



Checkouts, Renewals, Returns, and Fines



- **Q: What can I check out from the Media Center?**
- A: Books and graphing calculators

- **Q: How do I tell you what books or calculator I want?**
- A: You put a hold on the books or calculator [HERE](#). You can search for specific titles and even graphing calculators in the search box near the top of the screen. Directions for setting up Destiny Discover are [HERE](#).

- **Q: How do I get the books or calculator after I put it on hold?**
- A: We will have curbside pick-up available every Wednesday while we are virtual. [HERE](#) are details about curbside pick-up and other services that are still available.

- **Q: What safety measures have been put into place due to COVID-19?**
- A: Anyone filling holds will wear a mask and gloves for the entire process. The books/calculator will be placed in a bag labeled with your name. It will be placed on the cart in ABC order by last name. Any books that are returned will be quarantined for one week before they are allowed to be checked out again.

- **Q: What happens if I put a hold on a book that is already checked out by someone else?**
- A: The student with the book will be alerted that they must return the book by its due date unless it is needed for a semester-long project. The person with the book on hold will be alerted when the book is available or if the book will not be available to check out.

- **Q: How will I know if I have books ready to be picked up?**
- A: On Tuesday each week, an email message will be sent from Destiny to all students who have holds ready. Please make sure the email address on file with the district is correct so that you can receive these messages.

- **Q: What if I put something on hold, but I am not able to pick it up on the next Wednesday?**
- A: Your books/calculator will be put on the table for one more week. After that, they will be checked back in and you will have to put them on hold again. A Schoology message will be sent to inform you.

- **Q: What if I am never able to pick holds up between 7am-2pm on Wednesdays?**
- A: See if a family member, neighbor, friend, or schoolmate is able to stop by and pick up your books/calculator.

- **Q: What should I do if I show up and there isn't a bag labeled for me?**
- A: You should message Mrs. Isaac on Schoology or call 248-823-2710 ASAP.

- **Q: Can I return my books/calculator at the Curbside pick-up?**
- A: Yes. Please leave it in a closed/secured bag and label it with your name. There will be a cart there for returns.

- **Q: Will fines be charged during virtual learning?**
- A: No, but please return books/calculators when you are done with them so that other students can use them.

- **Q: What if I check my Media Center account and something is overdue?**
- A: Renewing books for ALL students can be a tricky process. You may see a lag in renewals, especially at the beginning of the school year. Do not worry since no fines will be charged. You can message Mrs. Isaac in Schoology if you want to make sure your items are renewed. You can also renew them yourself as long as they are not overdue.

- **Q: How many times can I renew a book?**
- A: The system will let you renew once. If you need to keep it longer, contact Mrs. Isaac in Schoology or just continue to keep it.

- **Q: Is there a limit to how long I can keep materials?**
- A: A report of overdue books will be run every month & communicated home via e-mail. If you don't need your materials anymore, please return them. At the end of first semester, any items from last school year that were not turned in will be marked as lost. Those items will need to be turned in or paid for. That same process will take place at the end of the school year.

- **Q: If I had fines from before school was shut down last March, do I still need to pay them?**
- A: Yes. They can be paid on SchoolPay (through PowerSchools) or in-person once we return to school. Please wait to pay in person if your fine is under \$1.

- **Q: If I lose or damage a book or calculator, will I be responsible for paying for it?**
- A: Yes. As in years past, students will be charged for lost or damaged items. However, if there are extenuating circumstances, please contact Mrs. Isaac and we can talk about it.

- **Q: What if I have a question that isn't answered here?**
- A: Send a message to Mrs. Isaac on Schoology

