



## Library Holds Directions

<http://www.bismarckschools.org>

or

<http://destiny.educ8.org>

Choose ***your home school library catalog***.

Choose **Login** in top right corner.

**User Name** = your school ID number

**Password** = your school ID number

Choose a library from **Look in** menu.

**Search BASIC:** Keyword (everything), Title, Author, Subject, Series.

or

**Search POWER:** Boolean (and, or, not), Material Type, Publication Year, Circulation Type, Award Winner, Reading Programs Lexile.

Click the **title** or **Details**.

Click **Copies** to see location, availability.

Click **Hold It!** on right to place hold.

Click **Add to this List** to make **Resource List**.

Adding to a Resource List

does **not** place holds.

To place hold, click on **Details & Hold It!**

Click on **picture of book cover** (Titlepeek):

title profile, alternative titles, awards,

characters, genre, setting, series,

table of contents, summary annotation.

Select **My Info tab** at top

to see resources checked out and Holds.

**Renew resources online** –

if renew **before due date** and

if no one else has placed a Hold on item.