

Lower School Online Book Request Guidelines

The First Academy Library Media Center is excited to announce an online book request program for Lower School students and families to allow easy access to library materials. Following the steps listed below, parents & students may request books from the TFA library to be delivered to the students' classrooms.

- LS students in K4-3rd grades may have 3 books checked out at a time.
- Parents of students K4-3rd grades may have 5 books checked out at a time on their parent account and can request up to 5 books at a time (would be allowed to check out holds only as space becomes available in their account)
- LS students in grades 4-5 may have 5 books checked out at a time and can request up to 5 books at a time (would be allowed to check out holds only as space becomes available on their account).
- Depending on the volume of requests and the daily library classroom visit schedule, book requests may take up to three days to be fulfilled. Thank you so much for your patience.
- Quarantined students may also make book requests. Books will be left for them at the LS front desk to be picked up with their other learning materials.

Step 1 - Go to thefirstacademy.follettdestiny.com

Step 2 - Click "The First Academy" link

Step 3 - Students should log in using the following format:

Username: firstnamelastname (example: johnsmith)

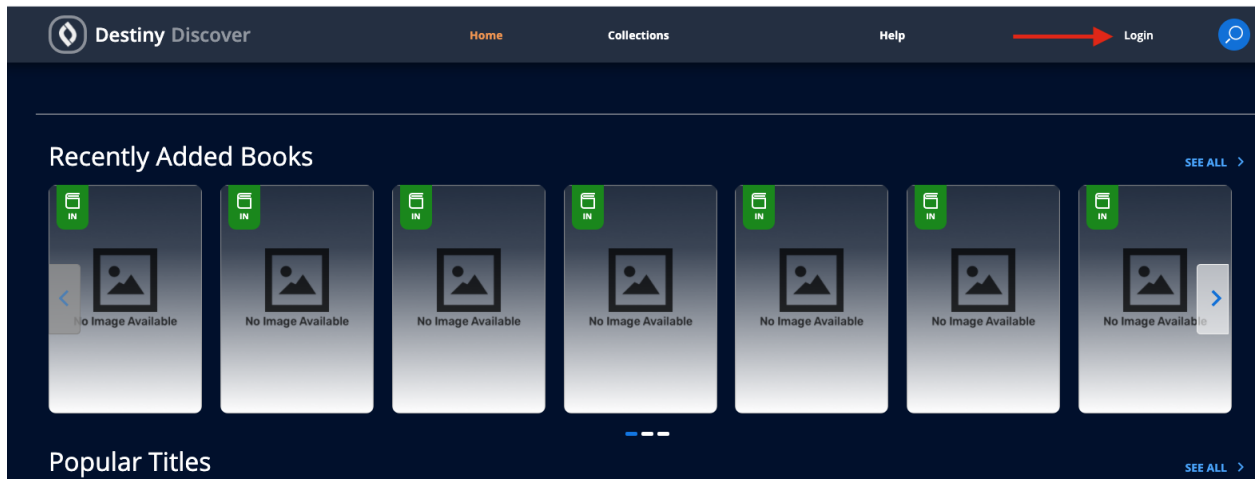
Password: 4 digit graduation year (example: 2028)

Parents should log in using the following format (use student's last name):

Username: lastnamefamily (example: smithfamily)

Password: family

*Please note if there are multiple families with the same last name, your username may have a number at the end (example: smithfamily1).



The First Academy

Log in using your Follett account

Username

Password

Trouble logging in? Ask your media specialist or librarian.

Submit

Step 4 - In the search bar, search by keyword, title, or author name

Destiny Discover Home My Stuff Collections More Welcome back, Lisa

Learning Resources

Lerner I...

Recently Added Books

Search

SEARCH TITLE, AUTHOR OR TOPIC

RECENT SEARCHES

trains

Step 5 - When you find your title, press the "hold" button

The screenshot shows the Destiny Discover web application. The main content area displays search results for 'The Penderwicks' by Jeanne Birdsall. A red arrow points to a 'Hold' button in the 'Title Preview' sidebar on the right. The sidebar also shows the book's title, author, call number, sublocation, and a 'READ MORE +' link.

