

Destiny Catalog "Hold" Instructions

Note: At this time, only 3rd-5th grade students may place a book "On Hold" during the school year.

However, all students/families may browse the catalog and log in to check your account under "My Info" anytime.

1. Sign in to **MyPlan** with your District ID and 4 digit PIN
2. Click on the **Follett** icon for **Destiny Library Catalog**
3. Click on **Chaparral Elementary School**
4. Log in (upper right corner) with your 7 digit ID and 4 digit PIN
5. You will now see **your name** in the top right corner and the words "My Info" next to the "Home" and "Catalog" tabs.
6. Click on **Catalog** to begin searching for books.
7. Browse by author, title, subject, keyword, etc.
8. When you see a book you want to HOLD/Borrow, click on the *book title* (**do not** click "Add to list," that is NOT the "hold" button). Off to the right, click the "Hold It" tab.
9. Go back to "My Info" to see if it is listed in your HOLDS.
10. Mrs. Tibbs will notify you when this book is ready to be picked up.

