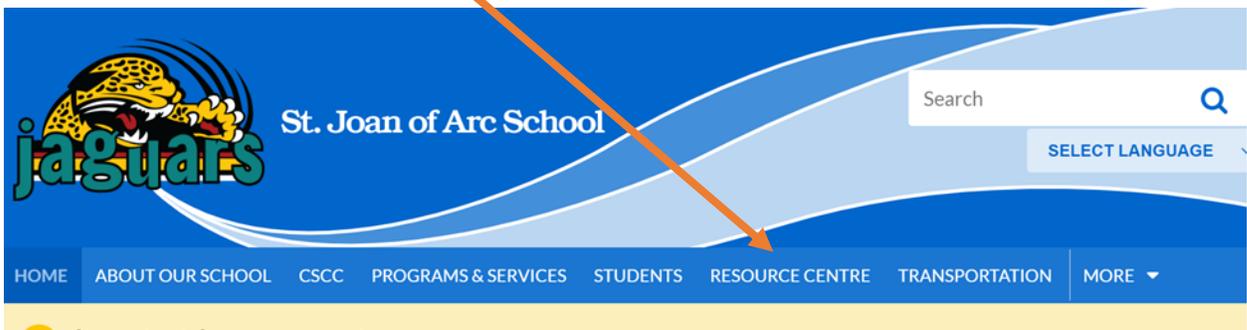


## REQUESTING A BOOK FROM THE LIBRARY

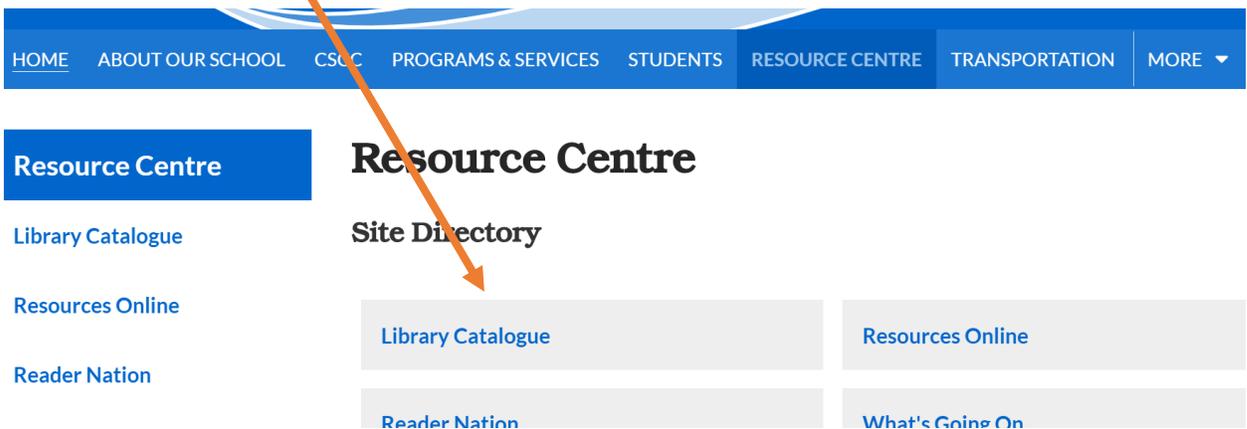
1. Get to St. Joan of Arc School Website.



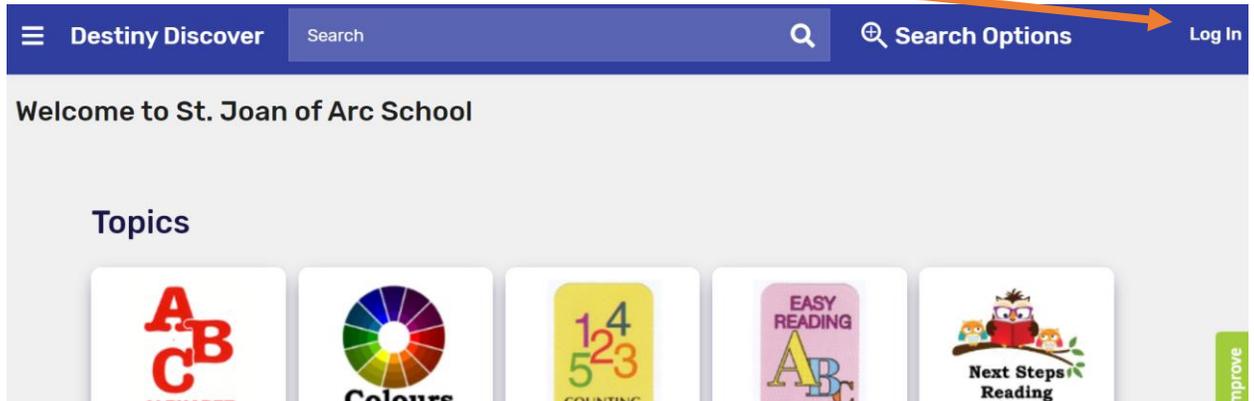
2. Along top menu, click on Resource Center,



