

Putting Books on Hold

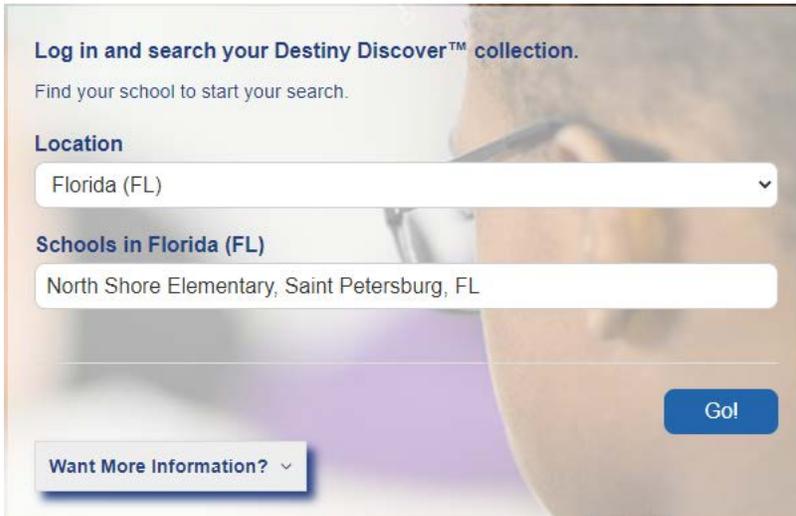
1. Go to CLEVER and click on this icon:



Destiny

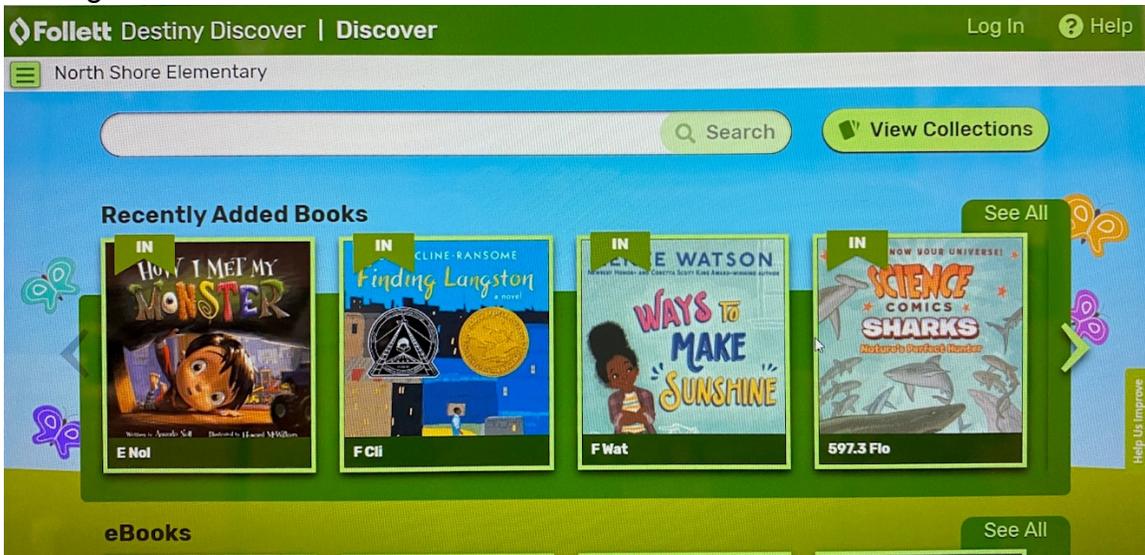
a.

2. Put in our state and look for our school.



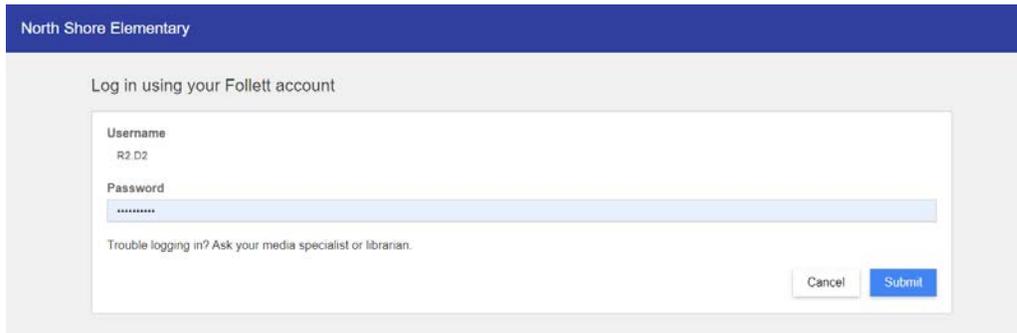
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3. Then click login.

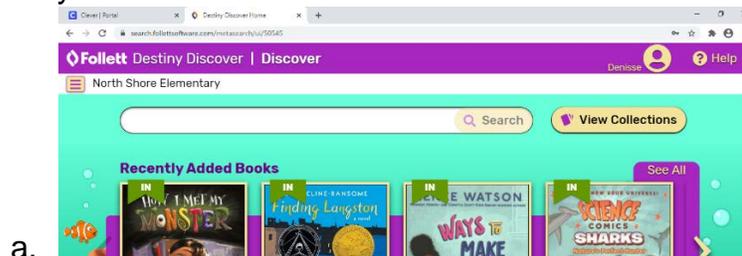


a.

4. Enter in your username and password (the same one you used to login to your computer).



5. Once you have logged in you should see your name at the top. You will also be able to see what books we have in our library.



6. By looking at the cover of the book, you can see what is in our library and what is already checked out or lost. This is where you will put a book on hold. All you have to do is click hold. If you have no books out, you can put two books on hold, if you already have book out, you will need to find those books and return them.



Students are only allowed 2 books at a time. Please make sure you have returned your books before you put books on hold. Once I have checked your account, I will put the book(s) in the teacher's box as soon as I pull the copy. It is your responsibility to return the books on time.

7. **Additional Information:** If you click on your name you can see what books you have checked out or any fines you owe for lost books. It will also let you know what books you have on hold, your favorite books, and change your profile picture.

