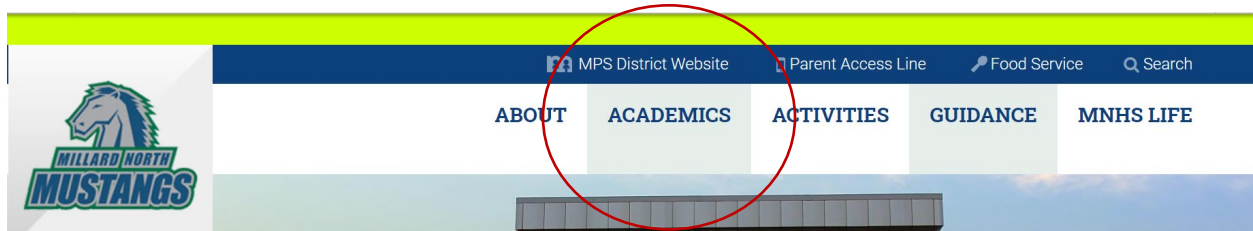


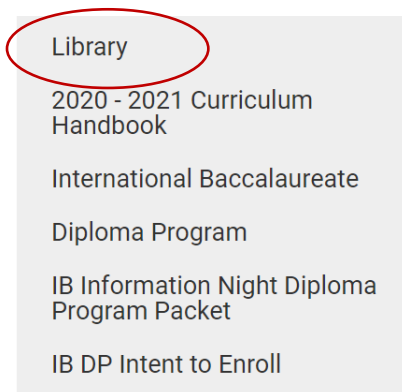
## How to Check Books Out of the MNHS Library 2020 Style...

We are delighted to deliver the books you'd like to read from the MNHS Library to your classroom. Here's how you request a book from us!

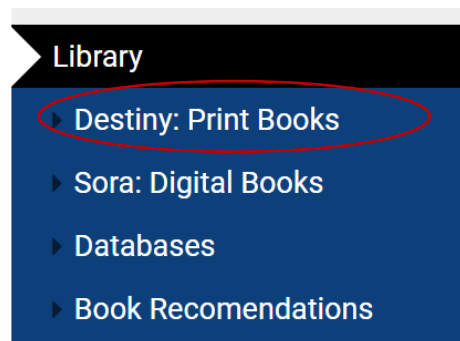
1. Go to the MNHS webpage and click on Academics.



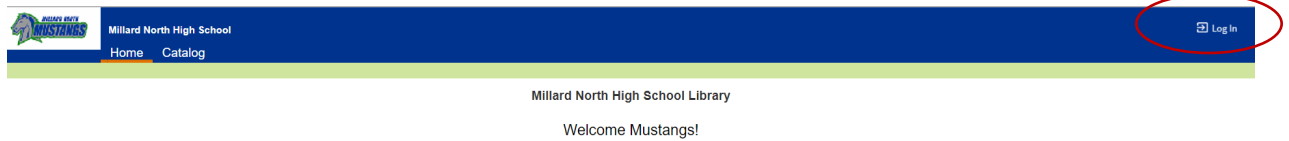
2. Click on the Library link on the far left-hand side of the page.



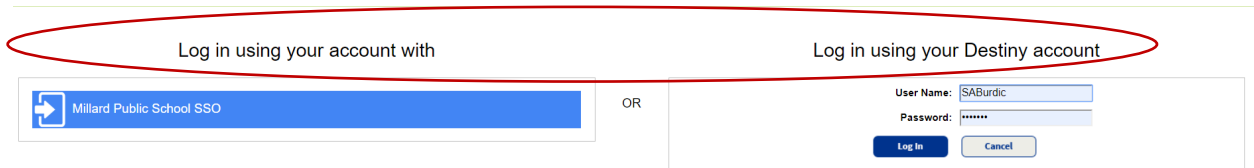
3. Click on Destiny: Print Books.



