

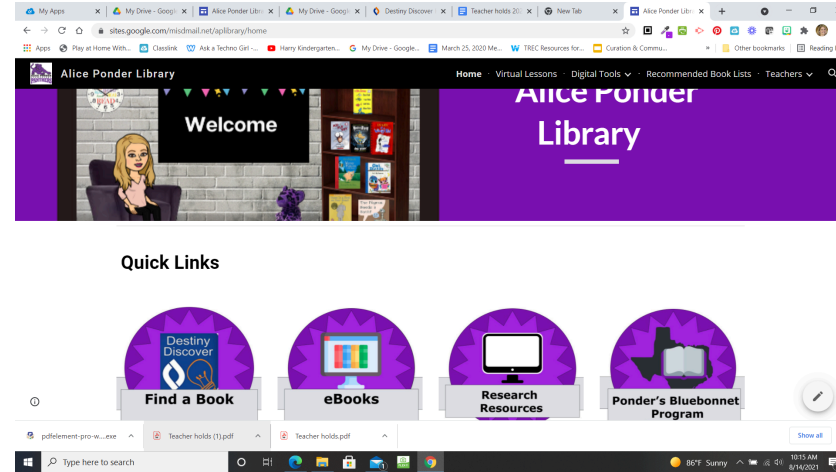
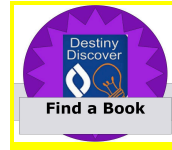
Teachers & Staff

How to Request Books (place a hold) in Destiny

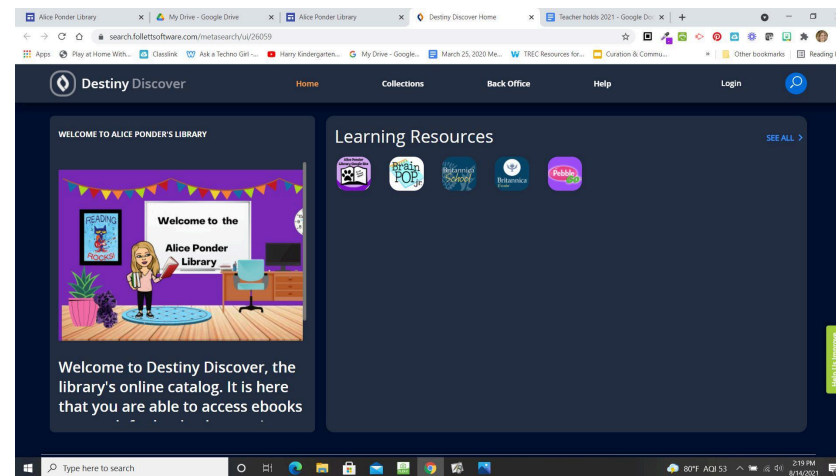
1.

a) Go to the [Ponder Library Google Site](#)

b) Click **Find a Book**



2. Click **Log In**



3. Enter your username and password.

Username is your employee #

Password is your last name with the first letter capitalized and the rest lower case.

Example

Username: 999658

Password: Panther

**If you are unable to log in, email [Mrs. Campbell](#).*

Alice Ponder Elementary

Log in using your Follett account

Username

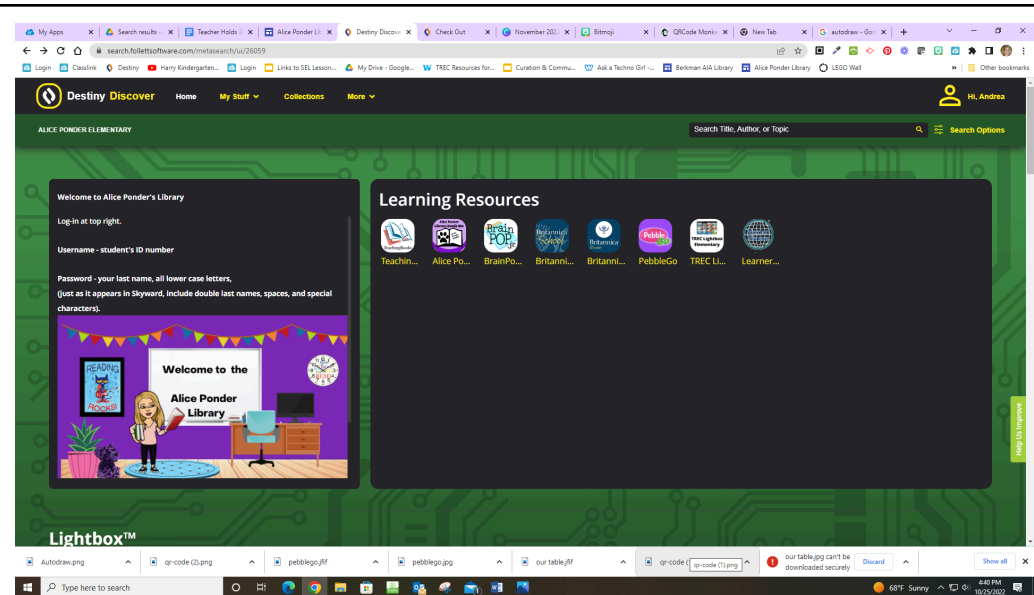
Password

Trouble logging in? Ask your media specialist or librarian.

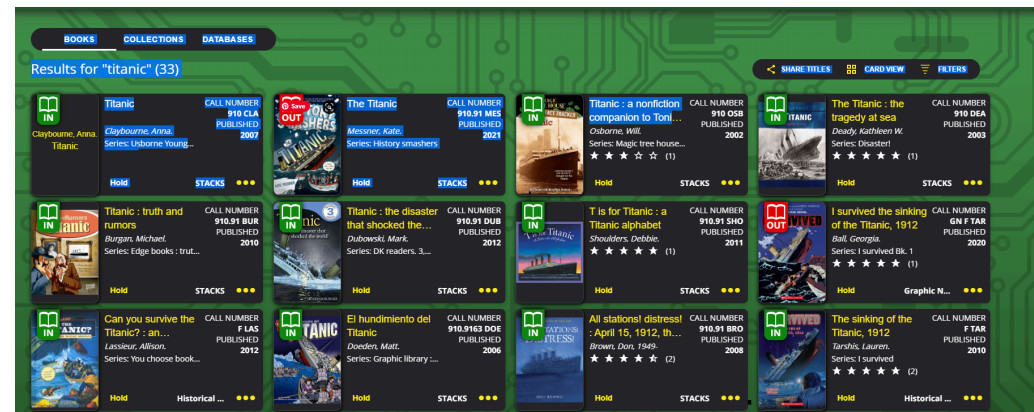
Cancel Submit

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4. In the search bar, type in the title/topic of a book that you want.



6. When you find the book that you want, click on Hold.



That is it. The system will notify me of the book that you want. I will check it out to you and place it in your box.

You are welcome to put Holds on as many books as you want.

Please give me at least 24 hours notice to pull books for you.