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 "**From**" and "**To**" dates that match your site's assigned delivery/pickup day.

8.) Click Save.

The ERS Library reserves the right to alter reservations placed using "As soon as possible" or with selected dates that do not match the site's assigned delivery/pickup day.

Questions? Email library@ersconnect.org

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.