



How to Check Out a Book from the School Library

Sarah Wildman



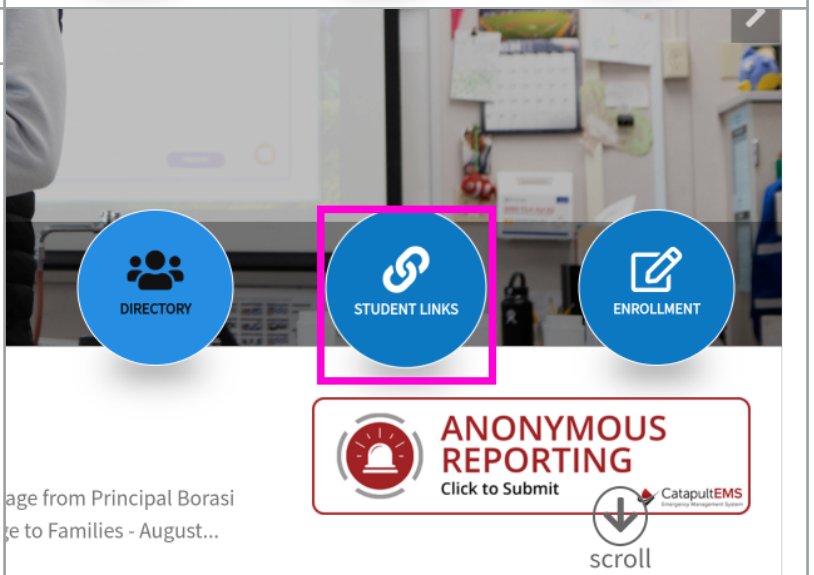
This tutorial will show you how to put a library book on hold for pickup in the front office the next day. Please remember that you must not have any overdue books to check out a new one. The first step is to open the [Wilson C Riles Homepage](#)

1



Scroll down and click [Student Links](#)

2





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<p>3</p> <p>Scroll down to Library and Online Reference Links and click Destiny</p>	<p>3</p> <p>Wason C. Riles Middle School</p> <p>Every Student Matters, Every Moment Counts</p> <p>LIBRARY AND ONLINE REFERENCE LINKS</p> <p>Destiny (WCR Library Book Search)</p> <p>OverDrive WCR E-book Collection (via Overdrive)</p> <p>ProQuest</p>
<p>4</p> <p>Login with the following User Name: your initials+your 5 digit ID Example: Bart Simpson, ID 12345 Username is: bs12345</p>	<p>4</p> <p>Log In</p> <p>do not have permission to access this information. Please log in to continue.</p> <p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Forgot password?</p> <p>Log In Cancel</p> <p>Don't have an account? Create new account</p>
<p>5</p> <p>Enter your Password: Your 5 digit ID Example: 12345</p>	<p>5</p> <p>do not have permission to access this information. Please log in to continue.</p> <p>User Name: jf01234</p> <p>Password: <input type="password"/></p> <p>Forgot password?</p> <p>Log In Cancel</p> <p>Don't have an account? Create new account</p>



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<p>6</p> <p>Click Log In</p> 	<p>6</p> <p>You do not have permission to access this information. Please log in to continue.</p> <p>User Name: <input type="text" value="jf01234"/></p> <p>Password: <input type="password" value="*****"/></p> <p>Forgot password?</p> <p>Log In <input type="button" value="Cancel"/></p> <p>Don't have an account? Create new account</p> <p>©2002-2020 Follett School Solutions, Inc. 18_0_1_RC1 8/21/2020 10:21 AM PDT</p>
<p>7</p> <p>In the find box, search for a book by keyword, title, subject, or series</p> 	<p>7</p> <p>Wilson C. Riles Middle School</p> <p>Wilson C. Riles Middle School</p> <p>Basic</p> <p>Find <input type="text"/></p> <p><input type="button" value="Keyword"/> <input type="button" value="Title"/> <input type="button" value="Author"/> <input type="button" value="Subject"/></p> <p>Narrow your search to...</p> <p>Location <input type="text" value="Wilson C. Riles Middle School"/></p> <p>Material Type <input type="text" value="Any Type"/></p>
<p>8</p> <p>In this example, I know the title of the book I want to find, so I type it in and click Title</p> 	<p>8</p> <p>Search</p> <p>Find <input type="text" value="Scythe"/></p> <p><input type="button" value="Keyword"/> <input type="button" value="Title"/> <input type="button" value="Author"/> <input type="button" value="Subject"/></p> <p>Narrow your search to...</p> <p>Location <input type="text" value="Wilson C. Riles Middle School"/></p> <p>Material Type <input type="text" value="Any Type"/></p> <p>Sublocation <input type="text" value="Unlimited"/></p> <p>Reading Level From <input type="text"/> to <input type="text"/></p>



