



# ***HOW TO CHECK OUT A LIBRARY BOOK***

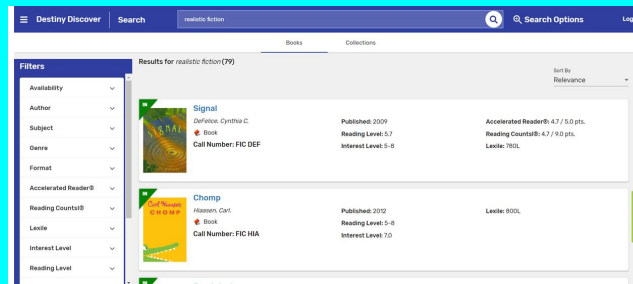
Step 1:

Go to Clever and Click on Follett Destiny



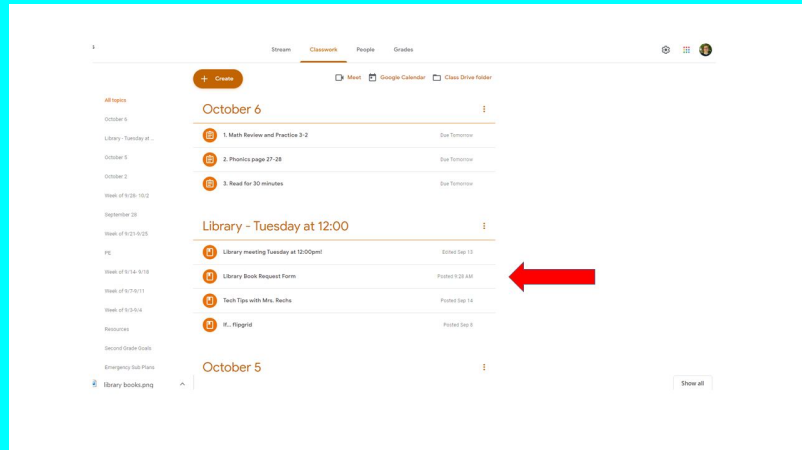
Step 2:

Browse the catalog and choose your books!



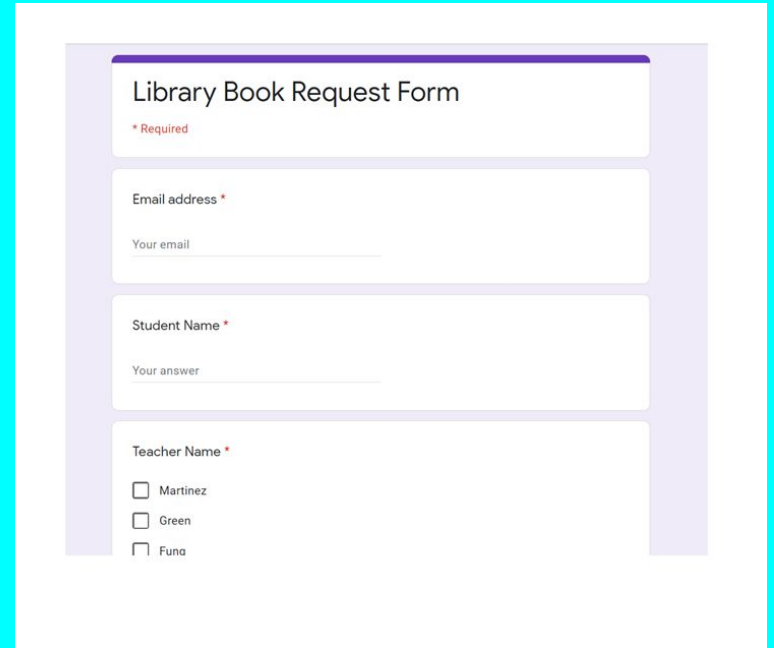
## Step 3:

Go to your google classroom, find the library topic and open the Library Book Request Form



The screenshot shows a Google Classroom interface. The 'Classwork' tab is selected, displaying a list of topics. A red arrow points to the 'Library Book Request Form' topic, which is listed under the 'Library - Tuesday at 12:00' section. The topic is marked as 'Posted 9:28 AM'.

Topic	Posted
1. Math Review and Practice 3-2	Due Tomorrow
2. Physics page 37-38	Due Tomorrow
3. Read for 30 minutes	Due Tomorrow
Library - Tuesday at 12:00	
Library meeting Tuesday at 12:00pm	Edited Sep 15
Library Book Request Form	Posted 9:28 AM
Tech Tips with Mrs. Saehe	Posted Sep 14
#... Flipgrid	Posted Sep 9



The screenshot shows the 'Library Book Request Form' form. The form is titled 'Library Book Request Form' and has a red asterisk indicating required fields. The form contains three input fields: 'Email address \*', 'Student Name \*', and 'Teacher Name \*'. The 'Teacher Name \*' field has three radio button options: 'Martinez', 'Green', and 'Funa'.

**Library Book Request Form**

\* Required

Email address \*

Your email \_\_\_\_\_

Student Name \*

Your answer \_\_\_\_\_

Teacher Name \*

Martinez

Green

Funa

## Step 4

wait for Mrs. Rechs to email you with a pick up date and instructions



## Step 5:

Pick up your books on Friday from 11am-2pm in front of the school or 6-7pm at Mrs. Rechs' house. Here's a letter explaining more about book pick-up:

[Book Pick-up Procedures](#)

