


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's Destiny catalogue/Destiny Discover for a book.

****NOTE:** 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 or the e-reader.


2. Checkout the book:

- In the classic catalogue click the "Open" button. Once the browser reader opens, click


the 'Book Options' icon  in the top left menu. Click "Checkout Book".
OR

- In Destiny Discover, find the book you wish to checkout. In the Destiny Discover search results tap on the book to open the book information display, then click



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3. You can also return a book early:

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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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