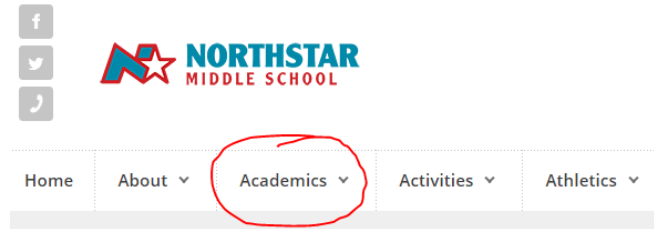


Requesting Library Books from Northstar

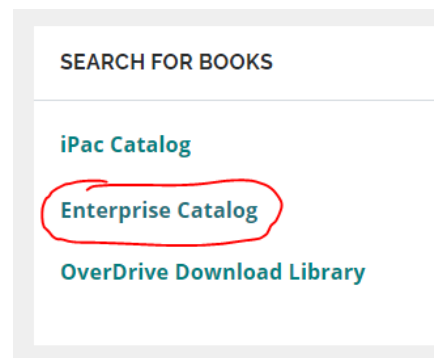
Students and staff may request library books using their iPad or Dell laptop.
Here are the steps once you are at **Northstar's Homepage**:

1. *Academics*



2. Select **Library Resources** from dropdown menu

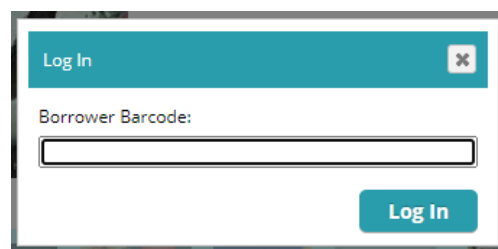
3. *Search for Books - Enterprise Catalog*



4. *Log in*



5. Borrower Barcode: enter your BC# found on your ID card (CAREFULLY and ACCURATELY) and select **Log In**. If you cannot find your barcode number email Mrs. Nord at mnord@ecasd.



If logged in correctly, the upper tab will now say **Welcome** with your last, first name.

Requesting Library Books from Northstar

6. In the search box strip, keep the first box **Northstar Middle School** and search for authors, titles, or subjects you are interested in.



Do **not** change to *Everything* because we cannot borrow books from other schools because of COVID restrictions.

A search box strip with a home icon, a dropdown menu showing 'Northstar Middle School', and a search field with 'All Fields'.

7. When you find a book/s you would like to request select **Place Hold**. (Reminder: only 2 graphic novels or books in a series at a time.)

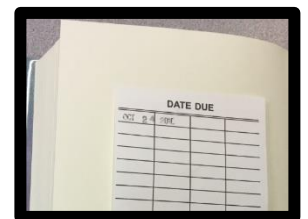


8. Pickup Library must say **Northstar Middle School** and select **Place Hold(s)**.

A form titled 'Place Hold(s)' with a close button. It shows 'Title: Not my dog / Colby Rodowsky ; pictures by Thomas F. Yezerski.' and 'Pickup Library: Northstar Middle School' (highlighted in yellow). A 'Place Hold(s)' button is below.

9. Wait with anticipation for your books to arrive in one of your minis for **cohorts A & B** (up to **3** books) or on a pickup day for **cohort C** (up to **4** books).

10. Read and return to the library drop box by the date due found in the back of your book:



11. Log in to keep track of materials and due dates by checking your library account.

