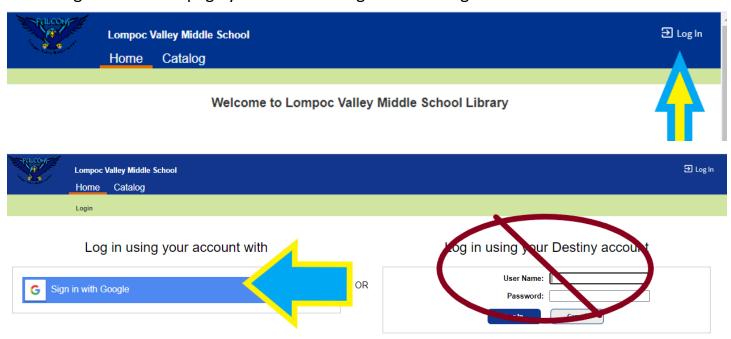
### How to log in to the LVMS Library to check out books from home

Type in <u>Lompoc Valley Middle School</u> into your browser, hit enter Click on "Quick links" on the right side of the page

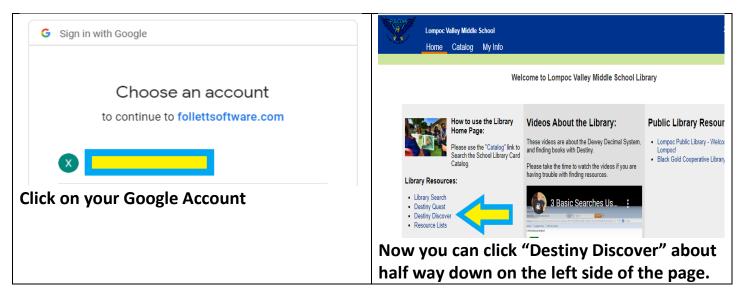


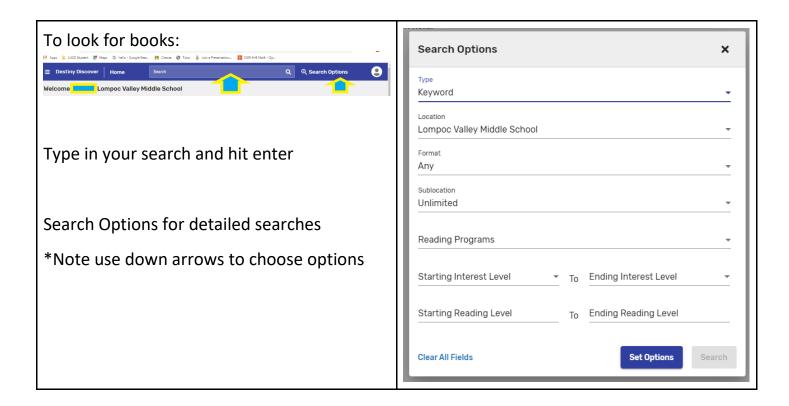
Choose "Libraries"

On the right side of the page you will see - "Log In" Click "Log In"

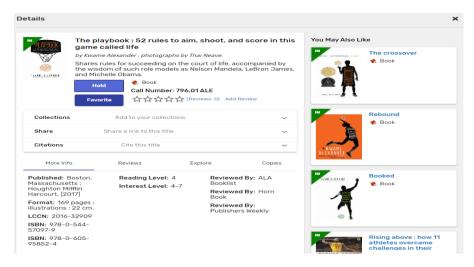


(Note: <u>Do not</u> use "Log in with your Destiny Account" You do not have one)





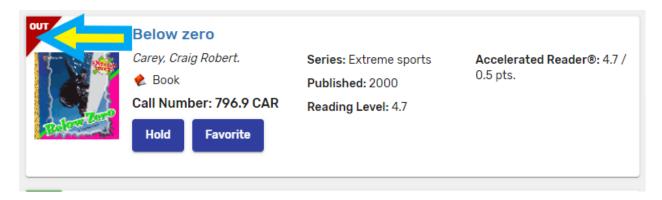
# Double Click on the cover of the book to get more information