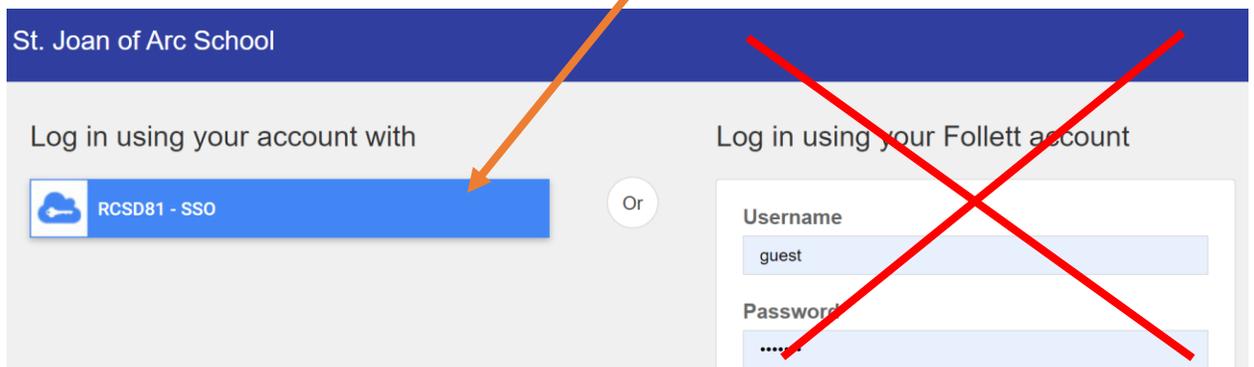
3. Click on Library Catalogue and you get to our library:



4. You will now be connected to the St. Joan of Arc Library. Now LOG IN to your Destiny account for St. Joan of Arc with the LOG IN button.



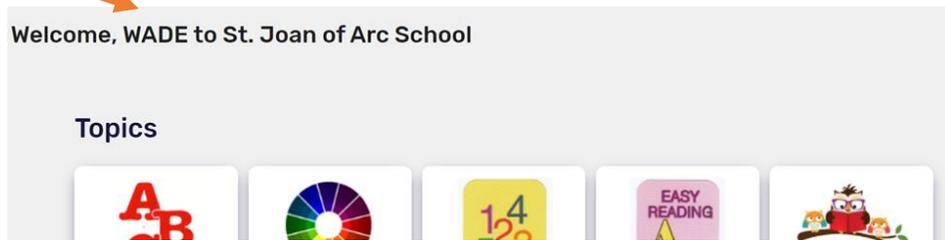
5. Log in to the School Library Catalogue by clicking on BLUE BAR RCSD81-SSO, not the Follet account



