

# NLMS Bulldog Library Check-Out Procedures!

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The Bulldog Library is open for check out throughout the entire school day. Students can come to browse the shelves for a book before school or at lunch. During class time it is more convenient to search online for a book prior to coming to the library. Below is the check out procedure:

1. Log into the NLMS Destiny Library System through Clever or through the Library tab on the NLMS website. Clever will automatically log you in, but double-check to be sure that you are logged into your account each time you visit Destiny Library using the log-in button in the top right corner of the Destiny Library page. Here is your login information:

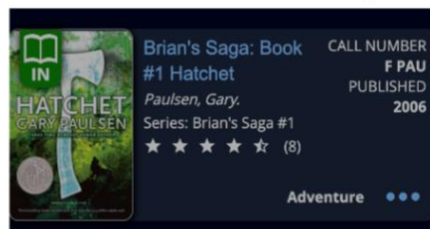
**Username: 6-digit student number**

**Password: mmddyyyy! (your birthdate with an exclamation mark)**

2. Search **Destiny Discover** for books you are interested in. You can have up to **five** books checked out on your account at a time.

Our library is organized by call number and genre. A call number indicated which area of the library a book can be located within. A call number is a number (nonfiction) or letter (fiction) followed by the first three letters of the author's last name. The genre is listed as a sublocation in our Destiny Discover system. For example, the book Hatchet has a call number of **F PAU**, which indicates that it is in the Fiction section (F = fiction. PAU = first three letters of author's last name).

The book is located in the **Adventure** genre. Notice where the call number is located and where the word **"Adventure"** shows up on the screenshots to the right:



3. Once you find a book or books that you want to check out, bring your Chromebook up to the library with the Destiny library page open and find the book on the shelves. If you are not sure where to look in the library, we can assist you. You can add books to your favorites list in the Destiny system to come back to at a later time. You can also put holds on books that are marked **"out"** (unavailable) and we will notify you as soon as it becomes available.

4. Return your books within **three weeks**, or visit the library to renew your books if you need more time. (We ask that you bring in your book in order to renew it. Thanks!)