**Steps librarians must take to give teachers access to checking out ebooks rather than just reading online:**

1. In Back Office, check your Access Levels. You should have a patron category called “Teacher.” Go into “Edit” for the Teacher Access Levels and make sure the following are true:

\* On the “Library Materials” tab, under “Library Catalog Search Access,” make sure there is a checkmark in the box for “Preview (Read Online) Follett ebooks”

\* On the same tab, under “Library Circulation Access,” make sure there is a checkmark in the box for “View Library Information.”

\* Switch to the “Patrons” tab. In the last section, “Self-Empowered Patron Access,” make sure there are checkmarks in the two boxes “Check out Library ebooks for self from Catalog” (Online) and (Download)

\*SAVE THE CHANGES you made on both of those tabs.

2. You may want to limit the number of books that teachers have checked out at a time. In discussions with classroom teachers, we decided that a limit of 5 ebooks would be reasonable.

To limit their ebook checkouts:

In Back Office, go to “Library Policies.” You probably have two Patron Types, Faculty and Student. Edit the Faculty Patron type. In the very first column says “Checkout Limit.” Those boxes are blank by default. Scroll down to ebooks and enter “5”.

While in that same row, consider the loan period for ebooks. I recommend 10 days.

Save your changes.

3. Ask teacher to provide a username and password they would like you to use for them to log in to Destiny.

4. Go to “Edit Patron” for that teacher. In the left column, change the access level to “Teacher”. Make sure they are Patron Type “Faculty.” In the right column, provide their chosen username and password.

5. Save your changes.

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How to retrieve statistics from Destiny to show how many times ebooks have been read online:

Go to Reports Tab

* Library
* Near the bottom, under the “Statistics” heading, choose “Library Statistics”
* At the bottom of that “snapshot” screen, click on the “Go” button beside “View current statistics”
* You’ll find “Follett ebooks checked out” and “Follett ebooks read online”

Hello all,

The library catalog's ebooks have been viewed over 500 times since I showed them to you and five classes of students on Wednesday and Thursday!

Jackie Lippincott and I tweaked the details of what it takes for you to be able to check an ebook out to yourself -- actually checking it out, rather than just "reading online." This ensures that an ebook will definitely be available for you to use if you have lessons that depend on it.

I've set up the catalog to allow you to check out an ebook yourself, without having to ask Linda or me to do it. The ebook remains available to you for 10 days. There's an easy system for returning it early.

So, if you think you might be interested in having the ability to do that, please email me back with a username and password you would like me to put in our system, allowing you to serve yourself to ebooks.

Susan

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Your account is ready to go. When you go to the library catalog, you'll see a little "login" button in the upper right corner.

When you select an ebook you want, click on its title. Now, you'll see two other boxes below the "Read Online" that we used last week. Click on "Online." You will then have the choice of using it immediately by clicking on a blue hyperlink it provides or saving it to use later. When you want to access it later, you'll find it in your list of checkouts. To find that, click on the green tab at the top labeled "My Info."

Any questions, please ask.

Susan

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Hello K-1 teachers,

You seemed enthused by the possibility of having students use ebooks on the computers in your classrooms. Since your students log in using the generic bu11, bu12, buK1, buK2, I've made it easier for you and your students to navigate to the library's catalog. I didn't want the students to have to drill down from the CASD homepage, so I've put an icon on each of those profile's desktops that takes them directly to the library catalog -- that list of all the school libraries. You'll have the following steps to get them on a book :

\* Click on the "Library Catalog" icon

\* Click on the first school on that list, Andrew Buchanan

\* Type "ebooks" into the search box and hit Enter

\* Click on the title of the book you want to put on that computer's screen for the kids to use that day

\* Click "Read Online."

Knowing that icons on the desktop don't always "stick," I've also saved the Library Catalog in Favorites for those profiles.

Have fun, and please let me know how it goes when you start using them with students. Positive or negative, let me know. That helps me make an informed decision about purchasing further ebook titles.

Susan