

# HOW TO USE DESTINY DISCOVER

Go to Woodside's website: <http://woodside.nn.k12.va.us/>

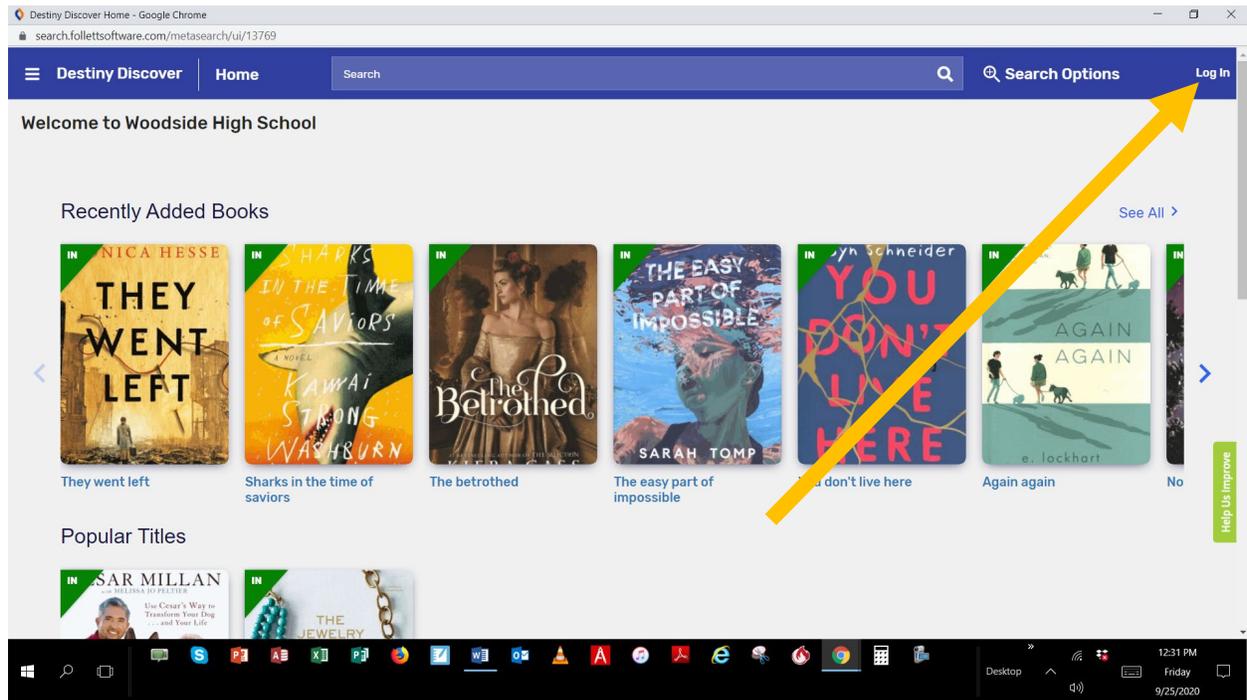
Click on the "Library" tab in the navigation bar.

Click on "Access Follett Destiny:"

The screenshot shows the Woodside High School Library website. The navigation bar at the top includes links for Home, Faculty, Families, Students, Teachers, Library, Departments, Calendars, Contact Us, and Employees. The main content area is titled "Woodside Library" and features several resource tiles: Britannica School, OPPOSING VIEWPOINTS IN CONTEXT, Gale Virtual Reference Library, PowerSearch, CareerTransitions, WORLD BOOK STUDENT, ProQuest SIRS Knowledge Source, and EBSCO eBooks. On the right side, there is a section for "ACCESS Follett Destiny" with a yellow arrow pointing to it. Below this section, there are links for "Library Google Site", "Library Staff" (listing Librarian: Debbie McDonough and Library Assistant: Louanna Torrez), "Virtual Library Office Hours" (Mon-Fri: 7:45am - 8:30am and 1:00pm - 1:30pm), and "Library Check Out During Virtual Learning". The footer includes "Our Mission" and the text "Becoming information literate empowers us to read for pleasure, use information to explore".

