

Would you like to check out library books from you school site's Library?

You can place a hold on a library book, it will be checked out to you, and can be picked up in the library.

WELCOME TO THE JEFFERSON SCHOOL DISTRICT LIBRARY

Monday through Friday 8:00 AM to 3:15 PM Wednesday only until 3:00 PM

To Log In

On your Chromebook

- In the upper Lefthand corner, go to **jsdtracy.com** bookmarks
- Click *Library - Destiny link*.
- Click *Your Elementary School*
- In the right top corner, click *Log In* and use the Login with Google Button or

User Name: email

Password: Your birth date entered as an 8-digit number with slashes (include starting zero if your month or day is one digit). Example: 03/04/2009

To Find a Book and To Place a Hold

Click on *Catalog*. You will see a search area where you can enter a title, an author, a genre (like science fiction). Once you find a title you like, click on the title and then click *Hold* on the right side of the screen. The system will send your request to the library.

You are limited to one book at a time (not including a core novel required by your teacher).

If you are having trouble. Please visit you site's Library and they will be able to further assist you.

To Pick Up/Return Books

Pick Up: You will receive an email when your book is ready. When you receive your email, your library books will be available for pick up on the cart in the library. Books not picked up after a week will be returned to the library. You will need to renew your hold in the library system and will be at the back of the "line."

The book(s) will be labeled with your name. They are already checked out, just grab and go!

Return: Please return books to the bin by the cart. If you'd like, fill out and leave a Book Review Bookmark in your returned book to share your review. We may post it on our library website! The Book Review Bookmarks will be available near the cart and bin.

Due Dates, Renewals, and Late Books: Your book will be due two weeks from checkout date. If you don't remember, you can look it up in our [Library System](#). Watch this [presentation](#) to learn how. If you want to renew your books, please email a librarian. We will renew and email you back your new due date. If you do not return/renew your books on time, we will email you a Late Notice. If you have a late book, you will not be able to pick up another hold book and it will be given to the next person in line.