4. Click on Log in – Which is On the Far-Right Hand Side of Your Screen.



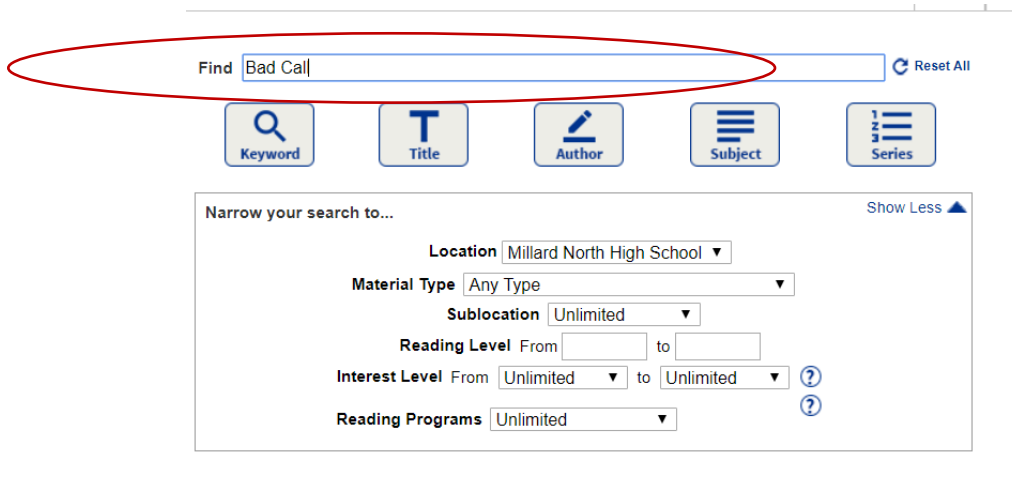
5. Use either the SSO or the Destiny Account Option. Use Your Regular Millard User Name and Password.



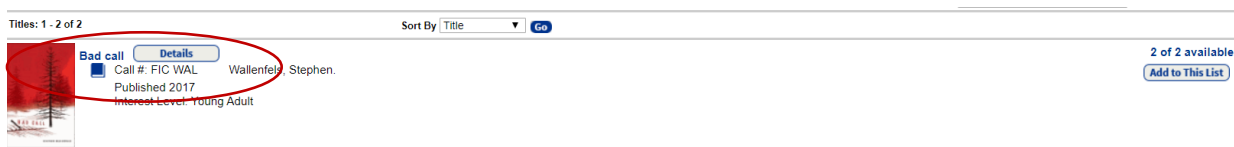
6. Click on Catalog to Search for a Book.



7. You Can Search by Keyword; Title; Author; Subject; or Series in the Find Box.



8. Gather Information About the Book. Click on the Blue Highlighted Title for More Information.



9. If Local Copies are Available, Click on Hold It.

**Bad call**  
Stephen Wallenfels.  
Call #: FIC WAL  
Local copies available: 2 of 2.  
Off-site copies available: 1 of 1. [See all](#)  
Four teenagers experience terrifying and unexpected difficulties on a camping trip at Yosemite National Park.

Buttons: Add to Wish List, Recommend, Hold It (circled in red with a blue arrow)

10. Verify You Want the Hold by Pressing Save.

**Requesting**

**Bad call**  
Wallenfels, Stephen.  
As soon as possible  
Copies: 2  
Hold 1

Buttons: Save (circled in red), Cancel

11. The Library Staff Will Deliver the Book to Your English Classroom the Next Day. Should You Not be Enrolled in an English Class this Semester, We Will Make Your Book(s) Available to You at the Circulation Desk in the Library. If You are a Remote Student, You May Pick Up Your Book in the Front Office.

12. The Normal Checkout Period is Three Weeks. You Can Check on the Status of Your Books by Clicking on My Info.

Millard North High School  
Home Catalog Circulation Reports Admin **My Info** Log Out

**Items Out**

Due Date	Title	Call Number	Price	Checked Out
10/6/2020	The fault in our stars (Copy: 33432012050577)	FIC GRE	\$11.24	9/15/2020

**Holds**

Title	Requested	Quantity	Status
Five feet apart	33432011598568	1	Ready

If You Want to Renew Your Book (s) or have Questions, Just e-mail Mrs. Wandrey [slwandrey@mpsomaha.org](mailto:slwandrey@mpsomaha.org) or Dr. Burdic [saburdic@mpsomaha.org](mailto:saburdic@mpsomaha.org)