


## Checking out FollettShelf ebooks

Reading online is great, but as soon as you close the book it goes back onto the digital shelf where anyone can come along and take it. If you check out the book, no-one else can use it until it is checked back in.

**Remember:** the generic password only lets you view eBooks. To checkout eBooks you will need to login with your **personal Surrey Schools account username and password**.

For password help, please talk to your school **Teacher Librarian**.

### 1. Search your school library catalogue.

*\*\*You cannot check out eBooks directly from the classic catalogue. If you click  the book will only appear as 'out' in the catalogue until you log out. To check out an eBook you must be in Destiny Discover.*

### 2. Go to Destiny Discover and find the book you wish to checkout.

### 3. Checkout the book:

In the search results tap on the book to open the book information display, then click/tap



**Tip:** to see the books you have checked out, open the Destiny Discover menu and click



from the menu options.

### 4. You can also return a book early:

In the Checkout display, click/tap



### 5. Loan policies:

You can checkout up to **3** titles at a time.

Each book will automatically be returned to the digital shelf after **14 days**.

Don't forget to



when you are finished.

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