## Log in

1. Click on “Log In” in the top right-hand corner.



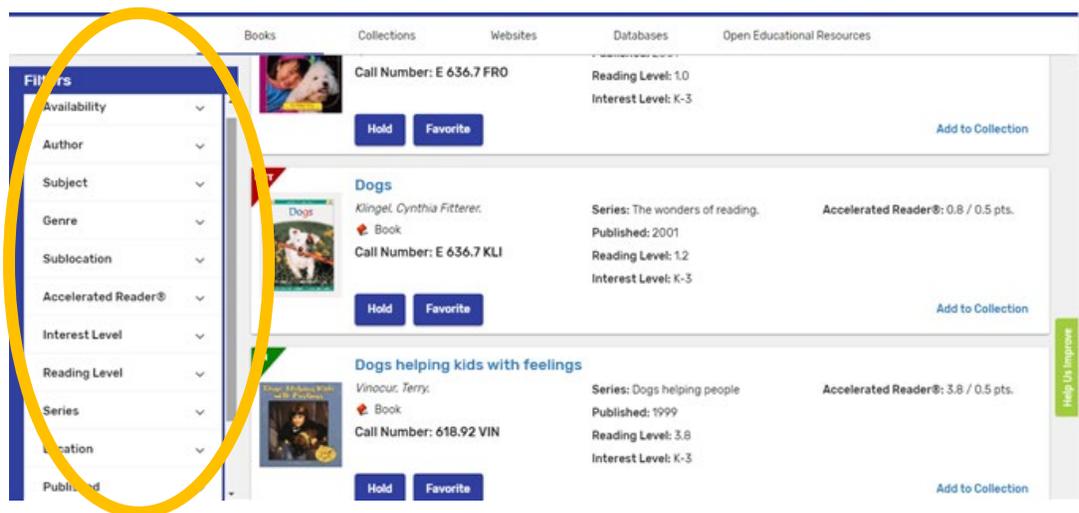
2. Log in with your NNPS username and password.

<b>Grades 9-12 Username:</b>	<b>firstname.lastname (Common names may have a numeral following the last name, such as Jane.Doe1)</b>
<b>Grades 9-12 Password:</b>	<b>Your NNPS password</b>

## Search

3. Type your search term in the search bar at the top of the screen. The search term can be a topic, a title, a series name, or an author's name.

- If you'd like, narrow the search results using the filters in the left column. Notice the options: available, author, series, genre, number of pages, reading level, and interest level.



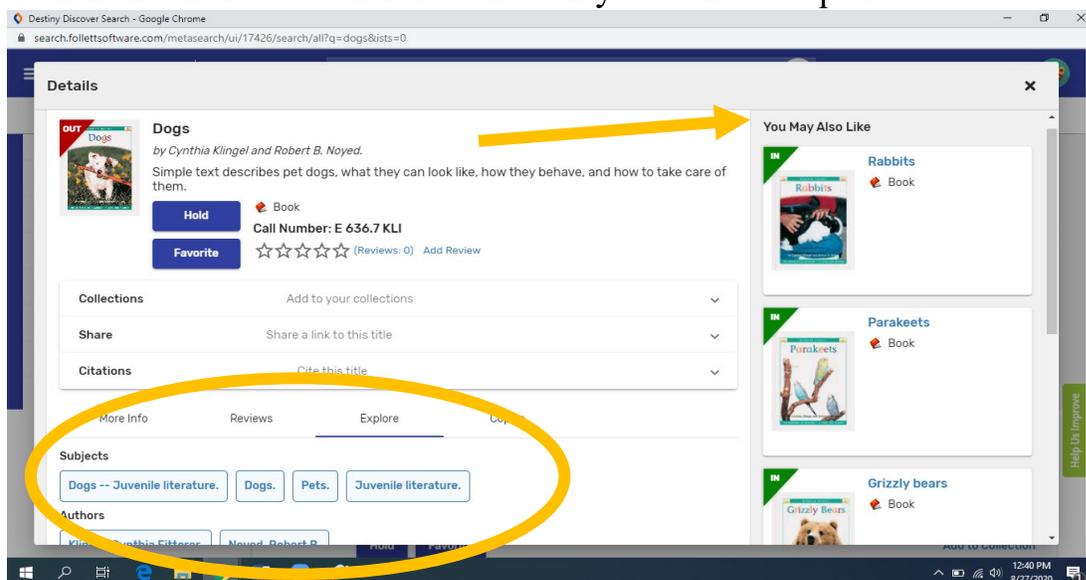
- Click on the title to find out more about the book.

## Ask to borrow

- If you want to borrow the book, click on the "hold" button.
- If book is "checked out" then you will be put on a waiting list. Please choose another book so you have something to read immediately.

## Find more

- Click on the "Explore tab" and use the subject tags to find similar books or consider the ones in the "you may also like" column!
- Click the "hold" button for each book you want to request.



## **Pick up**

10. The library staff will contact you by phone or email to let you know that your book is ready for pickup. Once you are notified the book is ready, you can pick up the books on Thursdays from 8:00 - 11:00 & 12:30 - 2:30. The books will be on the library cart located outside the auditorium entrance. Please call the librarian at 757-886-7530 ext. 61601 or ext. 61600 when you are on the way to pick up the book and the book will be waiting for you on the book cart.
11. You may work with your librarian to pick up library materials at another NNPS school. Be aware that there may be delivery delays if we need to send your books to another location.

## **Return library materials**

12. Return library materials to Woodside High School every Thursday beginning October 8<sup>th</sup> from 8:00 a.m. to 4:00 p.m. There will be a library cart labeled “book return” outside the auditorium entrance.

## **Contact Your Librarian**

13. If you need assistance, please contact Mrs. McDonough at [deborah.mcdonough@nn.k12.va.us](mailto:deborah.mcdonough@nn.k12.va.us) or Mrs. Torrez at [louanna.torrez@nn.k12.va.us](mailto:louanna.torrez@nn.k12.va.us).