



## How the Program Works

- Students will be able to check out 3 books at a time.
- Books will be checked out for a 3 week period.
- We will be offering this service twice a month on Wednesdays. All hold requests received by the second Monday of the month will be available for pickup on the second Wednesday of the month in the back foyer of the library between 12pm-3pm. The same will be true for the fourth Monday and Wednesday of the month.  
**FOR DECEMBER ONLY, YOU CAN REQUEST UP TO NOON ON WEDNESDAY!**
- DUSD is working hard to provide a permanent structure for library books to be returned to at any time. For now, books may be returned at the next pick up or in a box that will be in the front office under the table of work for student pick up.
- Students who have library books outstanding from last school year will not be able to check out any more books until their accounts are cleared. Please email [Mrs. Spence](#) to see how to get your account cleared. You can check to see your account information on the [Destiny website](#). Watch this [tutorial](#) on how to do so.
- Students who miss this "holds" window will need to wait for the next curbside pick up.

## How do I put books on hold?

- Watch this [video](#) for instructions on how to log into your account, search and put books on hold.
  - Or read [these instructions](#).
- You will receive an email notification when your books are ready for pickup. Please pick up the books during the time frame listed in your email notification. Books not picked up on the pick up date will be returned to the library.

## Safety Protocols

All books that are returned will be quarantined for 96 hours before being checked in and put back into circulation.

**Contactless pickup-** you will receive an email notification when your books are available for pickup. All library books need to be picked up on the assigned date - no exceptions. Books will have the students ID number on the paper surrounding it. If there is more than one book placed on hold, they will be bound by a rubber band.

Please be patient with us as we implement this newly created contactless pick up service. Procedures are subject to change as this program is a pilot and we will learn and adapt the process as needed to create a safe and effective way for your child to check out books from our school.

**Questions?** Email Mrs. Spence at [spenceadair@dublinusd.org](mailto:spenceadair@dublinusd.org).