How to sign a resource out from St. Basil Catholic Education Centre Resource Library



In your Internet Browser, go to the Holy Spirit Web Site:

http://www.holyspirit.ab.ca/

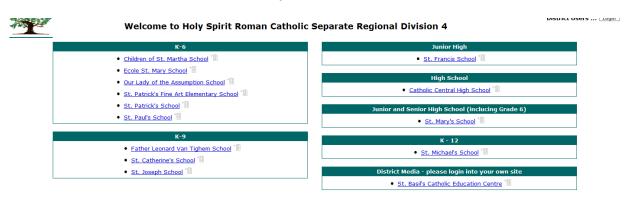
Under the **Resources and Publications** Tab, select <u>Lending</u>

<u>Library.</u>

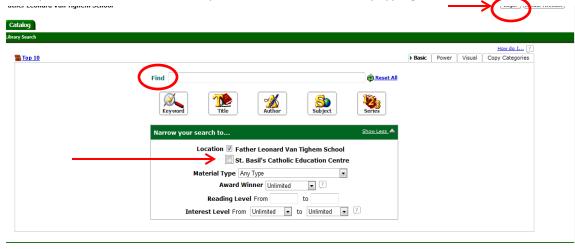
Click on the Lending Library Logo



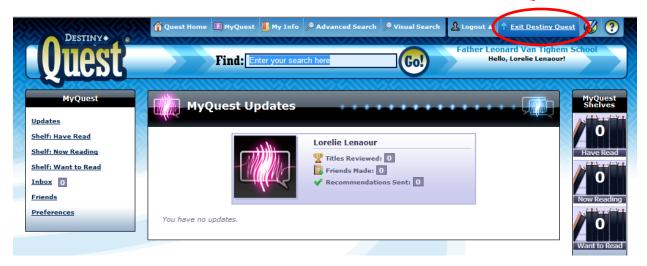
VERY IMPORTANT: You will need to <u>select your own school</u> on this screen!



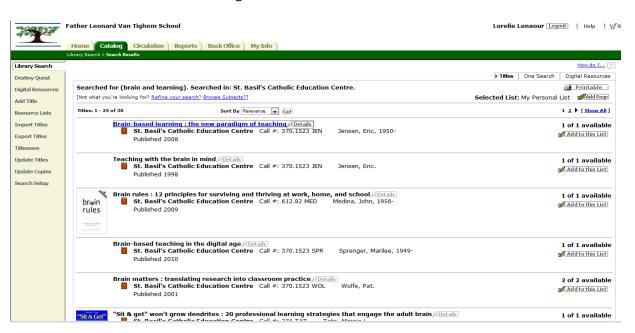
If you want to search in the St. Basil's Catholic Education Centre collection, you will need to <u>select</u> it and you will probably de-select your own school. You can also <u>log in</u> now, using your Holy Spirit network username and password. You are now ready to search for resources, by typing in the <u>Find</u> box



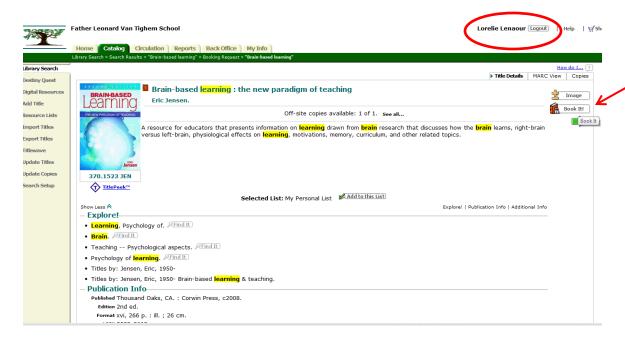
If the Destiny Quest screen appears when you select your school, you will need to **Exit Destiny Quest** to see the site selection check box shown above.



Your search results will look something like this:



You can click on a title to get more information on a resource.



If you would like to sign this resource out of the library, just click on the **Book it Button**.

If you do not have a Book It Button, check to see if you are logged in.



Follow the on-screen instructions to select the dates you would like to book this resource for. It will be shipped to your school through the inter-school mail on the delivery date chosen.

If you are at St. Basil's Catholic Education Centre and would like to sign a resource out here and now, you can take it to the front desk and we will override the shipping dates so that you can take it with you today.

For face to face check out, if there is no one at the front desk, you shouldn't need to write out the whole book title and author. Just your name and the barcode number is needed.

