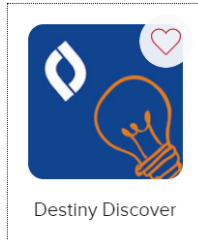




## How to check out a Fugman library book:

**Step 1:** You can search for the perfect book on **Destiny Discover** which is located in Clever.



**Step 2:** Once in Destiny Discover, use the search bar at the top to search for a book by title, author or subject. Read the summary of the book and double check the AR level to make sure it is the perfect book!

**Step 3:** Next, click on the link below and fill out all the information on the Library Check-Out Form.

1. Click on the link: <https://forms.gle/qPdCYfVRbX1Ujcx8>
2. Fill out the form.
3. **Submit** the form.
4. You will receive an email when your books are ready to pick-up from the library. Books will be labeled with your student's name on our pick-up table in the library.
5. Library book pick-up times will be from 12:00-3:30 daily (please wait until you've received an e-mail that your books are ready to come down.) If a student is coming to pick-up their books they need to be accompanied by an adult. Students are not excused from their instructional blocks to pick-up books in the library and should not miss class to come to school.



When done with your books they can be returned to our red drop-off box which is placed outside the Library daily.

**You can request two books on the same form. Please only submit one form per student.**