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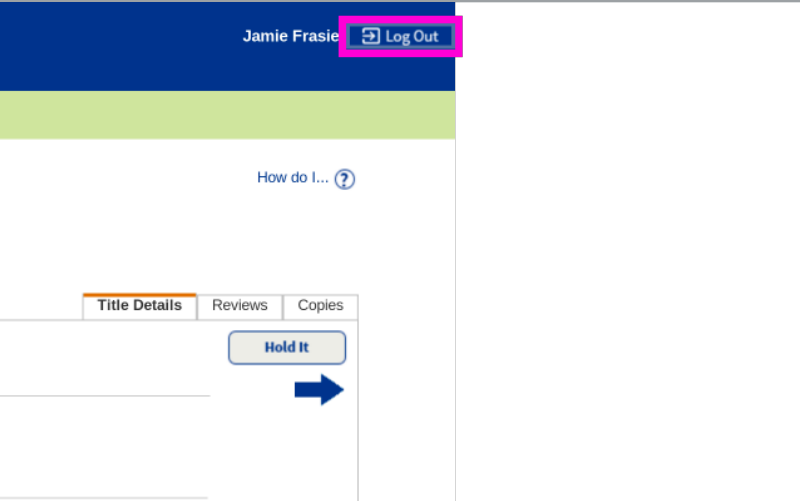

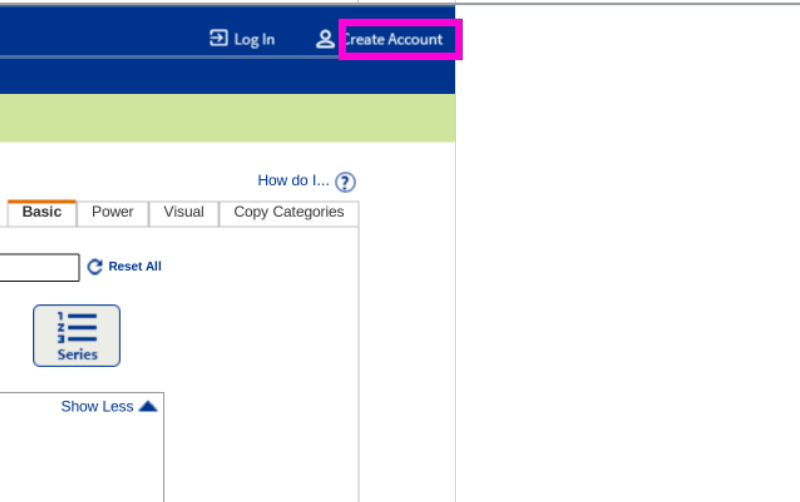
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<p>9</p> <p> Locate the correct book on the page and click details</p>	<p>Library Search > Search Results</p> <p>Library Search Destiny Discover Resource Lists Español</p> <p>Searched for (Scythe). Searched in: Wilson C. Riles Middle School. [Not what you're looking for? Refine your search? Browse Subjects?]</p> <p>Titles: 1 - 2 of 2 Sort By: Relevance Go</p> <p> Scythe Details Call #: FIC SHU (830L) Shusterman, Neal. Published 2016 Interest Level: Young Adult</p> <p> Thunderhead Details Call #: FIC SHU (870L) Shusterman, Neal. Series: Arc of a Scythe ; bk. 2 Published 2018 Reading Level: 6.7</p>
<p>10</p> <p> Look to see how many Local copies are available. If it says 0, that means there are NO copies. If it says a number, there are copies available and you can select it. In this case, there is 1 of 1 available so I can check it out! Yay!</p>	<p>"Scythe"</p> <p> Scythe Neal Shusterman.</p> <p>Call #: FIC SHU (830L) Local copies available: 1 of 1. There are no off-site copies of this title. See all...</p> <p>""In a world where disease has been eliminated, the only way to die is to be randomly killed ("gleaned") by professional reapers ('scythes'). Two teens must compete with each other to become a scythe--a position they want. The one who becomes a scythe must kill the one who doesn't"--</p>
<p>11</p> <p> Click Hold It!</p>	<p>Jamie Frasier Log Out</p> <p>How do I... ?</p> <p>Title Details Reviews Copies</p> <p>Hold It </p> <p>See all...</p> <p>to be randomly killed ("gleaned") by professional reapers ('scythes') to become a scythe--a position neither of them wants. The one who becomes a scythe must kill the one who doesn't"--</p>



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<p> This box confirms that you requested this book. If you request the book by 2 PM, it will be ready in the front office for pickup by the next day. Mrs. Wise will contact you via email if there are any problems with your hold request.</p>	<p>12</p>  <p>The screenshot shows a confirmation message: "Hold requested for 'Scythe'." Below it, a pink box highlights the text: "Scythe" is available now. Please pick up before 8/28/2020. Below this, the book details for "Scythe" by Neal Shusterman are shown, including the call number FIC SHU (830L) and the status: Local copies available: 0 of 1. There are no off-site copies of this title.</p>
<p> You can search for a second book to hold, or lick Log Out. You may check out two books at a time for up to two weeks at a time. Email Mrs. Wise if you need to renew/extend your due date: sandyw@centerusd.org</p>	<p>13</p>  <p>The screenshot shows the user's name "Jamie Frasier" and a "Log Out" button highlighted with a pink box. Below, there are tabs for "Title Details", "Reviews", and "Copies". A "Hold It" button is visible with a blue arrow pointing to the right.</p>
<p> That's it. You're done! You can pick up your books in the front office tomorrow! Don't forget to check your email and email Mrs. Wise if you have questions about your Library Books. Happy Reading!</p>	<p>14</p>  <p>The screenshot shows the user's name "Jamie Frasier" and a "Create Account" button highlighted with a pink box. Below, there are tabs for "Basic", "Power", "Visual", and "Copy Categories". A "Reset All" button is visible. Below that, there is a "Series" button with a list icon and a "Show Less" button with an upward arrow.</p>