



# RHS Library 2 Go!

Your RHS Library is now offering a way for students to check out library books while learning from home. Please read over this document for a quick “how to” on how this new service works and for pick up times and location. Your school library is here for you!

## Place Books On Hold

Log on to **WCS Classlink** from your chromebook.  
Select the **Follett Destiny App.**

\*Students may hold up to 3 books.  
\*\*Email [tiffany.tucker@wcs.edu](mailto:tiffany.tucker@wcs.edu) or [deborah.vulcano@wcs.edu](mailto:deborah.vulcano@wcs.edu) to cancel a hold.



**Students** should automatically log in.  
If for some reason you are not, your login matches your WCS Login.

**Username:** WCS Username  
**PW:** WCS Password

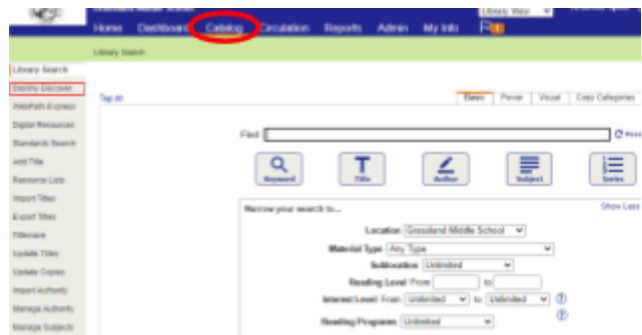
Select **Ravenwood High School**.



Click **CATALOG** in the menu at the top of the screen.

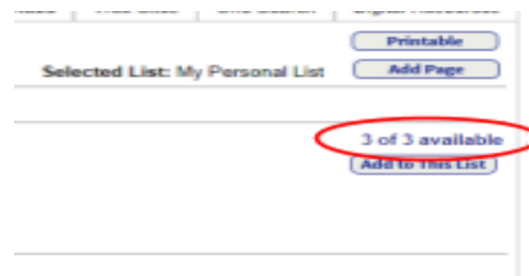
Search by **title, author, subject, keyword** or **series** to find a book.

\*Not sure what book you want to read?  
Browse through our New & Popular books on Destiny Discover - found on the left hand sidebar.



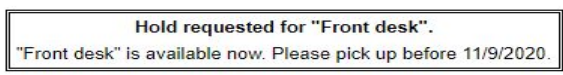
Check **Availability** of your book by looking on the **right hand side**.


\*If it says 0 are available, then all copies of that book are currently checked out. You can still place a hold, but your wait time for that book will be a little longer.



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| <p>Click on the <b>TITLE</b> of the book.</p> <p>Click on <b>HOLD IT</b> (right side of the screen)</p> |  |
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| <p>Click <b>SAVE</b></p> <p>Do not change any settings.</p> |  |
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| <p>You should see a <b>confirmation</b> that your hold request was received.</p> |  |
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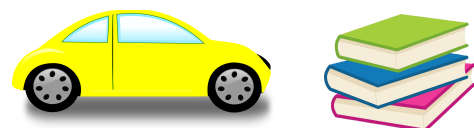
|   |  |
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| <p>Click on <b>MY INFO</b> in the top Menu.</p> <p>Here you can see what books you currently have <b>checked out &amp; on hold</b>.</p> |  |
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## Pick Up Days

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| <p><b><u>Tuesday between 8 am-3 pm</u></b><br/>Books requested Friday, Saturday, Sunday, or Monday may be picked up</p> | <p><b><u>Friday between 8 am-3 pm</u></b><br/>Books requested Tuesday, Wednesday and Thursday may be picked up</p> |
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| <p>Please note: if your book request said <b>0 of 1 Available</b>, it will not be available at the next pickup. We will contact you when it is ready</p> | <p>Please note: If a book will NOT be available for pickup for the next available day, we will email your @myplace email address. Otherwise, your book will be waiting with your name on it.</p> |
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## Pick Up Books

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| <p><b>Pick up times:</b><br/><b>Tuesday- 8-3</b><br/><b>Friday 8-3</b><br/><b>Location: Main Office Entrance under the portico</b></p> | <div style="text-align: center;">  </div> <p>If you can't pick up your book on the first day it is available, we will let it sit out again the following pick up day. After your books have been awaiting pickup for a week, they will be checked in and put back in the library. You may request again if you still want them.</p> |
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## Return Books

Place books on the **library cart/bin**  
**outside the Main Office Entrance.**

All returned books will be “**quarantined**” for a few days  
prior to being checked in and given to another student.

