

SFES Contactless Media Checkout Process

Step	Who?	What?	How?	When?
First time only	Students in grades 3-5	<p>Each student will need to connect their HCPSS username and password to their Media circulation account.</p> <p>If your student is having trouble with this process, send Mrs. Burnstein a Canvas message and she will assist, or send Mrs. Burnstein a Canvas message indicating which books you want, and she will process your request.</p>	<p>Families can complete this one time only process online.</p> <p>Written directions with screenshots</p>	<p>Any time</p> <p>Optional Office Hours 3-5 Help:</p> <p>10/15, 10/20, 10/22 11:45 a.m. - 12:30 p.m.</p> <p>Google Meet Code Link:</p> <p>http://g.co/meet/sfes-burnstein-media</p> <p>Google Meet Code: sfes-burnstein-media</p>
1.	Students in grades 3-5	Students can place holds on up to 5 items they would like to checkout. (Must complete the step above before you can do this)	How to Place Holds - Screencast	Any time
	Students in K-2	Complete a Media Book Request Form	Click on the Media Book Request Form Link or Click on Media Book Request on the left Navigation Pane in your Media course on Canvas.	<p>Any time</p> <p>Optional Office Hours K-2 Help:</p> <p>10/19, 10/23 11:45 a.m. - 12:30 p.m.</p> <p>Google Meet Code Link:</p> <p>http://g.co/meet/sfes-burnstein-media</p> <p>Google Meet Code: sfes-burnstein-media</p>

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2.	Media Center Staff	At least one day each week, media center staff will come into the building to fill hold requests and prepare them for contactless pick up.		One day a week starting the week of October 12 - 16 Requests may take a week or more to be filled. Exact times to fill requests will be based on staff and book availability.
3.	Students/Parents/Guardians	Pick up your requests in the SFES vestibule and return books you have finished.	Requests will be bagged and labeled with your last name for you to pick up in the SFES vestibule. There is a collection bin in the vestibule where you can return any books you have finished.** You will not need to buzz into the office for pick up. The front doors of the building are open Monday - Friday from 8am - 4pm.	After you receive email notification your request is ready.
4.	Students/Parents/Guardians	Quick links to SFES Public Access Catalog:	LS2-Kids - click on icons to aid search SFES PAC - use words to search	Any time

****Please note that all returned books are quarantined for a minimum of 1 week before being recirculated to another student.**

If you have any questions about contactless checkout, please contact Mrs. Burnstein at renee_burnstein@hcpss.org or Mrs. Walker at natasia_walker@hcpss.org