

DISTANCE LEARNING - LIBRARY BOOK CHECK OUT @ NORMANDALE

We are excited to announce BOOK CHECK OUT SERVICE for our Normandale students. Students will be able to place books on hold through our library catalog and pick them up on book carts in the vestibule at Normandale.



HOW? Log into the **student** portal, find the “Destiny Normandale” icon , click on “Normandale” and search the catalog for book(s). Place holds on the book(s) you want. Students can have *up to 6 books checked out and put 6 books on hold*. Books can be swapped out for new ones anytime. Click [here](#) for video instructions or [HERE](#) for a visual step by step procedure.

Our Media Assistant, Mme. Z, will check out books to students. While our goal is to fill every request as quickly as possible, patience will be key. Please keep in mind that popular books and titles currently checked out will have a longer wait period. If you need help with placing books on hold, please email Ann.Zimprich@edinaschools.org.

WHEN? We need one school day to fulfill book orders. For example, if you place a hold for books on a MONDAY before 1:00 pm, the books will be ready for pick up on TUESDAY. Note that Wednesday will be used for catching up in the library, so any book placed on hold after 1:00 pm on Tuesday won't be ready until Thursday. Books for pick up will be available in the vestibule of Normandale. Hours for pick up are 6:45 AM - 4:00 PM. *As a courtesy to all students, please return ALL previous books to the bins in the vestibule when picking up new books on the cart, which are sorted by last name.*

We hope that this service is of value to our most cherished library patrons, our students. Thank you for your flexibility as this system is subject to change. Bonne Lecture!



Lynnea West



Ann Zimprich

