

eBook Instructions For Desktop and Laptop Computers

To Access eBooks

1. Go to the library website: <http://tusddestiny.k12.ca.us>.
2. Select Ladera. (You might want to bookmark the Ladera Library page.)
3. Login (button in upper-right corner) using your AR username and password.
4. Click on the "Catalog" tab.
5. Click on the "FollettShelf" button on the left-hand menu. This will show you all the ebooks that are available for checkout through the Ladera library.
 - a. If you see a pink "Out" flag in the corner of a book cover, this means it is not available for checkout.

To Check Out and Read eBooks

1. Scroll down to find a book that looks interesting.
2. Mouse over the book you'd like to look at, and then click "Open."
3. Use the arrows at the bottom of the screen to turn the pages and look through the book.
4. If you want to check the book out, click on the Bookbag icon in the upper-right corner, then click "Check Out."
 - a. Once the book is checked out, you will see it in your "Bookbag." If you download the book, you will be able to read it without an internet connection.
 - b. You can also take notes and highlight in a downloaded book. If you check this book out again later, all of your notes and highlighting will still be there!
5. If you decide not to check this book out, and want to look for something else, click on the "Bookshelf" icon in the upper-left. This will take you back to the FollettShelf.

Returning eBooks

1. eBooks are checked out for 5 days at a time. After 5 days, they are returned automatically. If you aren't finished reading it, you can check it out again. Your place will be saved.
2. If you finish reading an ebook early, you can select the "Return Early" button to return it before the due date.
3. At this time, students can only check out one ebook at a time. More will be allowed as the collection grows.

If you have any questions, please come to the library and ask!