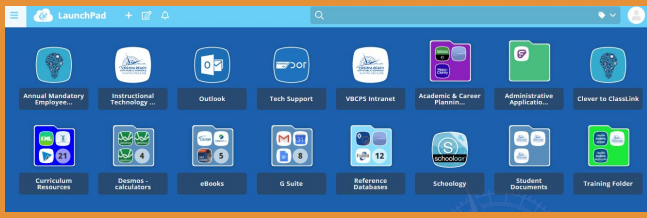




Checking Out Books at KHS

- Students may checkout 4 books
- Books need to be placed on hold in Destiny; see below for more information. We will deliver the book(s) to your classroom if you are a face to face student; if you are a virtual student, you can pick up your selection from KHS. See below for more information.
- Please return to the blue drop box in the main lobby.
- All returned books will be placed in quarantine per ALA's guidelines. (We will also take the extra step of sanitizing each book as it is returned.)
- Join our Schoology course for more Library related information, including how to check out eBooks. (6N7F-K958-PRCCP)

Steps to Place a Book on Hold for F2F Students

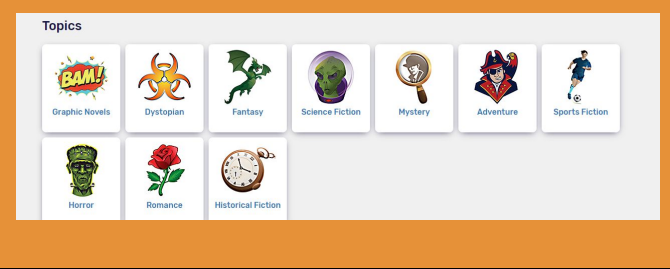
[*Click here for a video tutorial*](#)

1. Start on the Classlink launchpad	
2. Select the "Reference Database" folder	
3. Select "Destiny Discover"	

4. You can search in the top search bar for a keyword, subject, title, or author



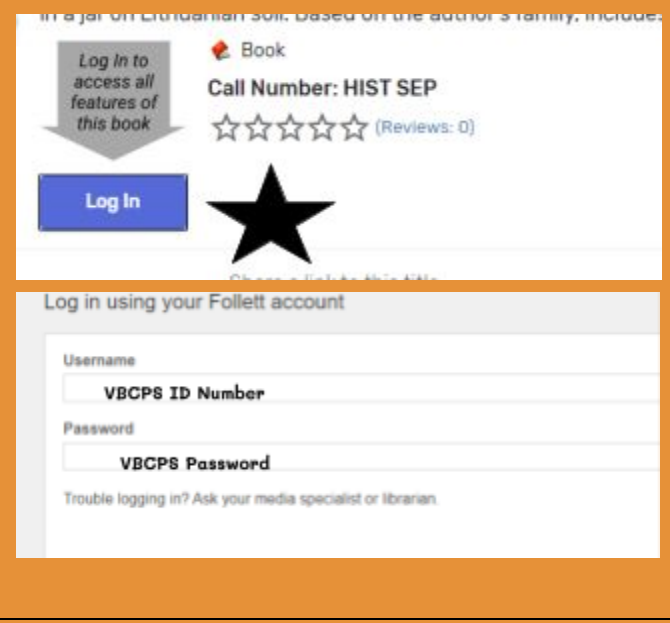
5. At the bottom of the Destiny Discover homepage, there are genre icons. You can explore the different genres by clicking on one of them.



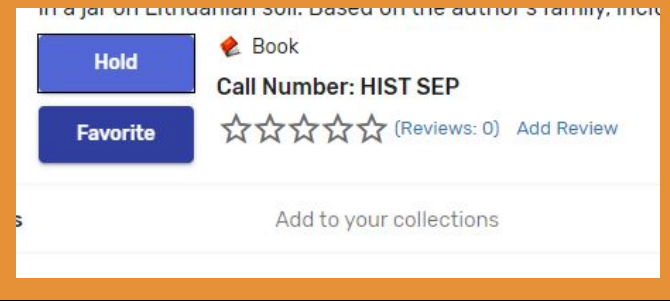
6. Once you find a book that looks interesting, click on the title and read the summary. If it is a book you would like to read, select "Hold".



7. Sign in using your VBCPS id number and your regular password.



9. Place it hold



We will then deliver the book(s) to your classroom!

Steps to Placing a Book on Hold for Virtual Students

Follow Steps 1 - 9 (see above)

Stop by Kempsville HS Monday - Friday 7:05 a.m. - 3:30 p.m. to pick up your book(s)

Let Security know that you are at KHS to pick up a Library book. They will collect your book(s) from the cart for you.

When you are ready to return your book to KHS, simply stop by and drop it off in the blue drop box in the main lobby.