Search Results:

- Title:** The Penderwicks in spring
- Author:** Birdsall, Jeanne.
- Series:** Penderwicks ; [4]
- Published:** 2015
- Call Number:** J FIC BIR
- Sublocation:** Story Room

Title Preview:

- Title:** The Penderwicks : a summer tale of four sisters, two rabbits, and a very interesting boy
- Author:** Birdsall, Jeanne.
- Call Number:** J FIC BIR
- Sublocation:** Lower School Library
- Format:** Book
- Hold Button:** Hold
- Overview:** While vacationing with their widowed father in the Berkshire Mountains, four lovable sisters, ages four through twelve, share adventures with a local boy, much to the dismay of hi...
- Read More:** READ MORE +
- Book Details:** Call Number: J FIC BIR, Reading Level: 4.7 / Interest Level: 4-7

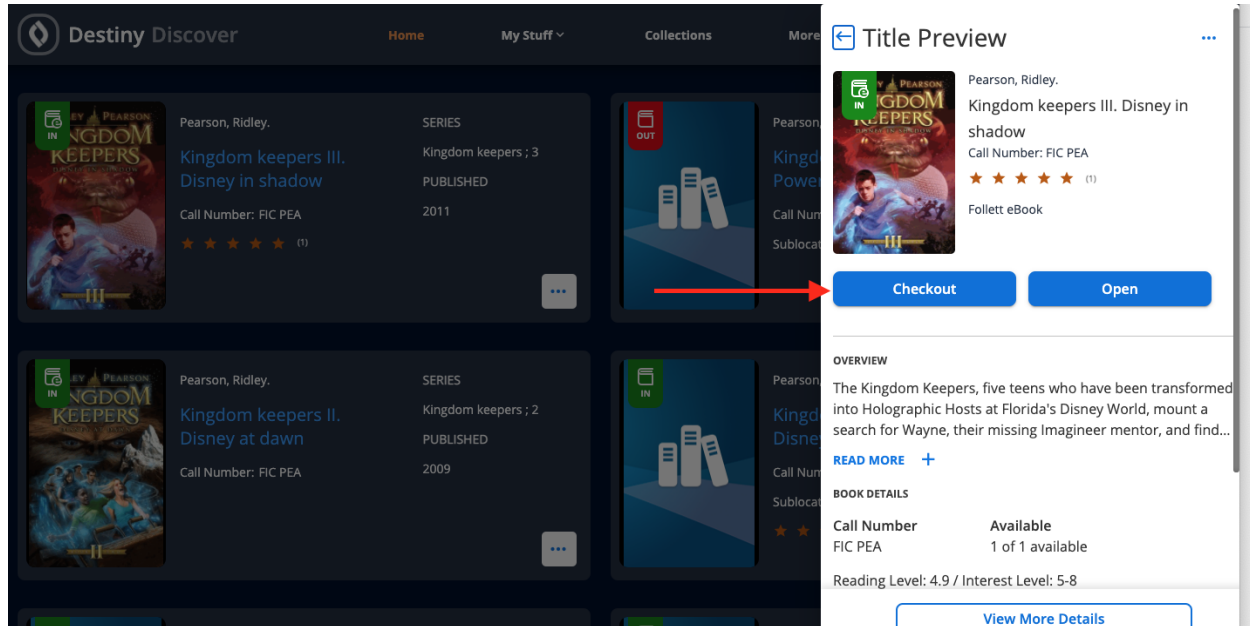
Step 6 - You can also search by AR level using the advanced search option by clicking Search Options and then typing the starting and ending levels in the options box.

The screenshot shows the Search interface. The 'Search Options' dropdown menu is open, displaying various search filters. A red arrow points to the 'Starting Reading Level' and 'Ending Reading Level' fields.

Search Options:

- Type:** Keyword
- Location:** The First Academy
- Format:** Any
- Sublocation:** Unlimited
- Reading Programs:** Any
- Starting Interest Level:** [Dropdown]
- To:** [Dropdown]
- Ending Interest Level:** [Dropdown]
- Starting Reading Level:** [Input Field]
- To:** [Dropdown]
- Ending Reading Level:** [Input Field]

***Please note that if a book doesn't give you the option to "Hold" it, then it is an eBook that you can check out and read on your iPad. In that case, you would click "Checkout" in order to read the book on your device.**



If you have any questions or issues with requesting books online or checking out eBooks, please contact Lisa DeBoom at lisadeboom@thefirstacademy.org.