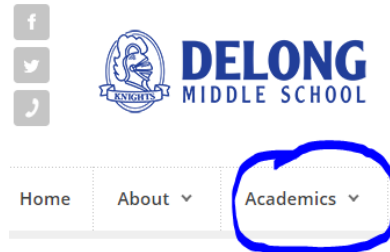


## Requesting Library Books from DeLong

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

1. *Academics*



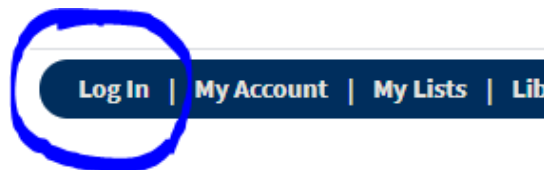
2. Select **Library Resources** from dropdown menu

3. *Search for Books – Search Enterprise [IPAC]*

### SEARCH FOR BOOKS

- Search Enterprise [IPAC]
- Overdrive/SORA: eBooks and eAudiobooks

4. *Log in*



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

A screenshot of a login form. At the top is a blue 'Log In' button with a close icon. Below it is a label 'Borrower Barcode:' followed by a text input field. At the bottom right is a blue 'Log In' button.

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

## Requesting Library Books from DeLong

1. In the search box strip, keep the first box **DeLong 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.

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



3. Pickup Library must say **DeLong Middle School** and select **Place Hold(s)**.



4. Wait with anticipation for your book/s to arrive in one of your minis for cohorts A & B (up to 4 books) or on a pickup day for cohort C (up to 6 books).
5. Read and return to the library.
6. Log in to keep track of materials and due dates by checking your library account.

