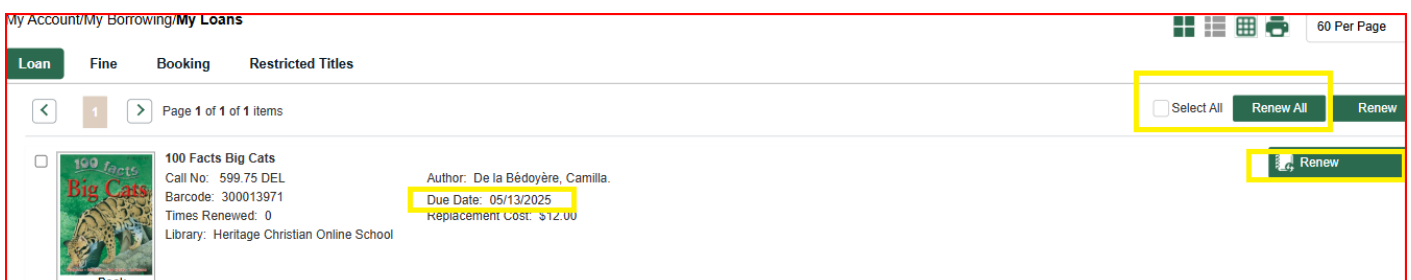
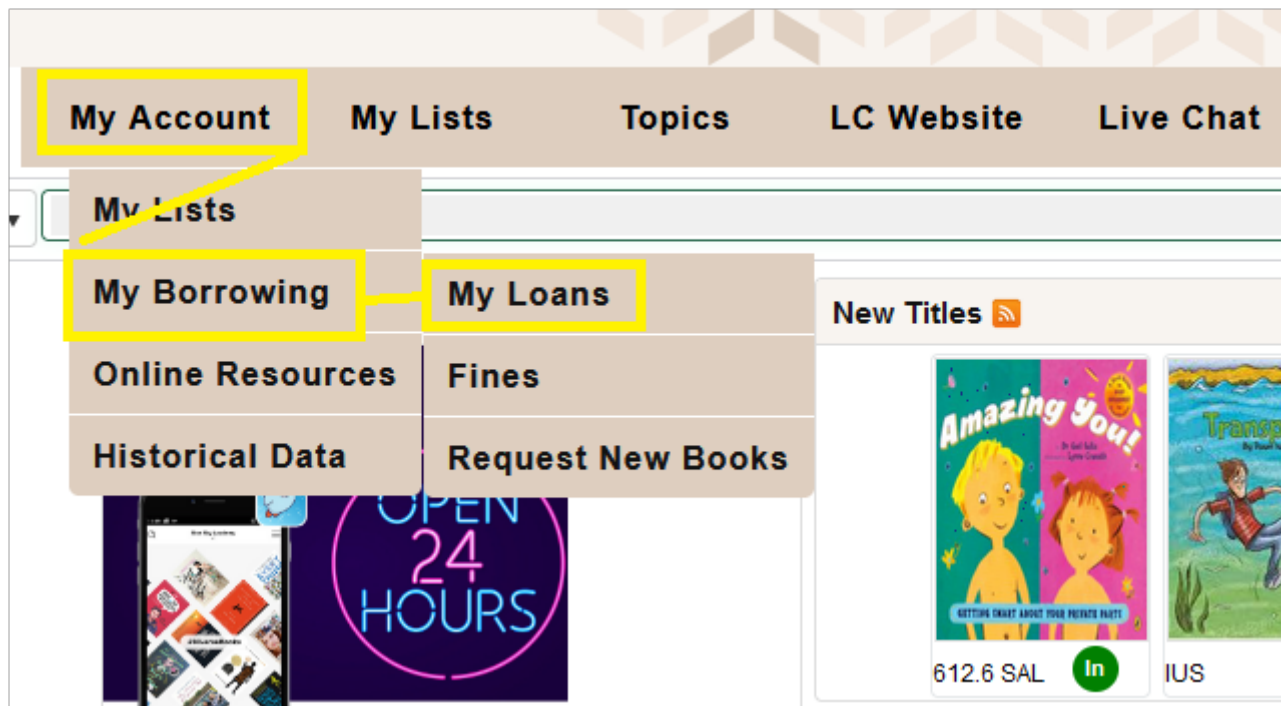


# View due dates and renewal options for items out.

To renew your items:

1. **Hover** over the **“My Account”** icon.
2. Click on **“My Borrowing”** and select **“My Loan.”**
3. View the **Due Date**
4. Choose to renew **all items** at once by clicking **Select All, then Renew All**, or just one item by clicking the Renew **button**.

**Note:** Items cannot be renewed if another patron has booked them. If available, renewals are for **4 weeks**.



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Revision #5

Created 29 June 2021 16:25:35 by Chelsea Bitgood

Updated 25 February 2025 22:02:27 by Shandra Wiebe