



## John Muir Elementary Library Check-Out

Students are allowed to put up to 2 books on hold, and to check-out two books at a time. Book pick-up is from 9:00 AM to 2:00 PM in the school office lobby. To pick up a book on your assigned day, please place your books on hold by 12:00 PM the last school day before your scheduled pick-up day. For example, Kinders/1<sup>st</sup> graders will place their order on the Friday by 12:00 PM for a pick-up on Monday. If you have any questions, please email Mrs. King: [eking@lodiUSD.org](mailto:eking@lodiUSD.org) or [eking@lodiUSD.net](mailto:eking@lodiUSD.net). The following are days that students can pick up books based on grade level:

Monday	Tuesday	Wednesday	Thursday	Friday
Kinder/1 <sup>st</sup> Grade	2 <sup>nd</sup> /3 <sup>rd</sup> Grade	4 <sup>th</sup> /5 <sup>th</sup> Grade	6 <sup>th</sup> Grade	Restock/Inventory

All books are due on Friday (after the 2 week check-out period), and will be in quarantine all weekend before they are able to be checked out again. Below are instructions on how to search for a book:

1. Log into Clever and click on “Destiny – John Muir”
2. Once in Destiny, then click on “John Muir Library Catalog – Destiny Discover”
3. Then once in the Library Media Center, click on “Log in” in the upper right hand corner of the screen. Log in by signing in through “Google”.
4. A student can search for a book in the following ways:
  - a. They can search for a title they are interested in
  - b. Students can scroll to the right or to the left by looking at the “Recently Added Books”
  - c. Students can search by searching for a specific “Topic”.
  - d. eBooks are also available at the bottom of the screen.
5. Once a student has found a book, they can click on the title. Once they click on the title they will need to look for a green icon to let them know if that book is available or if it is already checked out. If it is available then the student can place a “Hold” on the book.
6. After placing the book on hold, look in the upper left hand corner of the screen and you will see a red “1”. Click on the “1” and an additional menu will pop up to verify that the book is on hold. The book will remain on hold for 10 days.
7. After you put your books on hold, click on the Menu option in Destiny Discover:



**When your books are ready** to be picked up at school, the red circle in “Holds” will disappear, and the book will now be in the “Checkouts” section:

