

LONG DISTANCE LIBRARY CHECK OUT PROCEDURE

- 1- Students: Go to **our CMS homepage**
- 2- Scroll down and select **LIBRARY SEARCH** under QUICKLINKS
- 3- Select your school (**Center Middle School**) right hand top
- 4- Click on **log in** (right hand corner)
- 5- User name: **Type your complete email**, Password: **Your birthday in a 8 digit format (mmddyyy)**
If you logged in correctly, you should see your name on the right hand corner now.
- 6- Select **DESTINY DISCOVER** (left hand side)
- 7- Once in Destiny Discover you can search a book by its title through the search bar, or scroll down to explore more options.
- 8- Reminder: **ONLY ebooks** are available for you to check them out without coming to the library, just select the **CHECK OUT BOX**
- 9- For all other books that are not ebooks, you will be able to check those out **by selecting the hold button** and then coming to pick them up.
- 10- You may put on hold up to three books (**not from same author**)

Please come to pick up your books **during your assigned date and time ONLY (Mondays and Tuesdays from 12-3.) Remember always bring your overdue books or pay the fees in case you lose them or you will not be able to take anymore library books home.**
- 11- **Important:** Please constantly check your email for any book updates from Mrs Reyes (your Librarian) you may send her an email if you need to at: rreyes2@azusa.org

Let's make this year a fun Reading Experience while we're on distance learning! Prizes to our top readers will be given by the end of this semester...And remember "The more you read, the more you win"