

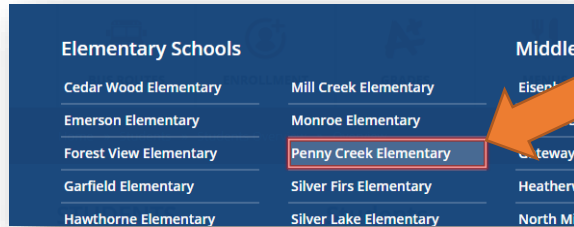
Book Checkout at Penny Creek!

Students are now able to place hold on books and pick them up once per week at school!

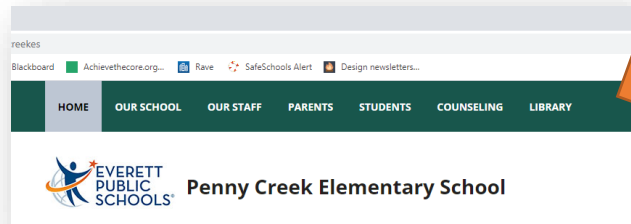
PLACING A HOLD ON A BOOK

The first step to checking out a book is to go to our library catalog and place a hold on your books(s) of choice. Place a hold on a book by TUESDAY of each week to be ready for WEDNESDAY pick-up. Any hold received after (time) on Tuesday will be available for pick-up the following week.

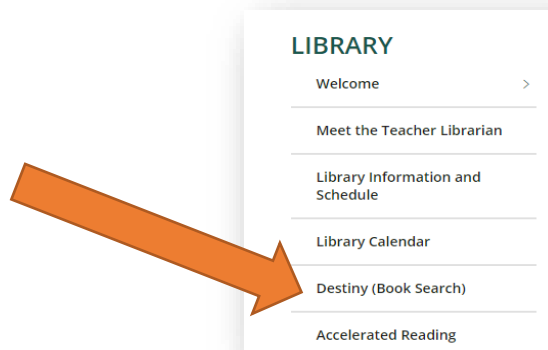
1. From the district student webpage, click on Penny Creek Elementary.



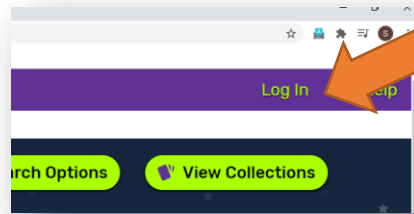
2. From the Penny Creek homepage, click on **LIBRARY**.



3. From the Penny Creek Library Homepage, click on Destiny (Book Search) on the left side.



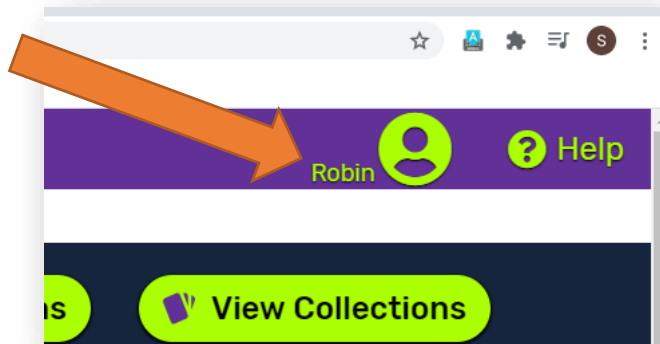
4. Click on Log In, in the top right corner.



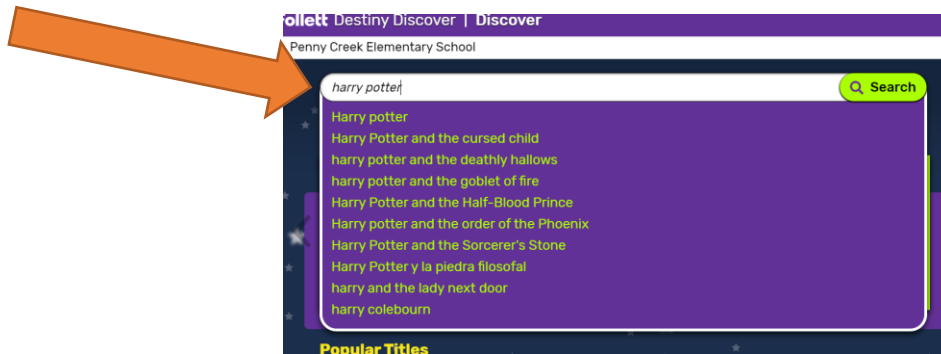
5. Enter student ID# in both Username and Password fields. Hit Submit.

A screenshot of a login form titled "Log in using your Follett account". The form has two input fields: "Username" and "Password". Below the fields, there is a link that says "Trouble logging in? Ask your media specialist or librarian." At the bottom right of the form, there are two buttons: "Cancel" and "Submit". An orange arrow points to the "Submit" button.

6. Now, you will see your student's name just to the left of the person icon. Make sure this is your name – this is how the librarian will know who has reserved a book.



7. Now, you may search for a book of your liking.



- When you find the book you would like to place on hold, simply click HOLD at the bottom right hand corner of the book. You may place up to three books on hold at a time. You will receive an email when your book(s) is ready to be picked up.



IMPORTANT: Once a student places a hold on a book, it cannot be removed and they will not be able to change their minds. Please remind your child to think carefully before clicking the hold button.

PICKING UP A BOOK

Library book pickup will take place each **Wednesday afternoon from 4—6:30 pm.**

1. Drive into the East entrance and pull up to the front of the school.
2. You may park and walk up or remain in your car. Please be sure to wear a mask and maintain a minimum of 6 feet from others.
3. If the book you place on hold is a popular one, it may not be available until the person ahead of you returns it. Please be patient.

RETURNING A BOOK

1. **Book Drop:** There is a book drop box in the front area of the office. You may place books for return in that box any time the office is open.
2. Or, you may return books when you come to checkout on Wednesdays.
**Please put books back in your bag with your name on it when you return them.*

Thank you!