### Book is available!



### Book is not available!



## To hold a book, click on the Hold button

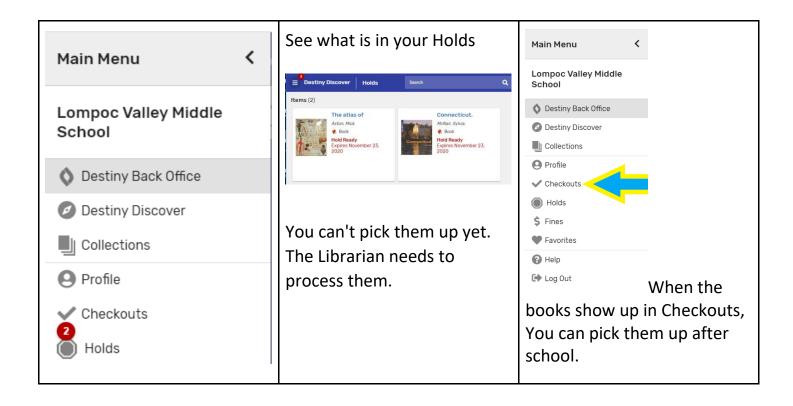


## When you click on Hold, the button disappears

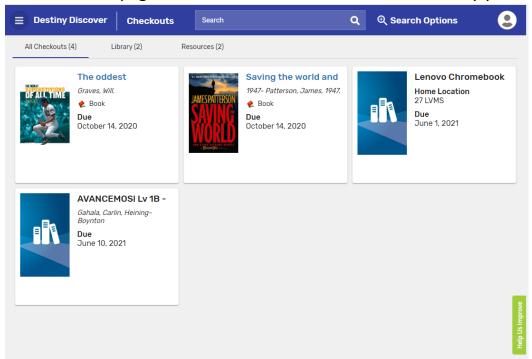




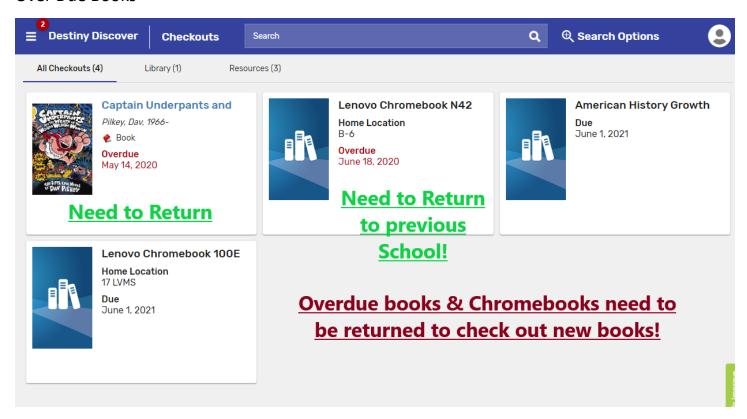
Once you have placed your two books on hold a number will show up on the Destiny Discover Bar. Click on the 3 lines.



Your Checkout page will look like this. All items checked out by you will show up here.

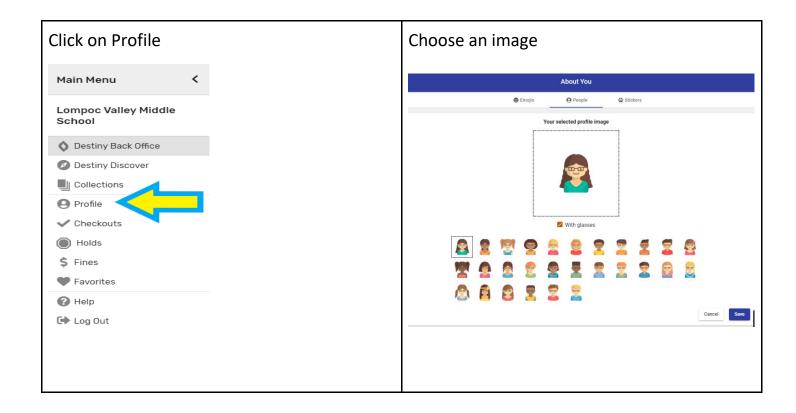


### Over Due Books



Look at your Checkouts page to see if you have any overdue books. The sooner you find them and return them, the sooner you can checkout out new books!

You can personalize your profile with a picture.



Once your books are checked out, you can come to the Wellness Check Station at the front of the school to pick up your books. When you return books, you will place them in the box at the Wellness Check Station marked "Library Books, return here." The Wellness Check Station is open from 8:00am to 3:00pm, Monday through Friday.

#### **Policies:**

2 books checked out per student.

You will have a 3 week loan period which begins when the book is checked out to you. If the books are not picked up in 1 week, they will be returned to the library and the Hold will be removed.

Mrs. Bishow

Ms. Geo