**Fallon Middle School Library Book Check Out**

1.  Students can check out up to 1 book at a time through the Destiny hold system.

2.  Books will be checked out for a 4 week period.  No more than 1 book can be checked out at one time.

3.  We are offering the service for pick up every Wednesday.

**The first library book pick up day will be February 3rd- Please have holds made before February 2nd!**

4.  Pickup will be at the library on Wednesday from 8 am to 12pm and 12:30pm to 3:45pm.  Students will pick up library books from the new **Library pick up window with their student ID.**

5.  Please return the books after you are finished reading them.  A Book Return will be available in front of the library window Tuesday-Thursday, 8am-3:45pm.

6.  Students that have books outstanding from last year will not be able to check out any more books until their account is cleared. Please email Mrs. Livingston at livingstonsarah@dublinusd.org to learn how to clear your account.

7.  Students who miss the 'Hold' window must wait until the next pickup date.

8.  If you do not pick up your book(s) at the designated pickup date and time (12-3), you will need to re-enter the book Hold request.

**Safety Protocols**

1. Wear a face mask and keep 6 foot distance when picking up your book.

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

3.  You will receive an email notification directly from Mrs. Livingston stating the date and time when your book is ready for pickup. Pickup your book during the times listed in your email notification only, no exceptions.

4.  Please be patient while we implement this newly created pickup service.  Procedures are subject to change as needed for safety.

**FALLON CHECKOUT DIRECTIONS**

**WATCH THIS VIDEO TO FIND A BOOK, and HOLD**

[Put a Book on Hold in Destiny](https://youtu.be/SLSsfZ9FfGY)

[Login Directions](https://docs.google.com/document/d/1MrZe5dSyM6Qwa_DMrv3bGf37DNZ98zY603hc9HbERVY/edit)

If you do not know your login for Destiny, follow this tutorial to make a new password and begin searching. (click on Login Directions above)

**NEED HELP CHOOSING A BOOK FROM THE FALLON LIBRARY ??**

**Login to Destiny (see tutorial link above)**

**Choose CATALOG**

**Choose DESTINY DISCOVER on left side**

**Choose = (three bars) on top left of screen for pulldown menu**

**Choose COLLECTIONS**

**Choose PRIVATE (15)**

**Click on a collection to see some book suggestions.  (This is just a few of the 11,000 books we have to choose from in the Fallon library.)**

**You can also put a hold on a book from this site.  Just click on the Book Title to see the HOLD IT button.  Make sure you want this book before you press the button, as you are limited to 2 holds per loan period of 3 weeks.**

*Want to check out your book from the City Library instead?  Click on the ‘Set Up’ links below for info.*



[Set Up Library Accounts](https://guides.aclibrary.org/accounts)

[Set Up Libby](https://guides.aclibrary.org/accounts)

HOW TO GET NEW BOOKS NOW

Did you know that you can sign up for an e-library card at the Alameda County, and then you can use the Libby App to check out and read books on your computer, tablet, or phone?

First, set up a library account (ask you parents if under 13 years old) and then download Libby and start reading

Or you can use [SORA](https://company.overdrive.com/2019/04/16/adding-your-local-public-library-in-sora/) for the city of Dublin library checkout system.