

RESERVING BOOKS ONLINE FROM THE LIBRARY

- 1.) Go to the Dailey Library icon on the Dailey Tech Weebly Homepage: www.daileytch.weebly.com and select your grade level.
- 2.) Click on the 'Follett' icon
- 3.) Click "Login" on the top right of the screen. Select Fresno Single Sign on (on the left) and then put in your four digit username@fresnou.org and passcode. (It is possible that you will be automatically logged in if you are using a Dailey computer and/or are logged into Clever or Office365.)
- 4.) Browse through the books.
 - a. You can "search" for a specific book using the search tool
 - b. You can look for books by topic
 - c. There are sections for audio books and e-books.
- 5.) If an e-book or audiobook is available you can check it out and read it immediately. If there is a waitlist you will be put on the list and will be notified when the book is available.
- 6.) If it is a paper book that you are requesting, we will do our best to have it ready for you with your school materials at the end of the school week.
- 7.) You can keep track of your holds and check outs by clicking the green "hamburger" icon (three vertical lines) on the top left of the page.

