

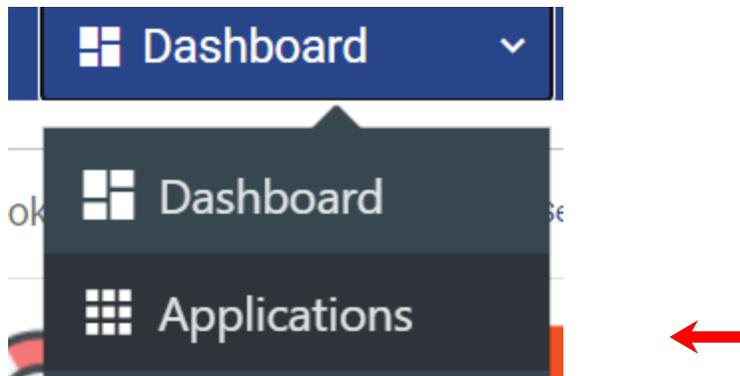
Steps to Placing a Hold and Getting LMC Books

First get into our Library app called Destiny:

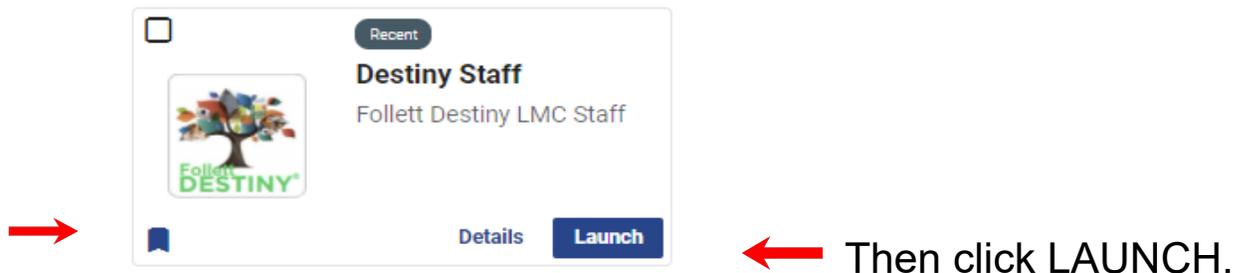
1. Go to your SSO and click the 



2. Switch the toggle to Applications:



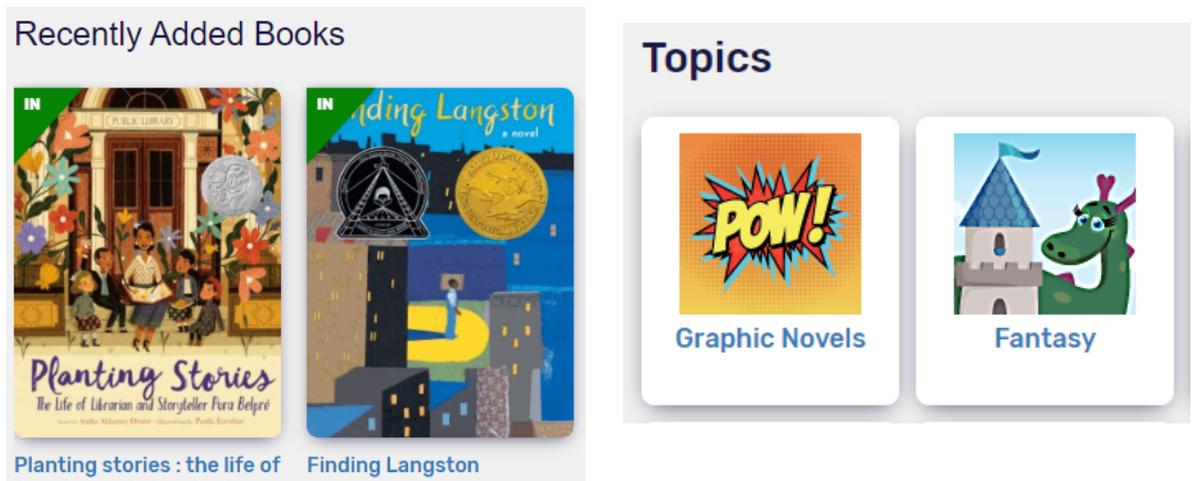
3. Bookmark the Application by clicking on the bookmark and turning it blue. This will make it show up on your Dashboard in the future.



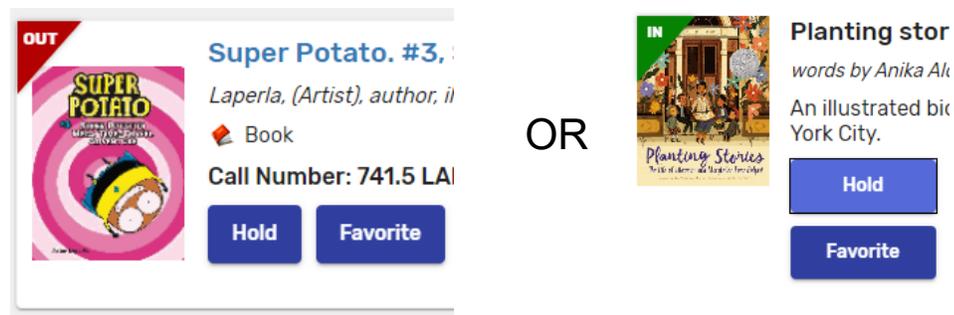
4. Next, you will be able to search for a book. Type in the book you would like to HOLD and have checked out to you in the Search bar and hit the enter key.



5. Or, you could select from the books or categories below the Search, by clicking on one of them.



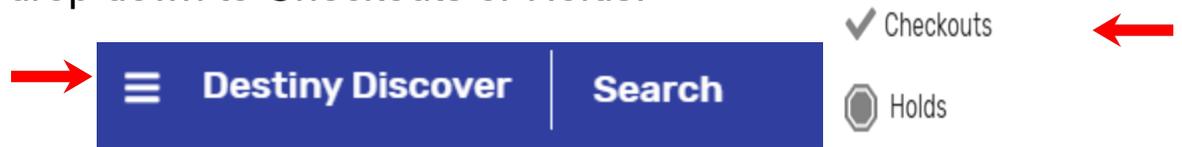
6. Next click on **Hold** to place that book on hold. If a book shows as **IN** than it will come to you sooner when you place it on hold. You may still place a hold on books that say **OUT** but it may take longer to receive it.



7. You may put up to 4 books on Hold.

You may have 4 books at a time checked out to you.

To see what you have Checked Out or on Hold, click on the three small lines at the top left corner and drop down to Checkouts or Holds.



8. Your parents will receive an email when your books that you placed on hold are ready to be picked up.

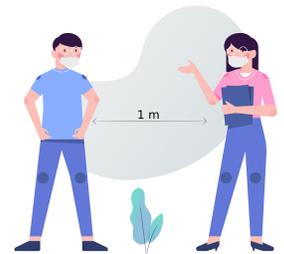
Generally, you can expect that you will receive the books during the week after you place the hold. We will save your books for one week after the email.



9. **Our days to pick up books are on Mondays 1:00 - 4:00 p.m. and Wednesdays 12:00 - 4:00 p.m.**

When you come to the front of the school to pick up your books:

- Wear Your Mask
- Social Distance 6 Feet from Others
- Find Your Books on Carts Set Out by Student Last Name



The next time you come, there will be a Return Bin to put your books in. If you check your LMC card account, you will see those books on there for a week while they are in quarantine. But, you may still check out 4 other books during that time, and put books on hold.

Happy Reading, Foxes!