6. You will be asked to use your **school username and password** if you have not logged into an account already.



7. Your name will appear at top left of screen with your school name.



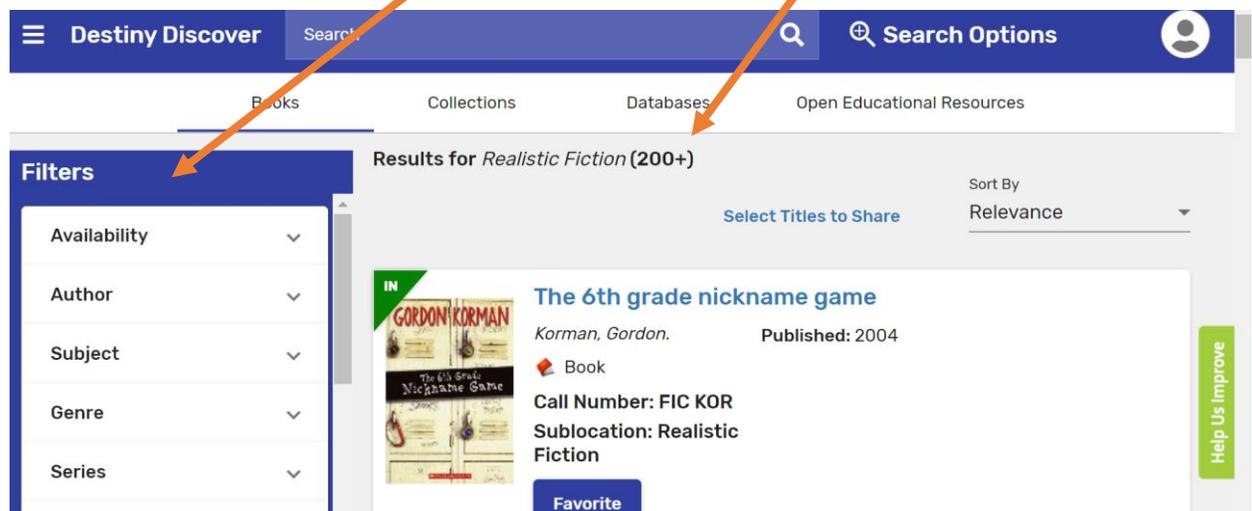
You can now browse by:

- Topics (genre)
- Recently Added books to our library
- Popular Titles based on how many times a book is signed out.
- eBooks, if you are on your own personal device.
- Audio books, if you are on your own personal device.

8. Here is an example of a search in the genre, Realistic Fiction: Click on the Topic (genre)



9. Screen opens to books listed under the Realistic Fiction Genre. You can scroll and search or add a filter to help reduce the number of books to look at.



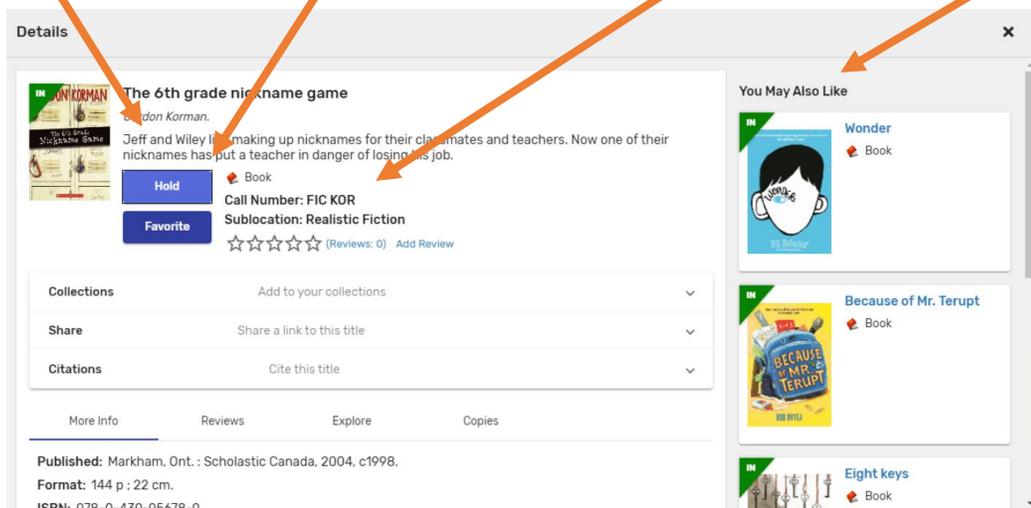
10. When searching be aware if book is "IN" or "OUT".  
IN means you may request the book now.

OUT means it is not available yet.

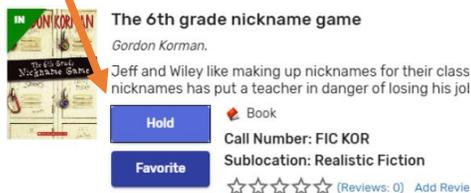


11. Click on the book to learn more about it with **DETAILS**:

Book summary    Can you request it (**HOLD**)    Call number in the library    Other suggestions



12. If you would like to request the book then click on **HOLD**. This will send a message to Mr. McLean that you would like that book.



13. Wait for delivery from Mr. McLean or your classroom teacher.

**You are allowed  
2 BOOKS/HOLDS  
at one time.  
ONE MUST BE A CHAPTER  
BOOK OR NOVEL.  
All library books are to remain  
at school at this time.**