Library Book Request Process

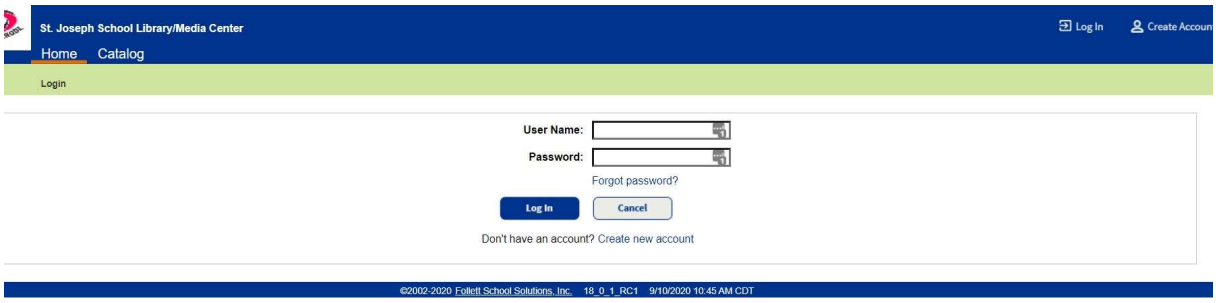
All students will have library in their classrooms this year. This may change as the pandemic changes. For now, a cart will be brought in with books for the students to choose from. The students in grades 4 – 8 will also be requesting their library books online. K – 3 will just use the cart. All students have a library account set up for them and 4 – 8 students have been taught how to use it to request books. Parents may request books for their children using their child's library account information. This way all students will have access to a greater variety of books than is possible with just the cart. Listed below are the steps to request books.

Happy Reading! – Mrs. Jager

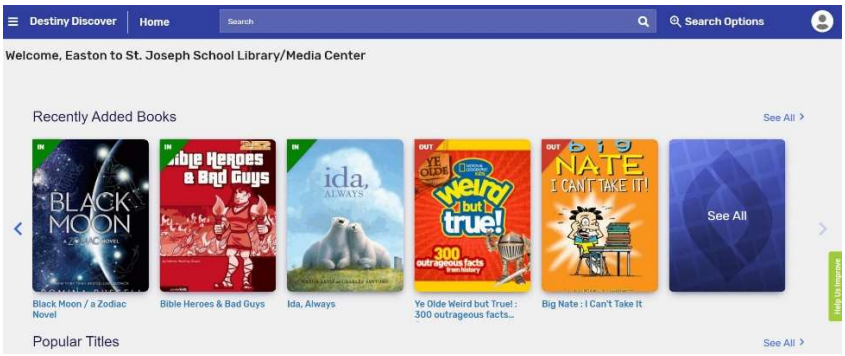
1. Click on this link: **HTTPS://stjosephwaconia.follettdestiny.com**

2. Click on the link "St. Joseph Library/Media Center". It will bring up this page:

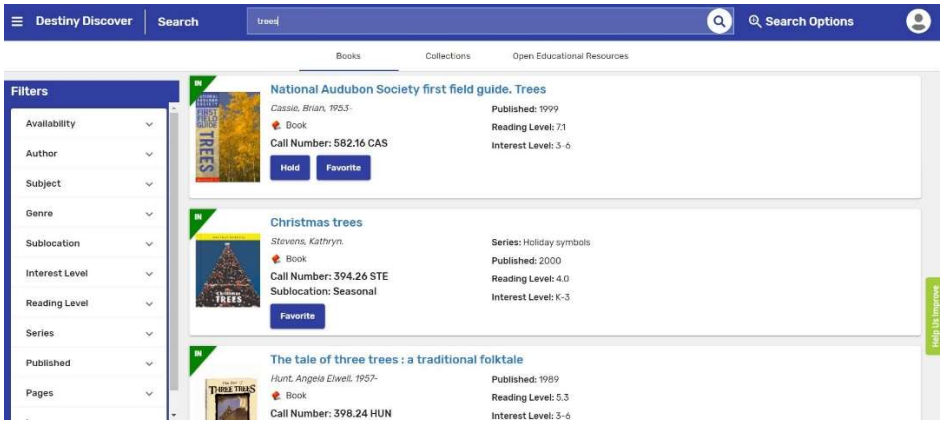
3. Next, click on the words “Log In” in the upper right blue bar and this screen will come up:



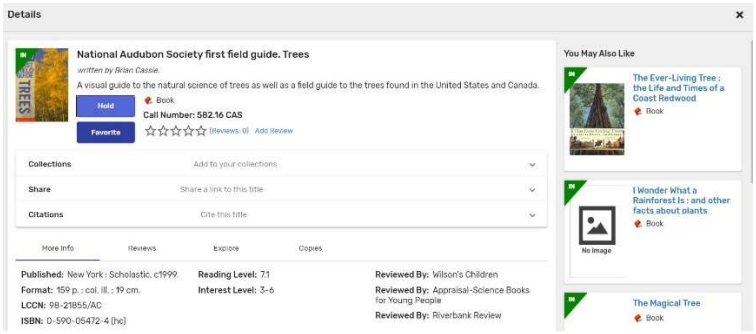
4. The user name for each student is the first three letters of their first name, followed by the first three letters of their last name. In the case of student Jane Doe, her user name would be jandoe. The password is their lunch number. If you do not know their lunch number, please ask your child, (they may remember it) or contact the office. After entering their user name and password, click on the blue log in icon.



5. Now you can enter in what kind of book you are looking for in the search bar at the top in the blue area. You can type in a subject, title, author, series, or just a key word. Click the appropriate icon after you have typed in your search words. I typed in the word trees and clicked on the magnifying glass icon, to bring up these results:



6. To learn more about a particular book, simply click on the picture of the book or the title to bring up a book details screen. At this point you can click on the hold icon to request the book, the favorite icon to add to your favorites list or click on the x in the upper right hand corner if you are not interested. Then keep searching!



7. Books that are put on hold will be delivered to your child's homeroom in a timely manner. They can take them home at the end of the day. Please return the books to the book return box or to the child's homeroom the following week. If you need the book longer, let Mrs. Jager know and she will renew them for another week. Repeat the process to receive new books. A student may have up to five books checked out at a time. Exceptions can be made in the case of needing books for research or projects.

Any problems with account information or questions about the process, should be emailed to Mrs. Jager.
jjager@stjosephwaconia.org .

The library also has a YouTube channel where you and your kids can watch teachers read their favorite books.
https://www.youtube.com/channel/UC_3FDasxvx78PZYuFRUNfow?view_as=subscriber