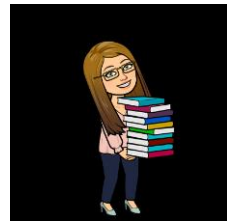


# How to Place Holds to Check out Library Books



Students can check out books from the Media Center by placing Book Holds on the books they wish to check out.

- They can do this from any device at school or at home
- This program sends me an email each day with the list of Book Holds placed
- Books are pulled and checked out to the students and delivered to classrooms
- Students can place holds for 3 books and teachers and staff can place holds for up to 20 books

## Step by Step directions for Digital checkouts (student or staff)



Click on Clever (from home or school)

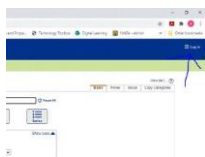


2. Click on BCE Destiny in the Brooker Creek Application

Section of Clever. This link is also available on your school's CANVAS page



3. Click on the Catalog tab at the top of the webpage



4. Log into Destiny with your PCSB credentials. You can save the username and password on personal computers for quicker logins



5. Click on Destiny Discover



6. Destiny Discover

### In Destiny Discover you can:

- Search for ebooks, audio, recently added, popular titles, topics, genres,
- See if a book is in the Media Center or Checked Out
- Place Book Holds
- Click on book cover to rate the book, add it to a favorites list, or to find out more details about the book.



7. Click on My Stuff by clicking on the bars on the upper left of the screen

### In My stuff you can:

- See if you have any overdue books
- View your Book Holds
- See your favorites list

**Step by Step instructions for ebooks and Placing Holds** are posted on our school website on the Library Media Page <https://www.pcsb.org/Page/21455>

*\*\*\* All returned books are placed in quarantine for 4 days before they will be available for checkouts. Students who place holds on books that are “checked-out” or quarantined will see a “pending” status on their Holds until the books become available.*