

Checking Out FollettShelf eBooks

eBooks can be checked out in **Destiny** through both **Back Office** and **Destiny Discover**. Up to **3** can be checked out at a time. eBooks will automatically return after **14** days.

Login to **Destiny** with your personal Surrey Schools account username and password.
(For password help, please talk to your **Teacher Librarian**.)

1. Search for an eBook
2. Checkout in **Back Office**:
 - On the **Title Details** page, click the **Open** button.
 - The ebook will open in a new browser tab. Click the top right  menu and select  **Book Options**.
 - Click **Checkout**.

Checkout in **Destiny Discover**:

- On the **Search Results** page, click **Checkout** on the title card.
- OR click on the title card to open the **Title Preview** overlay and click the **Checkout** button.

*View all currently checked out books in **My Stuff > Checkouts**.*

Note: You can return eBooks early:

In **Destiny Discover**:

- In the **My Stuff** drop-down menu select **Checkouts**.
- Select the  menu icon for the eBook you wish to return early, then click **Return**.

In **Back Office**:

- In the **My Info** tab select **Patron Status**. Select the **Click here to access your e-Book** hyperlink.
- The ebook will open in a new browser tab. Click the top right  menu and select  **Book Options**.
- Click **Return Book**, then click **Yes** on the confirmation message.

Remember to Log Out on shared devices.