

## Placing Library Books on Hold

Use this procedure to place library books on hold. They will be checked out per library guidelines.

1. Bring up the Sacred Heart Library system.
  - a. Access the Sacred Heart library system using one of the options below:
    - Option 1: Go to the following website:  
[https://shgschool.follettdestiny.com/common/welcome.jsp?context=saa\\_s64\\_1961770](https://shgschool.follettdestiny.com/common/welcome.jsp?context=saa_s64_1961770)
    - Option 2: Go to the SHG school website (**shgschool.org**) and click on **Parents**. Choose **Library** from the list of options, then click on the link to the Library Catalog.
  - b. Under **Other Collections**, choose **Sacred Heart Glyndon**.
2. Log in to a library account.
  - If you have not yet created an account, follow the procedure *Creating a Library Account* to do so.
  - If you already have an account, enter your username and password to log in.
3. On the left side of the screen, choose **Destiny Discover**. This will bring you to a graphic interface to browse books.
4. Click on a book image to get more information about the book.
5. To place a book on Hold, click **Hold**. The total number of books you have placed on hold will be visible at the top left of the screen.
6. To view all books you have placed on hold; choose **Holds** from the drop-down menu at the top left of the screen.
7. When finished, choose **Log Out** at the top right of the screen.