

# Maine Office of Substance Abuse, Information & Resource Center

## Online Library Catalog:

<http://maineosa.org/irc>

The My Account feature allows you to:



- Schedule videos online.
- See what items you currently have checked out.
- See what items you have borrowed in the past.
- Save searches.

Contact the IRC for your Patron ID and PIN number.

ph: 1-800-499-0027, e-mail: [osa.ircosa@maine.gov](mailto:osa.ircosa@maine.gov) tty: 1-800-215-7604

## HOW TO SCHEDULE VIDEOS ONLINE:



When you find a video you'd like to request in our online catalog, bring up the complete record and click on the request item button.

The request screen will prompt you for a patron ID and PIN number and your event start and end date.

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### Please note:

Videos should be scheduled for the minimum amount of time needed based on actual show dates. The system will add the mail time and assign a due date.

Videos may be scheduled for up to 10 days. Borrowers requiring a longer check-out should call the IRC and speak to a staff person.

Our videos are mailed *Media Rate* which generally requires 2-4 days to arrive. We recommend booking videos at least one week in advance of your show date to insure a timely delivery.

Pick-up. If you request a video online and intend to pick it up from the IRC, you must call or e-mail to let us know that you do not want it mailed.

If you select a date for a video that conflicts with someone else's date, the system will automatically display the first available date.

Videos can not be renewed online. Please call our Office at least 3 days prior to your due date if you need an extension.

Overdues will result in a blocked status.

Others may also have your video scheduled so please be prompt in your returns and requests for renewals.