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).
Step 4 - In the search bar, search by keyword, title, or author name
Step 5 - When you find your title, press the “hold” button.

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.
*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.