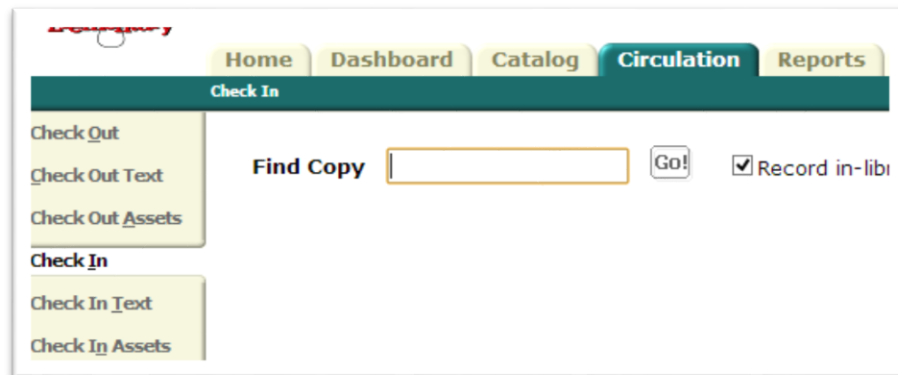


# Check In Quick Tips

- If the computer is off or logged out
  - Username - .\\offline
  - Password – cowboys
- Go to Destiny.Coppellisd.com
  - Choose Lakeside Elementary
  - Login (Top Right hand Corner)
  - Username: circdesk
  - Password: longhorns
- Check in is under the Circulation Tab



- As books are checked in, place them on the cart next to the self-checkout computer.
- Watch the screen as you check in the materials
  - To make sure that they are being checked in correctly.
  - To catch books that are on hold for other patrons
    - If a book is on hold place it on the cart under the window behind the desk
    - You may use a post it note to put the name on the book (but this is not necessary)
- Special Items
  - New books
    - On the back there is a sticker that says “New Books”
    - Display these on a “New Book” shelf, or set them aside for Mrs. Bredberg
  - Bluebonnet Books
    - ONLY 2013-2014 titles
    - They belong on the red cart in front of the circulation desk
  - Audiobooks on CD
    - Please count the CDs to make sure they are all there
    - If they are not, please write a note and set aside for Mrs. Bredberg
  - Damaged materials
    - Please set aside for Mrs. Bredberg

THANK YOU!!!

