

West Middle School Library

Pick-Up Service



1

How do I place a book on hold?

Find the book you would like on the WM Online Library Catalog.

- Log on to the [Library Catalog](#) (Log in with the Blue Google Button).
- Click on Destiny Discover.
- Search the Library Catalog.
- When you find the book you want to check out, click on the title.
- A new page opens that gives you information about the book.
- Click the **Hold** tab.
- [How to Access the Library Catalog & Hold Books- Video](#)



2

When can I pick up my books?

- When you have completed a Book Request, you will receive an email when your book is ready.
- The book will be checked out on date indicated for pick up. Due dates are 2 weeks, and you can renew online.
- Pickup is available **Tuesday, Wednesday, Thursday, and Friday, 8 am-3 pm.**
- Please allow at least 24 hours from the time you place your request until pick up.



3

How do I pick up the books?

- Park at the front of the building
- Books can be picked up at Door #1 (**Front Entrance**)
- Ring the bell and a staff member will distribute the requested books at the door.
- To observe social distancing and safety precautions when picking up materials, you must wear a mask.
- Please email Mrs. Ruzicka at kruzicka@parkwayschools.net if you are having trouble picking up books during the scheduled times and need an alternate plan. Limited delivery is available.



4

How do I return books?

- All books should be dropped off in the book return next to Door #1 (**Front Entrance**)
- Please do not return items to the office, as we will be observing social distancing measures, and all books need to go through quarantine protocols.