

Weymouth High School Library Remote Library Book Service

Follow these instructions to reserve library books.

Remote Library Book Service:

- * This is for **Library books only**. Follow the instructions to check the availability of a book and place it on hold.
- * You will receive an email on your school email account when the requested book is ready to be picked up.
- * Pick up books and/or return books in the library or at the Security Desk (door #36). If you are unable to pick up books at the school contact annmarie.oneill@weymouthschools.org for help.
- * All books returned will be held back from being put back into distribution for 7 days.
- * Make sure you've received a confirmation email on your school email account from the library before you come to pick up your books (if you haven't, the book you requested is not available yet).

Instructions:

Start at the Weymouth High School Website and Choose the **Library Circle**.
<https://www.weymouthschools.org/weymouth-high-school>

On the Library page choose **Catalog...** and then **Weymouth High School Library**.

Choose **Weymouth High School LMC** (save future steps by bookmarking this page).

Login (same username and password as your WHS login - username is just the part of your Chrome username before the @weymouthps.org).

Choose **Catalog** and then **Search** by (Keyword, Title, Author or Subject).

Click on **Details** of a book you are interested in.

If **Available**, click **Hold** and check your email for pickup instructions.

Contact annmarie.oneill@weymouthschools.org for help.

Remember:

- * You will receive an email on your school email account when the requested book is ready to be picked up.
- * Pick up books and/or return books at the Security Desk (door #36). If you are unable to pick up books at the school contact annmarie.oneill@weymouthschools.org for help.
- * Make sure you've received a confirmation email on your school email account from the library before you come to pick up your books (if you haven't, the book you requested is not ready yet)
- * Email annmarie.oneill@weymouthschools.org with any questions