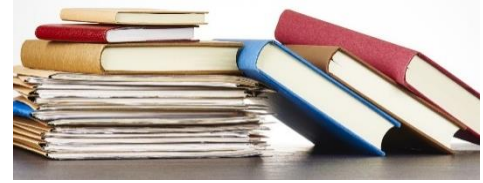


## **Alcott Phase 1 of Library Book Pick Up & Drop Off!**

We are very excited to begin contactless pick-up/drop-off of library books **beginning Wednesday, January 20<sup>th</sup>**! This will only be available for 2/3 Quest, 3<sup>rd</sup>, 4<sup>th</sup>, 4/5 Quest, and 5<sup>th</sup> grade students to begin with, but we hope to begin including K-2 students soon and will notify families when we are ready.



### **When & How**

[Click here to watch a video of our librarian explaining the process, including how to login and place holds.](#)

To follow district guidelines regarding number of staff in the building, and safe materials handling, **book pick-up will only be available every other Wednesday from 8 AM-7 PM beginning Wednesday, January 20<sup>th</sup>**. The **deadline for placing holds will be Tuesday night of the previous week** (for example, students must place a hold by Tuesday, January 12<sup>th</sup> to pick up a book on Wednesday, January 20<sup>th</sup>). Holds placed after that time will not be available until the next scheduled pick-up date. Please see the [attached district calendar with pick-up dates highlighted in yellow](#) and deadlines for placing holds marked with a check.



Students in 2/3Quest up to 5<sup>th</sup> Grade, had a library lesson this week (January 4<sup>th</sup>-8<sup>th</sup>) reminding them how to login to their Destiny library account and showing them how to search for books and place a hold. [Click here for information on how to set up your student's Destiny account if they have not already done so.](#)

**All students will be allowed to check out a maximum of two books per checkout date (regardless of grade level).** Students can **renew books one time** for an extra two weeks of checkout time using our online Destiny catalog. **Please do not contact the main office to place holds, renew, pick up, or return books.**

Parents and students will receive an email by the Monday morning prior to book pick-up day informing them that books will be available for pick-up on Wednesday. If you do not receive such an email, then the books are not yet available.

**All questions should be sent to our librarian, Ms. Sarah Vecchi [svecchi@lwsd.org](mailto:svecchi@lwsd.org)**

### **Where**



There will be a white tent set up at the K-1 entrance at Alcott (to the right of the main entrance when looking at the school from the parking lot), under which book carts for the Wednesday will be stored with **books sorted alphabetically by student last name**. Books will have a bookmark with student last name and teacher name. Please ensure you only take books labeled for your student(s).

### **Returning Books?**

**A large, wheeled garbage style bin labeled for returning books** will also be located under the overhang at the K-1 entrance every weekday (Monday-Friday) from 8 AM-7 PM to allow for returning books.

**Again, please direct any questions to Ms. Sarah Vecchi, at: [svecchi@lwsd.org](mailto:svecchi@lwsd.org).** Mrs. Bell and Mrs. Mallit, whom some of you know are also excited to help Ms. Vecchi as our Alcott library staff! **Thanks Orcas!**