

How do I reserve ERS Library materials for delivery to my site?

- 1.) Log into <https://tcoe.org/ERS/library>.
- 2.) Click on the **Follett Destiny Online Catalog**.
- 3.) Use the **Catalog** tab to search for materials.
- 4.) Click on the title of an item you want.
- 5.) Click on the **Hold It** button (right margin).
- 6.) Change the dropdown menu that appears to "Reserve for specific date." **IMPORTANT!**
- 7.) Use the calendar that appears to select start and end dates that match your site's assigned delivery/pickup day**.
- 8.) Click **Save**.

***Starting/ending your reservation(s) on a day other than your site's assigned day indicates you plan to pick up/return materials at the ERS Library rather than have them delivered. They will be held at our circulation desk.*

Questions? Email library@ersconnect.org

[Unsure of your site's assigned delivery day? Click here.](#)

Additional ways to search...

Looking for a Book Kit (6-32 copies, same title):

1. Set **Material Type** to **Kit**
2. Set **Interest Level** grade span
3. (Optional) Set **Reading Program** + level span
4. Type "**Books**" in the **Find** bar
5. Click the **Title** button

Note: # of copies included will be listed at the end of the kit title.

Looking for a STEM or Robotics kit:

1. Set **Material Type** to **Kit**
2. Type "**STEM**" or "**Robotics**" in the **Find** bar
3. Click the **Keyword** button

Looking for AR (Accelerated Reader) titles:

1. Set **Reading Program** to **Accelerated Reader**
2. Set **AR Level** to the appropriate range
3. Click inside the **Find** bar
4. Press **Enter** key

Are you getting zero results for your search?

Click the "**Reset All**" icon at the right end of the **Find** bar, then try your search again.

Length of Checkout:

Book Kits - 6 weeks, Robotics kits - 2 weeks.
All other materials - 3 weeks.

Returning materials to the ERS Library

A week before your items are due, you will receive an "**ERS Library - Materials Due Next Week (Reply Required)**" email. Follow the instructions included in this email for returning or renewing your checkouts.

While in Follett Destiny, be sure to read through the Home tab for collection-related updates and information. Questions? Contact Sara Torabi - sara.torabi@tcoe.org | (559) 651-3031